

**Millersburg Borough Council  
Council Chambers  
May 25, 2022, Committee Minutes  
8:35 p.m.**

**Attendance** - Cl'ms Boyer, Campisi, Dietz, Hoffman, Hoke, and Snyder. Mayor Alan Bowman and Borough Manager Kayla Buker.

**Guests** – None present.

**Public Safety-** There was no report for this committee.

**Employee Relations-**

**Crew leader Report-** Mr. John Hoffman provided a written report on the status of various projects for Council to review.

**Part Time Police Officer-** Mayor Bowman reported that Ofc. Trego did not think the interested part-time officer would be suitable.

**Finance and Risk Management-**

**MIS Camera Update—** Manager Buker shared that the cameras had been installed in Seal Park. The borough office is tentatively scheduled for early June.

**Parks and Recreation-**

**Park Rules-** Council briefly reviewed the park rules listed on the forms provided to individuals who rent out park pavilions. Cl'm Dietz requested that Manager Buker get photos of the rules posted on the signs in the park. Discussion was tabled until the June Committee meeting.

**Historical Society HS History Day-** Council reviewed documents provided by Scott Isenberg on behalf of the Millersburg/Upper Paxton Historical Society pertaining to a proposed local history day for students at Millersburg Area High School. Manager Buker was directed to begin work on a facility use agreement for the event in September, with the intent of Council being to approve the agreement with no cost associated.

**School District Addition-** Manager Buker shared a conversation she had had with Jerry Duke of Tri-County Regional Planning Commission regarding the stormwater management plan and the traffic study that the school district is required to do for the planned additions to the middle school/high school building. The discussion had focused on whether the County or the Borough would take point on the review of these items. Given the other projects the Borough has planned for the summer and fall, as well as the greater experience of Dauphin County staff and the potential to tie this project to grant funding opportunities to resolve the Tanners Run situation, Manager Buker advocated for allowing the County to take point. No decision was reached. Manager Buker was directed to get further details from Jerry Duke regarding the fee collection that Council had questions about.

**Flood Insurance for MYO Bathrooms-** Council was provided with a quote for flood insurance at the MYO Park bathrooms from Dane Snyder with DST. The premium is several hundred dollars cheaper than the current policy and is more in line with the premiums paid prior to 2021. The lower premium does come with a higher deductible, but still provides the same dollar value of coverage. After discussion, Council asked Manager Buker to put the quote on the agenda for June 8<sup>th</sup> for action.

### **Property-**

**Flowers at Welcome to Millersburg Sign-** Burrell's Florist, which had previously planted and maintained the flowers at the Welcome sign, will be unable to do so this year due to the high volume of business they are experiencing. Secretary Jackson had requested guidance on how to proceed. Council expressed a desire to see a mix of annuals and perennials at the sign and suggested purchasing from Smucker's.

**552 Church Intent to Pursue-** Council was provided with a letter sent to the property owner by Karen Zaporozec, regarding an unsafe accumulation of firewood and flammable materials in the rear of the property. In the letter, Ms. Zaporozec indicated that she would be requesting Council authorize action to remove the accumulation on June 8<sup>th</sup> if the property owner was not able to resolve the issue.

### **Streets-**

**Stormwater Sewer Project Update-** No contract has yet been received for signature. Once the timeline is provided by the contractor, Manager Buker will work with SDP to send out the public notices.

**Parking Meters**— This item was tabled to the June Committee meeting.

**Hillside Church Sewer Issue-** Manager Buker shared the information she had received from Chad Gladfelter with HRG about the project. Nothing in HRG's records indicated an issue with backfill, and Chad pointed out that due to the timing of the issue, it was outside of the period where the Borough could ask the contractor who did the project to come back and evaluate the issue. Due to differing schedules, Manager Buker has yet to speak with Authority Manager Nick McCarron about the issue.

**Street Closure and Parking Meter 313 Market Street Tree Removal-** Council was apprised of the need to close off all meters on the 300 block of Market Street on June 13<sup>th</sup> and 14<sup>th</sup> to accommodate an altered traffic pattern that will keep vehicles away from the tree removal. After discussion, Council indicated that the street closure permit request should be put on the agenda for June 8<sup>th</sup>. The planned motion is to approve the street closure permit, charge the contractor the \$25 for the street closure and the \$25 for the tree removal permit, and to waive the cost of bagging the meters to accommodate the safety requirements of this project.

**Parking Lot and Curb Requirements- Max's Center St. Lot-** Council discussed the concerns raised by Karen Zaporozec and Manager Buker regarding access to the property and water flow. Manager Buker is to work with the property owner and develop options for access.

**Pine Street 100 Block storm sewer issue-** Manager Buker shared a proposed plan to rectify a water leakage that is believed to be coming from the Borough's storm sewer system. After review and discussion, Manager Buker was directed to try and piggyback with the Authority to see what can be uncovered in the area, as the Authority has plans to do work in the vicinity.

### **Economic Development-**

**Main Street District Draft Ordinance-** Manager Buker shared the feedback received as of the meeting. For the most part, people contacting her have been seeking clarification of some points and how it would impact their property. There have been a few individuals who don't think the ordinance as written would be the best method to maintain businesses in Millersburg.

**School District Gaming Grant Co-Sponsorship Request**— Dan Troutman had contacted Manager Buker asking for the Borough's co-sponsorship of another round of safety improvements. The plan is to

do the next phase of improvements and continue what previous years have requested. Borough Council directed Manager Buker to have this item on the agenda for June 8<sup>th</sup>.

**Borough Vendor Selection Policy-** This item was tabled.

**Community Resource Posting-** This item was tabled.

**Other Business-**

**Council NIMS Training- ICS 100 and 700-** Council was reminded of the need to complete this training.

Items for June 8<sup>th</sup>

- School District Co-Sponsorship
- 313 Market Street Closure Request and Meters
- MYO Bathroom flood insurance

Items for June 22<sup>nd</sup>

- Parking Meters

Next Meeting— June 8 at 6:30 p.m. at 101 West Street.

Meeting adjourned at 10:04 p.m.

Respectfully submitted,

Kayla Buker  
Borough Manager