

**Millersburg Borough Council
Council Chambers
September 13, 2023 Meeting Minutes**

Call to Order – President Dietz called the meeting to order at 6:00PM with Cl’ms Boyer, Hoffman, Hoke and Snyder present. Mayor Alan Bowman, Manager James Whitall and Secretary Ann Jackson were also present. The invocation was given by President Dietz, followed by the Pledge of Allegiance.

Guests – Dusty Young and James Lower - Millersburg Area Girls Youth Soccer; Kevin Fox - Gannett Fleming; Erick Wolochuk (arrived at 7:50PM)

Approval of Minutes – Motion by Cl’m Hoffman, seconded by Cl’m Snyder to approve the minutes from the August 9 and August 23, 2023 meetings as prepared. Motion carried.

Public Comment

President Dietz recognized Dusty Young who was in attendance on behalf of MAGYS, to request Council permission to convert a portion of a storage building at Bradenbaugh Park into a restroom. They would also like to put up a small shed. Mr. Young provided a drawing which Council reviewed. He has been working with Gerry Stauffer and Kent Zimmerman to date. Public Works would be responsible for winterizing. Cl’m Boyer offered to have his office prepare stamped drawings of the ADA restroom, if required by Codes official. Manager Whitall will provide Barry Isett’s information to Mr. Young in order for him to proceed. Motion by Cl’m Snyder, seconded by Cl’m Hoffman to allow MAGYS to make improvements to Bradenbaugh Park at their expense with the addition of a restroom and to install a shed, not to exceed 12x12. In the event of an insurance property claim, MAGYS would be responsible for the deductible. Motion carried. Both Mr. Young and Mr. Lower then left the meeting.

Financial Reports – Council reviewed the Financial Report. Motion by Cl’m Snyder, seconded by Cl’m Hoffman to approve the report for the month ending August 31, 2023. Motion carried.

Motion by Cl’m Hoffman, seconded by Cl’m Hoke to approve the Check Detail Report. Motion carried with yes votes from Cl’ms Boyer, Dietz, Hoffman, Hoke and Snyder.

President Dietz recognized Kevin Fox. Mr. Fox reviewed his monthly report with the Council. Manager Whitall is to advise Mr. Fox when the Boyd Street sinkhole work is completed, so that Kevin can notify PennDOT.

Additionally, Mr. Fox explained to the Council that Gannett Fleming is going to stop providing municipal engineering services in the central region in order to concentrate on stormwater and sewer engineering issues. He will be available to address any issues throughout our transition to another engineering firm. Council requested hard copies of maps, studies, core sample results, bidding documents, our 5-year plan, etc. for the Borough’s permanent records and Mr. Fox was agreeable to providing this. Council members expressed their thanks and appreciation to Mr. Fox for his services. He then left the meeting.

Employee Relations Committee

Employee Luncheon Update – Cl’m Hoffman reported that Erick Wolochuk from Max’s will provide a free luncheon to Borough employees; date to be decided. A presentation by Nancy Hess, Human Resources and Organization Development Consultant, will be held during the luncheon.

Borough Secretary Special Assignments – Motion by Cl'm Snyder, second by Cl'm Hoffman to assign special duties to Secretary Jackson of Tourism Brochure updates, Millersburg Area Working Together representative, financial reporting for Community Garden, Dauphin County Tax Collection Committee, and Sesqui Centennial Planning Committee representative. Paid time for attendance for UD Council of Governments and Dauphin Lebanon County Boroughs Association meetings will be conditional, based on topic. Motion carried.

Public Works Acknowledgement – Cl'm Hoffman requested that it be noted for the record that the Public Works crew did a phenomenal job through all phases regarding investigating and repairing the second sinkhole that appeared on Boyd Street. It was also to be noted that when time and equipment permit, we should look at doing certain jobs in-house. Manager Whitall was directed to look for specific training crew members. Cl'm Snyder noted that in anticipation of repairing the Meadow Lane sinkholes at the basin off of Wiconisco Street, for any holes deeper than 36", shoring is needed. All slip-lining and all sewer line work needs to be noted accurately for reference for future issues.

Finance & Risk Management Committee – No report.

Keystone Collection Group Proposal – Council reviewed the proposal regarding collection of delinquent per capita taxes as well as an email regarding the School District's current position. Motion by Cl'm Snyder, seconded by Cl'm Hoke to agree with the School District's decision on how to proceed. Motion carried.

Schedule for 2024 Budget Workshops – Worksheets were distributed to various committees. They are to be returned to Secretary Jackson by September 27. President Dietz gave the following dates for 2024 budget preparation: September 27, October 25 and November 20.

Business Credit Card – Application for Mid Penn Bank's card was provided to Manager Whitall. He will work on completing this with Cl'm Hoke's assistance.

Parks & Recreation Committee

Millersburg Little League Dugout Gate – Cl'm Hoffman reported that the organization would like permission to install gates on the dugouts to be locked when the field is not being used, due to vandalism and other unwanted activity. MAGYS may consider doing the same at Bradenbaugh field. Motion by Cl'm Snyder, seconded by Cl'm Hoffman to request a proposal from both organizations for Council review. Motion carried. Duplicate keys will need to be provided to the Borough. Cl'm Snyder will notify both Jamie Etzweiler and Dusty Young.

Basketball Courts – Cl'm Hoffman updated the Council on the status of finding a new location for courts. Representatives from Millersburg Little League Association, Millersburg Area School District and Millersburg Borough Council have met to discuss the matter. The Little League offered a location, but there was no agreement between all parties. There is another meeting set to continue discussions.

Lenkerville School Playground Equipment – Cl'm Snyder requested authorization from Council to pursue acquiring the playground equipment from Lenkerville School to be relocated in MYO Park. Cl'm Boyer will inspect the equipment. Costs of tearing out and relocating versus purchasing and installing new need to be compared. Cl'm Snyder's request was approved to contact the PTO to investigate their position.

Property Committee

Report from Chairman – The Police Department renovations are progressing. Brick repointing needs to be done on the parapet wall. There are water leaks between the bricks.

Public Safety Committee

Fire Company Contract renewal – CI'm Snyder reported that there will be a negotiations meeting for the Fire Company, Upper Paxton Township and Borough representatives on September 27 at 10:00AM at the Township building. He is unable to attend; CI'm Hoke will be attending in his place.

Island Tech Services Proposal – CI'm Snyder reviewed the quote with Council. Motion by CI'm Snyder, seconded by CI'm Boyer to purchase the body cameras at \$1,681.18, Cloud storage (unlimited) at \$2,400 and professional services including on-site consulting, configuration and testing, at \$2,350. Motion carried with yes votes from CI'ms Boyer, Dietz, Hoffman, Hoke and Snyder. We will need to create a policy for the cameras. CI'm Snyder reported that he is working up a State DCED grant proposal for two new cruisers and will request the in-car cameras within that proposal.

AED Purchase – Motion by CI'm Snyder, seconded by CI'm Hoke to authorize Manager Whitall to purchase an AED unit not to exceed \$3,500, and to account for the expense under QuickBooks line item 410.263. Motion carried with yes votes from CI'ms Boyer, Dietz, Hoffman, Hoke and Snyder.

President Dietz recognized Erick Wolochuk who stated that he had just come from a Property Maintenance Appeals Board Hearing. His suggestion was that the individual writing the Quick Ticket be consistent and more specific in the comment section of the ticket. Council will provide guidance on how comments are written.

Streets Committee

Apple Alley Paving /116-118 Pine Street - The property owners have requested permission to pave their driveway in the rear, but it was unclear as to whether or not the area extended beyond the easement portion of the property. Manager Whitall was directed to get the specifics using maps or drawings. The matter was then tabled.

New Enterprise Stone & Lime Co., Inc. Change Order No. 1 – Due to a change involving work planned by the Millersburg Area Authority, the Borough will need to do additional base paving on East Union Street. The amount of the Change Order is an increase of \$2,275. Motion by CI'm Hoffman, seconded by CI'm Snyder to approve Change Order No. 1 for an additional \$2,275, bringing the total contract amount to \$126,673.50. Motion carried with yes votes from CI'ms Boyer, Dietz, Hoffman, Hoke and Snyder. Manager Whitall is to obtain written confirmation from the Authority that they will be pulling one lateral under the newly paved portion of East Union Street.

Reserved Parking for NDCS During Drop-Off Hours (East Union behind Hillside) – Council reviewed the emailed request for No Parking signs on East Union Street for a 60' section behind Hillside Church. Manager Whitall reported that he has investigated this. Customized signs would be needed stating the authorized drop-off and pick-up times, as well as towing language.

Economic Development Committee

Dauphin County DCED Consultant – Arrangements will be made to hire a consultant to assist with a town study of street scapes, key buildings and properties, improvements, planning and revitalization.

Mayor's Report – UCR statistical report and payroll report was distributed to all CI'ms.

Approval of Trick-or-Treat Date – Motion by CI'm Hoffman, seconded by CI'm Snyder to set Trick-or-Treat for Thursday, October 26th from 6-8 PM Motion carried. The window painting will be October 16th. The Halloween Parade will be October 18th.

Manager's Report – Written report was distributed to all CI'ms.

Code Enforcement Officer's Report – Written report was provided to all CI'ms. No Council action needed.

Unfinished Business

Shade Tree Ordinance – CI'm Boyer reported that the Millersburg Planning Commission offered to re-write the Shade Tree Ordinance. They would like to start with the draft written by former Borough Manager Chris McGann. Manager Whitall is to provide Mr. McGann's draft.

Tree Trimming for Route 147 Paving Project – PennDOT has notified the Borough that their contractor will be trimming along the project route to a 14' clearance on the street side. Council has concerns about tree preservation, since Borough ordinance calls for a 12' clearance. Manager Whitall was instructed to request a site visit to discuss this matter.

Purchase Agreement - West Street Lot – Council reviewed the document as prepared by Solicitor Kerwin. It has been signed by the seller, William D. Hale. President Dietz is authorized to sign. Secretary Jackson was directed to have Solicitor Kerwin schedule the closing and to move forward with the line of credit draw for the full amount of \$120,000 from Mid Penn Bank.

Letter to Millersburg Area Pool Association – Council reviewed the draft prepared by Solicitor Kerwin and approved it for mailing. CI'm Boyer will advise Solicitor Kerwin.

New Business

2024 Minimum Municipal Obligations - Police & Non-Uniformed Pension Plans – Secretary Jackson reviewed both MMO's with Council. There is nothing due on the Police Pension Plan; the amount due on the Non-Uniformed Plan is \$30,280. Motion by CI'm Snyder, seconded by CI'm Hoffman to approve both MMO's as presented. Motion carried.

Borough Resolution No. 23-17 – Waiver of Required Member Contribution – Police Plan – This resolution waives the required 5%-member contribution on the Police Pension Plan for the year 2024. Motion by CI'm Snyder, seconded by CI'm Hoffman to approve Brough Resolution No. 23-17 as presented. Motion carried.

Gannett Fleming Invoice No. 26006 – Council reviewed the invoice for services for the streets maintenance project in the amount of \$2,330. Motion by CI'm Snyder, seconded by CI'm Hoffman to approve paying Gannett Fleming's invoice for \$2,330. Motion carried with yes votes from CI'ms Boyer, Dietz, Hoffman, Hoke and Snyder.

Communications – All CI'ms received the listing.

Nomination to Tri-County Regional Planning Commission – Council reviewed a request from the TCRPC for nominations to represent Northern Dauphin County. Secretary Jackson advised that the current representative, Mrs. Deborah Everly, is willing to continue serving. Motion by CI'm Snyder, seconded by CI'm Hoffman, to nominate Deborah Everly to serve another term on the TCRPC. Motion carried.

Organization Reports

Upper Dauphin COG – Will meet next on September 21st; topic to be EMS study for Northern Dauphin County ambulance system.

Millersburg Planning Commission – August 2 and September 6, 2023 (draft) meeting minutes were provided to all CI'ms as well as a letter with MPC's recommendations.

Millersburg Area Pool Association – No report.

Millersburg Fire Company – July 11, 2023 meeting minutes were provided to all CI'ms.

Millersburg Area Authority – July 10 and August 7, 2023 meeting minutes were provided to all CI'ms.

Dauphin Lebanon County Boroughs Association – Invitation to October 24, 2023 meeting was provided to all CI'ms. This will be election of officers.

Millersburg Borough Safety Committee – Manager Whitall reported that they discussed the parapet repair. A third mirror was purchased. There are now two at the Maintenance Garage to facilitate pulling out.

Garden Committee – Manager Whitall reported that over one ton of produce has been harvested.

The next meeting will be on September 27th. The meeting was recessed to the Call of the Chair at 9:05PM.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary