

**Millersburg Borough Council
Council Chambers
November 8, 2023 Meeting Minutes**

Call to Order – President Dietz called the meeting to order at 6:07PM with CI’ms Boyer, Campisi Hoffman and Hoke present. Mayor Alan Bowman, Manager James Whitall (both arrived at 7:50PM), Crew Leader John Hoffman and Secretary Ann Jackson were also present. The invocation was given by President Dietz, followed by the Pledge of Allegiance.

Guests – None.

Approval of Minutes – Motion by CI’m Campisi, seconded by CI’m Hoffman to approve the minutes from the October 11 and October 25, 2023 meetings as prepared. Motion carried.

Gaming Grant Co-Applicant Project Prioritization – Council reviewed the list of projects that Millersburg Borough co-sponsored and ranked them, to be able to report to Mayor Bowman and Manager Whitall who were currently at a Dauphin County Gaming Grant presentation hearing. Motion by CI’m Hoffman, seconded by CI’m Hoke to prioritize as follows, subsequent to the Borough’s application:

- Millersburg Area School District – security doors & access controls \$18,000
- Ferry Boat – repairs to boats \$40,000
- Ned Smith Center – chair lift for amphitheater \$15,000
- American Legion – roof repairs, flooring, ADA accessibility in restrooms \$75,000
- Little League – lighting upgrades \$29,200
- Historical Society – Phase II of digitization \$20,000

Motion carried with two abstentions – President Dietz due to being a member of the Ned Smith Center Arts & Entertainment Committee and CI’m Boyer, due to being a board member of the Historical Society.

Public Comment – None.

Financial Reports – Council reviewed the Financial Report. Motion by CI’m Hoffman, seconded by CI’m Campisi to approve the report for the month ending October 31, 2023. Motion carried. The Capital Improvement Account is to remain at a balance of \$5,500 for the remainder of the year.

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

Employee Relations Committee

Borough Manager Letter of Hire – Sick Days – Motion by CI’m Campisi to amend Manager Whitall’s letter of hire to award 80 hours of sick leave, so that sick leave matches the Employee Manual. Motion carried with yes votes from CI’ms Boyer, Campisi, Dietz, Hoffman and Hoke.

Finance & Risk Management Committee

Parks & Recreation Committee

Weekend Work Crew Schedule – CI’m Boyer reported that the trash in Riverfront Park was not emptied over the weekend. The issue was resolved and whoever is on weekend duty is supposed to monitor this while the weather is still warm.

Market Square Park Project – President Dietz reported that Chuck Strodoski with YSM is asking if the Borough has a structural architect or engineer for him to work with. Council agreed to recommend Bill Burch. President Dietz will advise Mr. Strodoski.

Property Committee

Water Authority Suite Remodel for Borough Use – Cl'm Hoke reported that Farhat Construction has signed the lease agreement for the former Authority Manager's Office, conference room and Borough Secretary's office. Renovations are needed in the front office prior to the Borough Secretary relocating. Council reviewed a quote from The Right Guy for a remodel for \$4,940. Flooring material would be additional. Motion by Cl'm Hoke, seconded by Cl'm Hoffman to approve a total of \$7,000 for the remodel to include The Right Guy's quote and a flooring material allowance of \$2,060. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoffman and Hoke.

Public Safety Committee – No report.

Streets Committee

Borough Resolution No. 23-21 – PennDOT SR147 ADA Ramps – This resolution is required to accompany the PennDOT Reimbursement and Maintenance Agreement for the aforementioned project. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to approve the resolution as presented, dating it retroactively if necessary. Motion carried.

Seal Street Sinkhole – Cl'm Hoffman reported that the area will be scoped for possible trench plug work-up.

Economic Development Committee – No report.

Mayor's Report – No report.

Manager's Report – Written report was distributed to all Cl'ms. Mr. Hoffman reviewed items. Manager Whittall is to prepare a proposal with a graphic of the traffic control plan for the MAWT Christmas Tree Lighting event for Council's review as soon as possible. Estimates for tree removal in various locations will be secured shortly. Mr. Hoffman left the meeting after his review concluded.

Engineer's Report – Written report including a listing of the files received from Gannet Fleming was distributed to all Cl'ms.

Code Enforcement Officer's Report – Written report was provided to all Cl'ms. Council questioned if there is any Council action requested on 195 Ridgewood Drive.

Unfinished Business

Fire Department Response Policy – Policy language is to be amended and revisited.

Police Vehicle Insurance Rider – Secretary Jackson was directed to request a quote from our insurance carrier for a rider permitting the parking of police employee's personal vehicles in the garage.

New Business

Policy/Procedure Change Discussion Flow – President Dietz provided a procedure for review of existing Borough policies. The first step shall be to review the existing policy with the Borough Manager.

Penn State Health Memo of Understanding – Community Refrigerator – Penn State Health has awarded up to \$500 a month for the Borough to procure processed meats, cheeses, vegetable trays, eggs, juices and the like for the off season for distribution to anyone in the community. Council agreed that only volunteers shall be utilized for shopping. Expiration dates will be monitored by Manager Whitall. Motion by Cl'm Hoffman, seconded by Cl'm Campisi to approve the MOU as presented. Motion carried.

Communications – All Cl'ms received the listing.

Organization Reports

Upper Dauphin COG – President Dietz reported that only 6 of the 20 municipalities have signed on for the reimbursement plan for the EMS study.

Millersburg Planning Commission – There was no meeting.

Millersburg Area Pool Association – No report.

Millersburg Fire Company – September 12, 2023 meeting minutes were provided to all Cl'ms.

Millersburg Area Authority – October 2, 2023 meeting minutes were provided to all Cl'ms.

Dauphin County Tax Collection Committee – September 20, 2023 meeting summary was provided to all Cl'ms. Secretary Jackson reported that the Committee will be focusing on language for the Countywide Tax Collector's contract.

Millersburg Ferry Boat Association – No report.

Dauphin Lebanon County Boroughs Association – No report.

Zoning Hearing Board – Motion by Cl'm Hoke, seconded by Cl'm Campisi to appoint Bret P. Shaffer with Schiffman, Sheridan & Brown, PC as the Borough's Zoning Hearing Board Solicitor. Motion carried.

Manager Whitall and Mayor Bowman arrived.

Upper Dauphin Industrial Development Authority – No report.

Millersburg Borough Safety Committee – No report.

Garden Committee – No report.

2024 Budgets – Council continued work on preparing the drafts of the Liquid Fuels, Capital Improvement and General Fund budgets.

Term Life, AD&D and STD Insurances Change – Secretary Jackson reported on the quotes received from PMHIC and TriBen Insurance for mirror coverage of Principal Financial's (current coverage). Tri-Ben offered the biggest savings over our current premiums, at 42.5%. Adjustments were made for benefit percentages and maximum weekly benefits, using 2024 projected wages. Non-uniformed term life benefit was increased to \$20,000. Motion by Cl'm Hoke, seconded by Cl'm Hoffman to approve making the change from Principal to Tri-Ben for Life, AD&D and STD insurances. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoffman and Hoke.

Police Department Roof Repair – Motion by Cl'm Hoke, seconded by Cl'm Hoffman to approve the quote from Ken Clean Masonry for \$4,200 to have the roof repaired and to account for the expense under Buildings & Plant, Repair and Maintenance Services (409.465). Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoffman and Hoke. The balance of the quote for the parapet repointing and weatherproofing at \$14,400 is to be included in the 2024 Capital Improvement budget.

Purchase of Backhoe Bucket – Council discussed the purchase of a 12" bucket for the backhoe, as quoted by Groff Tractor & Equipment for \$1,975. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to purchase the bucket for \$1,975 and to account for the expense under Street Tools & Supplies (438.220). Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoffman and Hoke.

The next meeting will be on November 20th. The meeting was recessed to the Call of the Chair at 9:54PM.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary