

**Millersburg Borough Council  
Council Chambers  
July 12, 2023 Meeting Minutes**

**Call to Order** – President Dietz called the meeting to order at 6:00PM with CI’ms Boyer, Campisi (via remote), Hoffman, Hoke and Snyder (via remote) 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** – Kevin Fox, Gannett Fleming (via remote), Fire Chief Doug Snyder, Noah Snyder, Marcus Stoltzfus, Levi Stoltzfus, David Esch

**Approval of Minutes** – Motion by CI’m Hoke, seconded by CI’m Hoffman to approve the minutes from the June 14 and June 28, 2023 meetings as prepared. Motion carried.

**Public Comment**

President Dietz recognized Kevin Fox, who joined the meeting to conduct the 2023 Streets Paving Project Bid Opening. Four bids were received via PennBid. (Bid Tally attached to these minutes.) The base bid includes work on portions of Ridgewood Drive and East Union Street, the intersection of Walborn Lane and Bowman Street and asphalt joint and crack sealing. There is an alternate for a portion of Plum Street. Motion by CI’m Hoffman, seconded by CI’m Hoke to approve the bid from New Enterprise Stone & Lime Company for the base bid plus the alternate for a total of \$124,398.50, contingent upon review of all documentation by Gannett Fleming and the Borough Solicitor. Motion carried with yes votes from CI’ms Boyer, Campisi, Dietz, Hoffman, Hoke and Snyder. Manager Whitall was directed to get Waze navigation up and running. The project is to be finished by November 1, 2023. The School District will need to be notified. Mr. Fox will send bid summaries to Manager Whitall and Secretary Jackson. He then signed off the meeting.

President Dietz next recognized Fire Chief Doug Snyder. Chief Snyder requested Council approval for pump operator training sessions to be held on July 30 and August 6, in Riverfront Park and in the area of River Street, from Keystone Street to Pine Street. Facility Use Agreements were reviewed, as well as the Special Requirements. Motion by CI’m Hoke, seconded by CI’m Snyder to approve both agreements as presented with the user fee waived for both. Motion carried. Manager Whitall is to post these events on the Borough’s Facebook page for public awareness.

Chief Snyder next requested Council approval for the Fire Company to spend funds from their Apparatus Fund to purchase a new 100-foot aerial truck. This truck will replace the 1997 ladder truck. The purchase price is \$1,829,342.51 and has a 36 to 40-month lead time. Motion by CI’m Hoffman, seconded by CI’m Hoke to approve the Fire Company’s use of up to \$600,000 from their Apparatus Fund to put towards this purchase as presented. Motion carried with yes votes from CI’ms Boyer, Campisi, Dietz, Hoffman and Hoke; CI’m Snyder abstained due to being a member of the Fire Company.

The current Agreement for Services between the Borough and the Fire Company will expire at the end of this year. Motion by CI’m Hoffman, seconded by CI’m Hoke to appoint CI’m Snyder as the Borough’s representative to an Ad Hoc Committee to participate in negotiating the new agreement. Motion carried. Chief Snyder then left the meeting.

President Dietz next recognized Marcus Stoltzfus and Levi Stoltzfus who were present regarding the Development Agreement for 116/118 Pine Street. Council reviewed said agreement. Motion by CI’m Boyer, seconded by CI’m Hoffman to approve the Agreement. Motion carried.

**Financial Reports** – Council reviewed the Financial Report. Motion by Cl'm Hoke, seconded by Cl'm Hoffman to approve the report for the month ending June 30, 2023. Motion carried. Manager Whitall was directed to get updated quotes for a new AED unit.

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

### **Employee Relations Committee**

**Life Insurance – Uniformed Employees** – Secretary Jackson requested clarification on the amount of life insurance coverage for uniformed employees, since under the Borough Employee Manual the coverage would be at \$10,000, but previous officers had \$50,000 coverage under the police contract. Motion by Cl'm Boyer, seconded by Cl'm Snyder to enroll uniformed employees at \$50,000. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoffman, Hoke and Snyder. Secretary Jackson was directed to find out if employees have the option to increase their benefit at their cost. Jackson is also to ascertain the premium for \$10,000 and \$50,000 coverage for Cpt. Gamez.

**Holiday Pay – Cpt. Gamez** – Council reviewed a communication prepared by Cpt. Gamez detailing his July 4<sup>th</sup> shift, as well as an incident in which he incurred overtime. Per the Employee Manual and as an hourly employee, Cpt. Gamez is entitled to 1.5 time his regular rate for hours worked on July 4<sup>th</sup> in addition to 8 hours of holiday pay. This policy will be reviewed with him. Secretary Jackson was directed to amend the Compensation Election Form to include other employees in addition to Public Works employees.

**New Patrolman Hired** – It was reported that Kristian McNamara has accepted the Borough's offer of employment.

**Finance & Risk Management Committee** – No report.

### **Parks & Recreation Committee**

**Flood Insurance Renewal – MYO Park Restrooms** – Council reviewed the invoice to renew the flood insurance on the MYO Park restrooms. Motion by Cl'm Hoke, seconded by Cl'm Hoffman to pay the insurance premium on the MYO Park restrooms for \$1,011.60. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoffman, Hoke and Snyder.

**Approval of Stauffer Brothers Fence Invoice No. 2754** – Manager Whitall reported that the grant will only cover a portion of this invoice and will then be exhausted. The Borough's portion is approximately \$600. Motion by Cl'm Hoffman, seconded by Cl'm Boyer to pay the invoice in full and to invoice Penn State Health for reimbursement. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoffman, Hoke and Snyder.

**Community Garden Irrigation Line Installation** – Manager Whitall reported that this is necessary because the current arrangement is failing. He further reported that AARP will allow reallocation of the \$2,500 mini grant from standing beds and benches to cover this project. Three hundred feet of copper line is needed for a permanent underground line. Millersburg Area Authority will dig the trench and Public Works will run the pipe. Council reviewed quotes for the supplies. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to approve the quote from LB Water for \$2,473.15 to be paid from the AARP mini grant. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoffman, Hoke and Snyder.

### **Property Committee**

Daniel Miller House Lease Renewal – Tenant Connie Deibler wishes to continue. Council reviewed the draft lease which included no changes from the prior year. Motion by Cl'm Hoke, seconded by Cl'm Snyder to approve the Lease Agreement with Connie Deibler as presented. Motion carried.

Cl'm Hoke reported that there will be an on-site meeting next Monday to review the interior renovations to the Police Department.

Cl'm Boyer stepped out of the meeting.

### **Public Safety Committee**

M-9 Repair – Council reviewed an email detailing options and prices from Maguire Ford for a new torque converter and/or a remanufactured transmission. Council agreed that the vehicle should be taken to Troutman's for a second opinion.

### **Streets Committee**

Facility Use Agreement – Street Closure Request – Polk Personal Care – Polk requested the closure of Herman Street between Race and Walnut Streets on August 15 from 7AM to 5PM for a festival. Their current certificate of insurance has been received. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to approve the street closure and to waive the user fee. Motion carried with 3 yes votes and 2 no votes.

**Economic Development Committee** – No report.

**Mayor's Report** – Mayor Bowman directed Cl'ms attention to the UCR statistical report and stated that he believes Cpt. Gamez is providing a good police presence.

**Manager's Report** – Written report was distributed to all Cl'ms. Regarding the fireworks event, Manager Whitall was directed to require a detailed traffic control plan on the Facility Use Agreement. Cl'm Snyder agreed to relay Council's concerns about this year's event to the Fire Company. Cl'm Snyder reported that he has asked for clarification on the use of Fire Police at recent community events.

Cl'm Boyer returned to the Council meeting.

**Engineer's Report** – Written report was distributed to all Cl'ms.

**Code Enforcement Officer's Report** – Written report was provided to all Cl'ms.

111 North Street – Council would like Code Enforcement Officer to issue a citation in accordance with Borough ordinance.

235 Market Street – Cl'm Hoke reported that Barry Isett Associates is working with the architect and options are being reviewed. The options will need to be presented to Council.

### **Unfinished Business**

Approval of Legal Notice Advertising Borough Ordinance No. 3-23 – Ordinance No. 3-23 will vacate a portion of North Street. The ordinance has been prepared by Solicitor Kerwin and reviewed by Gerard Duke with TCRPC. Motion by Cl'm Boyer, seconded by Cl'm Hoffman to place the advertisement one time in the Citizen Standard for adoption at the July 26<sup>th</sup> Council meeting. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoffman, Hoke and Snyder.

Ambulance Update – President Dietz reported that the COG EMS Committee will meet later this month and that they will be applying for a Gaming Grant with Mifflin Township as the co-sponsor. They are also getting quotes for a study of solutions to the existing issues.

### **New Business**

National Night Out – Per Cpt. Gamez’s request, the Borough will be participating in the event. Attendees will have an opportunity to meet the new officer and the Borough will be showing a movie at MYO Park. There will be a popcorn vendor who must provide their certificate of insurance and SafeServ certification. Council agreed to purchase 100 cinch bags as giveaways for the event.

Mr. Esch and the Stoltzfuses left the meeting.

Borough Resolution No. 23-10 – American Legion Gaming Grant Co-Sponsorship – The Legion intends to apply for a Gaming Grant for \$75,000 to finance roof repairs, update flooring and ADA accessibility in restrooms. Motion by Cl’m Boyer, seconded by Cl’m Hoffman to approve Borough Resolution No. 23-10 as presented. Motion carried.

Gaming Grant Update – President Dietz reported that DCNR is unable to change the amount of the funding request for our Market Square Park Renovations grant application.

Borough Resolution No. 23-11 – Millersburg Ferry Boat Association Gaming Grant Co-Sponsorship – The Ferry Boat Association intends to apply for a Gaming Grant for up to \$40,000 for repairs to the boats. Motion by Cl’m Boyer, seconded by Cl’m Hoffman to approve Borough Resolution No. 23-11 as presented. Motion carried.

Borough Resolution No. 23-12 – Historical Society of Millersburg and Upper Paxton Township Gaming Grant Co-Sponsorship – The Historical Society intends to apply for a Gaming Grant for approximately \$20,000 for Phase II of their digitizing project and to digitize 2,000 historical photographs. Motion by Cl’m Boyer, seconded by Cl’m Hoffman to approve Borough Resolution No. 23-12 as presented. Motion carried.

President Dietz called an executive session at 9:03PM for Council to discuss a real estate matter. The meeting was called back into regular session at 9:22PM.

**Communications** – All Cl’ms received the listing. Crew Leader John Hoffman has the cold patch repair at the Legion scheduled. Manager Whitall was directed to get quotes for scoping Seal Street and to include Mr. Hoffman in the project.

Manager Whitall reported that there was property damage done to the 2017 truck. The back window was broken out while the Crew was hauling barricades. Manager Whitall was directed to contact our insurance agent to see if there is any deductible or a lower deductible than normal for this incident.

The next meeting will be on July 26<sup>th</sup>. Cl’ms Hoke, Snyder and Hoffman will be unable to attend. The meeting was recessed to the Call of the Chair at 9:35PM.

Respectfully submitted,

Ann Bowman Jackson  
Borough Secretary