

**Millersburg Borough Council
Council Chambers
August 9, 2023 Meeting Minutes**

Call to Order – President Dietz called the meeting to order at 6:00PM with CI’ms Boyer, Campisi, Hoffman, and Hoke 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 – Doug Snyder, Jamie Etzweiler and Erick Wolochuk

Approval of Minutes – Motion by CI’m Hoffman, seconded by CI’m Hoke to approve the minutes from the July 12 and July 26, 2023 meetings as prepared. Motion carried.

Public Comment

President Dietz recognized Fire Chief Doug Snyder who was present to answer any questions Council had regarding the Fire Company’s plans to install an electronic sign. The new sign will go in the same housing as the current sign; no change in dimensions. The Fire Company is aware that they need to obtain a zoning permit for this project. Chief Snyder reported that they signed the paperwork to purchase the new ladder truck. Chief Snyder and Mr. Etzweiler then left the meeting.

President Dietz recognized Erick Wolochuk who wanted to offer his support of the Borough purchasing Mr. Hale’s lot on West Street. Mr. Wolochuk left the meeting after making his comments.

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

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.

Council authorized the reallocation of Capital Improvement expenses for projects the Borough is not doing during 2023 as follows: MYO Park Wall – Police Department remodel and repairs to M9; MYO Pavilions #1 & 2 Roof Replacements – real estate purchase payments and closing costs; Pine Street Storm Sewer Pipe Repair – Boyd Street sinkhole and Gannet Fleming 2023 paving project engineering fees.

Employee Relations Committee

Municipal Services Assistant Hire – Motion by CI’m Campisi, seconded by CI’m Hoke to hire Ian Hosterman as a Municipal Services Assistant, at the hourly rate of \$17, effective August 7, 2023, allowing up to 28 hours per pay period. Motion carried with yes votes from CI’ms Boyer, Campisi, Dietz, Hoffman and Hoke.

Employee Luncheon – Motion by CI’m Campisi, seconded by CI’m Hoke to allot \$300 maximum for an employee luncheon; date to be determined. Motion carried with yes votes from CI’ms Boyer, Campisi, Dietz, Hoffman and Hoke.

President Dietz called an executive session at 6:26PM for Council to discuss an employee performance matter. Manager Whitall and Secretary Jackson were present for portions of the executive session and excused from portions. The meeting was called back into regular session at 8:40PM with both Manager Whitall and Secretary Jackson returning to Council Chambers. President Dietz gave direction to both employees with Council’s suggestions for making operations run more efficiently.

A second executive session was called at 9:01PM for Council to discuss a real estate matter. Cl'm Campisi left the meeting at the conclusion of the executive session. The meeting was called back into regular session at 9:48PM.

Line of Credit – Council wishes to proceed with purchasing the West Street lot from Mr. William Hale. The Millersburg Planning Commission has recommended proceeding with the acquisition of this property. Motion by Cl'm Boyer, seconded by Cl'm Hoke to accept Mid Penn Bank's proposal for a line of credit in the amount of \$120,000 for a 20-year term unless something more favorable is presented prior to closing. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoffman and Hoke. Secretary Jackson was directed to present Council's questions to Mid Penn Bank and to work with Solicitor Kerwin on determining all associated costs.

Finance & Risk Management Committee – No report.

Parks & Recreation Committee

Grosser Excavating Invoice – Council reviewed the invoice for \$1,050 for cleaning up the compost site. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to pay the invoice for \$1,050 to Grosser's. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoffman and Hoke.

Facility Use Agreement – Historical Society – Local History Day – The organization requests the use of Market Square, Veterans Park and MYO pavilion #3 on September 15th for Local History Day. Council reviewed the special requirements; certificate of insurance has been requested. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to approve the agreement as presented with no user fee. Motion carried.

Millersburg Swimming Pool – Cl'm Boyer reviewed the current status of issues involving the swimming pool. Solicitor Kerwin will be requested to send a letter to the Pool Board requesting Board meeting minutes and annual financial statements.

Park Benches for Miller Family – Council reviewed pictures of the proposed benches. Motion by Cl'm Boyer, seconded by Cl'm Hoffman to approve the chosen bench from Du-Mor in black; family to cover all associated expenses (benches, pads and plaques). Motion carried.

Property Committee

Key's Roofing Invoice - Emergency Roof Repair – 101 West Street – Council reviewed the invoice presented. Motion by Cl'm Hoke, seconded by Cl'm Hoffman to pay the invoice for \$2,600 to Key's; invoice to be paid under the QuickBooks 409.465 line item. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoffman and Hoke.

Unauthorized Building Alteration – Council discussed the matter of the drop box on the front of the Borough building being covered by Millersburg Area Authority personnel with a metal plate. In order to accommodate public drop-off, a sign will be put up beside the drop box directing residents to use the Police Department drop box for Borough business through December 31st.

Public Safety Committee

Island Tech Services Proposal – This matter was tabled.

Streets Committee

2023 Streets Project Contract Approval – Motion by Cl'm Hoffman, seconded by Cl'm Boyer to award the 2023 street paving project to New Enterprise Stone & Lime Company for \$124,398.50 and to pay the expense from the Liquid Fuels account. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoffman and Hoke.

Borough Resolution No. 23-14 – Emergency Declaration for Infrastructure Repairs – This resolution declares an emergency status allowing for Council to proceed with emergency repairs to the Borough building roof and to an area of Boyd Street. Motion by Cl'm Hoke, seconded by Cl'm Hoffman to approve Borough Resolution No. 23-14. Motion carried.

Mid-State Paving Quote – Boyd Street Sinkhole Repair – Council reviewed the proposal submitted by Mid-State Paving to repair the sinkhole on Boyd Street. Motion by Cl'm Hoffman, seconded by Cl'm Boyer to approve the proposal for \$13,450 as presented. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoffman and Hoke. The Borough will be responsible for line painting.

President Dietz directed Manager Whitall to get totals by month from Gannet Fleming on work done for the Millersburg Area School District building project so that Secretary Jackson is able to invoice the School District. Manager is also to get a cost to date of the engineering fees for this year's paving project.

Economic Development Committee – No report.

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

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

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

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

Unfinished Business

MASD Stormwater O&M Agreement/Developer's Agreement Approval – Motion by Cl'm Boyer, seconded by Cl'm Hoffman to approve as presented. Motion carried.

New Business

Letter of Support – Upper Paxton Township Gaming Grant Application – This letter was requested by the Township because they are applying for funding to replace their salt shed. The Borough purchases salt and anti-skid from Upper Paxton Township. Motion by Cl'm Boyer, seconded by Cl'm Hoke to approve the letter of support. Motion carried.

Communications – All Cl'ms received the listing.

No organization reports were given. Cl'ms received Millersburg Planning Commission meeting minutes for 7/05 and 8/02 (draft) and Millersburg Fire Company meeting minutes for 6/13.

The next meeting will be on August 23rd. The meeting was recessed to the Call of the Chair at 10:30PM.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary