

**Millersburg Borough Council
Council Chambers
September 27, 2023 Meeting Minutes**

Call to Order – President Dietz called the meeting to order at 6:01PM with Cl’ms Hoke and Snyder present. Mayor Bowman, Manager Whitall and Secretary Jackson were also present. The invocation was given by President Dietz, followed by the Pledge of Allegiance.

Guests – Gerard Duke, Tri-County Regional Planning Commission

Since there was no quorum, President Dietz proceeded with the Committee meeting agenda and recognized Mr. Duke, who was present to recap the Water Resource Enhancement Program (WREP). There are currently 15 municipalities participating. The program is designed to manage water quality, through removing nitrogen and sediment. The program includes data collection, planning and modeling projects. The County has created different service levels for municipalities so they can choose the services they will use most. Final costs for 2024 are being calculated and will be available in October.

Cl’m Hoffman arrived during Mr. Duke’s presentation. Mr. Duke left the meeting following discussion.

President Dietz recessed the Committee of the Whole meeting to the Call of the Chair at 6:25PM. The Council meeting began at 6:34PM.

There was no public comment.

Unfinished Business

Disposition of Certificate of Deposit – Secretary Jackson reported that no Council action is necessary but asked Cl’ms to begin thinking about disposition of the \$50,000 certificate of deposit which will mature in October. This matter will be on the October 11th Council meeting agenda for formal action.

Apple Alley Paving /116-118 Pine Street – Council reviewed a map with the paving area marked as proposed by the owner. Motion by Cl’m Hoke, seconded by Cl’m Hoffman to allow the property owner to pave on his property plus the easement portion, but not beyond the easement boundary. Motion carried.

Mid-State Paving Proposal – Boyd & Center Streets Patch – Council reviewed the proposal . Motion by Cl’m Snyder, seconded by Cl’m Hoffman to approve the quote for additional paving for \$2,500 to be paid from Capital Improvement reallocated funds. Motion carried with yes votes from Cl’ms Dietz, Hoffman, Hoke and Snyder.

Borough Resolution No. 23-18 – Statewide Local Share Assessment Grant – This resolution provides for the Borough to apply for a Statewide Local Share Grant through the Commonwealth Financing Authority. The application will be for \$125,000 to purchase and outfit two police patrol cruisers. There was no action taken and the matter was tabled.

Borough Resolution No. 23-19 – Adding NDCS to Tow-Away Zone List – This resolution adds the pick-up and drop-off area for Northern Dauphin Christian School behind Hillside Church as a tow-away zone. Motion by Cl’m Snyder, seconded by Cl’m Hoffman to approve the resolution with the amended language of “the area on the south side of East Union Street”. Motion carried. NDSC will pay for all supplies.

Fire Department Support Policy – Council reviewed a draft policy created by Manager Whitall. Council had a number of unresolved issues and the matter was tabled. Manager Whitall is to research other employer policies via Chief Snyder and Luanna Zimmerman.

New Business

Facility Use Agreement – Ferry Boat Dry Docking Agreement – The Millersburg Ferry Boat Association requests the use of Riverfront Park between Pine and Keystone Streets from October 15, 2023 to May 31, 2024, for dry-docking the ferry boats. Motion by CI'm Hoffman, seconded by CI'm Snyder to approve the agreement and to waive the user fee, contingent upon receiving the proper certificate of insurance. Motion carried.

Facility Use Agreement – VFW Auxiliary Veterans Day Ceremony – The VFW Post 5507 Ladies Auxiliary requests the use of Market Square and Veterans Park on November 11, 2023, from 5:00PM to 8:00PM for a Veterans Day observance. Motion by CI'm Snyder, seconded by CI'm Hoffman to approve the agreement as presented and to waive the user fee. Motion carried.

Facility Use Agreement – MAWT Christmas Tree Lighting Event – Millersburg Area Working Together requests the use of Market Square Park, the gazebo and Veterans Park on November 24, 2023, from 3:00PM to 8:00PM for the Christmas Tree Lighting event. Council discussed a truck detour and pedestrian safety. Motion to approve the agreement with the additional requirement of the organization having a traffic safety plan approved by the Police Department and to waive the user fee. Motion carried.

Christmas Tree Lighting Expenses

Display Sales Quotes for Light – Council reviewed the options for new white lights for the large Christmas tree. Motion by CI'm Hoffman, seconded by CI'm Snyder to approve the quote for \$1,839.00 for 1,000 soft white pre-connect lights. Motion carried with yes votes from CI'ms Dietz, Hoffman, Hoke and Snyder.

Tree Auction – Motion by CI'm Snyder, seconded by CI'm Hoffman to approve Smucker Gardens spending up to \$3,000 for the individual Christmas trees at the tree auction. Motion carried with yes votes from CI'ms Dietz, Hoffman, Hoke and Snyder.

Live Tree vs. Cut Tree – Council reviewed a quote from Smucker's for a 12' live tree for \$2,378.26 for Veterans Park. There was no action taken. Council agreed that we will have a cut tree again this year.

George Ely Associates Quote for Seal Park Spiral Slide Pieces – The spiral slide was taken out of commission due to unsafe conditions. The majority of the segments were replaced under warranty; however, the Borough will need to purchase the entrance and exit pieces. Motion by CI'm Hoffman, seconded by CI'm Snyder to approve the quote for \$1,562.00 and to pay from the Park & Rec. Committee portion of the general fund budget. Motion carried with yes votes from CI'ms Dietz, Hoffman, Hoke and Snyder. Additionally, Manager Whitall is to get the updated warranty information on the new piece. Mayor Bowman will speak to the officers about policing the Parks more regularly.

Salt Purchase from Upper Paxton Township – Motion by CI'm Hoffman, seconded by CI'm Hoke to approve the purchase of 6 scoops of salt from Upper Paxton Township to replenish stock and to purchase anti-skid, not to exceed \$2,000. Motion carried with yes votes from CI'ms Dietz, Hoffman, Hoke and Snyder.

LB Water Quote – Meadow Lane Pipe Repair – Council reviewed the quote for pipe for \$1,174.00. The repair will be done in-house. Motion by CI'm Snyder, seconded by CI'm Hoffman to approve the quote for \$1,174.00 and to include asphalt, for a total not to exceed \$3,000, to be paid from QuickBooks street repair projects line item. Motion carried with yes votes from CI'ms Dietz, Hoffman, Hoke and Snyder.

Gannett Fleming Invoice No. 27187 – Motion by CI'm Snyder, seconded by CI'm Hoffman to pay the invoice for \$1,046.25 for general engineering services. Motion carried with yes votes from CI'ms Dietz, Hoffman, Hoke and Snyder.

Gannett Fleming Invoice No. 27188 – Motion by Cl'm Snyder, seconded by Cl'm Hoffman to pay the invoice for \$1,824.00 for engineering services for the street maintenance project. Motion carried with yes votes from Cl'ms Dietz, Hoffman, Hoke and Snyder.

Disposition of State Aid Received for Volunteer Fire Relief Association – Secretary Jackson reported that the Borough received \$12,451.59 in State aid. Motion by Cl'm Snyder, seconded by Cl'm Hoke to pay \$12,451.59 to the Millersburg Fire Relief Association. Motion carried with yes votes from Cl'ms Dietz, Hoffman, Hoke and Snyder.

Disposition of State Aid Received for Borough Pension Plan – Secretary Jackson reported that the Borough received \$26,191.68 in State aid. Motion by Cl'm Snyder, seconded by Cl'm Hoffman to pay the full amount plus any additional funds needed to PMRS to fulfill the 2023 MMO's. Motion carried with yes votes from Cl'ms Dietz, Hoffman, Hoke and Snyder.

Next Meeting – The next Council meeting is scheduled for October 11th.

The meeting was adjourned at 8:13PM upon motion by Cl'm Hoke, seconded by Cl'm Hoffman. Motion carried.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary