

**Millersburg Borough Council
Council Chambers
October 11, 2023 Meeting Minutes**

Call to Order – President Dietz called the meeting to order at 6:00PM with Cl’ms Boyer, Campisi (arrived at 6:15PM), Hoffman, Hoke and Snyder present. Mayor Alan Bowman, Manager James Whittall and Secretary Ann Jackson were also present. The invocation was given by President Dietz, followed by the Pledge of Allegiance.

Guests – Deborah Hershey, Darlene Roadcap and Timothy Motter

Approval of Minutes – Motion by Cl’m Hoffman, seconded by Cl’m Snyder to approve the minutes from the September 13 and September 27, 2023 meetings as prepared. Motion carried.

Public Comment

President Dietz recognized Deborah Hershey who attended to address Council with a concern regarding the household bird ordinance. Mrs. Hershey would like to see an amendment to the current ordinance which caps the total number of chickens at nine. She and her husband invested money in their property to accommodate more birds and would like to be able to maintain her flock at 24 birds. President Dietz said Council would discuss the matter and advise her of the outcome. Mrs. Hershey then left the meeting.

President Dietz recognized Darlene Roadcap, who was in attendance representing the Millersburg Area Ambulance Association. MAAA has requested financial assistance to be able to continue providing services. Council is considering a contribution of \$40,000 to cover the specific expenses of insurance, building, truck or equipment payments and payroll, through the remainder of 2023. Financial reports have been provided to Cl’ms through September 30, 2023. President Dietz advised that an audit may be requested next year, if Council is approached for further financial assistance, to demonstrate Council’s due diligence. Any further questions are to be relayed to Ms. Roadcap. This matter will be on the October 25th meeting agenda. Ms. Roadcap then left the meeting.

President Dietz recognized Timothy Motter who attended representing the MI Foundation. Council reviewed the Facility Use Agreement requesting the use of the Seal Park parking lot on October 26th from 6:00 to 8:00PM to hold a Trunk or Treat. Motion by Cl’m Snyder, seconded by Cl’m Hoke to approve the agreement with no user fee. Motion carried. Mr. Motter then left the meeting,

Financial Reports – Council reviewed the Financial Report. Motion by Cl’m Hoffman, seconded by Cl’m Campisi to approve the report for the month ending September 30, 2023. Motion carried.

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

Employee Relations Committee

Update from Chairman – Cl’m Campisi reported that the employee luncheon is scheduled for October 23rd. The team building exercise will be to solve a murder mystery. All positions are currently filled. Employee evaluations will be done over the next one to two weeks.

Finance & Risk Management Committee

Disposition of \$50,000 Certificate of Deposit – Motion by Cl'm Hoke, seconded by Cl'm Hoffman to redeem the \$50,000 CD at maturity and to put the funds in the main checking account with PLGIT. Motion carried.

Parks & Recreation Committee

Miller Family Benches – The family saw the benches in place in Veterans Park and was satisfied.

Property Committee

Water Authority Suite Rental – Cl'm Hoke reported that the Borough may have an opportunity to rent office space. Farhat Construction must house a PennDOT engineer for the State Route 147 project for one year. A monthly cost of \$1,000 has been offered for the old Manager's office, conference room and Secretary's current office. Pictures of the areas were sent and representatives will be coming to see in person. Council authorized pursuing this.

Public Safety Committee

Revised Landlord Report Form – Karen Brown requested the addition of email address under the landlord's information. Council reviewed the revised form. Motion by Cl'm Snyder, seconded by Cl'm Hoffman to approve the form as revised. Motion carried.

Borough Resolution No. 23-18 – Statewide Local Share Grant Application – Council reviewed the revised requested amount of \$263,000 for two police cars including additional specified items. Motion by Cl'm Snyder, seconded by Cl'm Hoffman to approve Borough Resolution No. 23-18 as revised. Motion carried.

Streets Committee

PennDOT SR147 ADA Construction Agreement – Council reviewed the agreement which specifies that the Borough is responsible for 6 ADA ramps, at a total cost of \$17,935. President Dietz directed Manager Whitall to inspect the current locations of storm drains to determine any possible effect from the new ramps and to contact Kevin Fox with Gannet Fleming to find out the design and scope of the ramps as proposed. The matter was then tabled until the October 25th meeting.

Winter Materials Purchase Overage – Council previously approved spending up to \$2,000 for salt and anti-skid. This amount will not cover the purchases as proposed. Motion by Cl'm Hoffman, seconded by Cl'm Snyder to approve an additional \$751 to cover Meckley's and Upper Paxton Township's invoices. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoffman, Hoke and Snyder.

New Enterprise Stone & Lime Co., Inc. Change Order No. 2 – Council reviewed the Change Order to place an additional 1½" of wearing course on the full width of Plum Street to accommodate the residents who had issues with their driveways (north side). The amount of the Change Order is an increase of \$12,784. Motion by Cl'm Boyer, seconded by Cl'm Hoffman to approve Change Order No. 2 for an additional \$12,784, bringing the total contract amount to \$139,457.50. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoffman, Hoke and Snyder.

Boyd Street Update – The sealing is finished and line painting can be done.

President Dietz called an executive session at 8:40PM for Council to discuss a real estate matter. The meeting was called back into regular session at 8:52PM.

Economic Development Committee

President Dietz reported that there will be a business in Upper Paxton Township, Brighter Dawn Clinic, which will be a medical facility, plus sell whole foods and holistic products.

Mayor's Report – UCR statistical report and payroll report were distributed to all CI'ms. Mayor Bowman reported that numbers on the UCR report are increasing and that Officer McNamara is finished with training and is now providing more coverage hours. CI'm Snyder reported that Officer McNamara has requested to be come a canine officer. CI'm Snyder will investigate.

CI'm Hoke left the meeting.

Manager's Report – Written report was distributed to all CI'ms. Manager Whitall reported that he, Rick Hoy and Ian Hosterman will be working the night of the Halloween Parade. Both officers will be on duty. The Movie in the Park event scheduled for October 14th may be rescheduled, due to the weather. The movie for the Christmas Tee Lighting event will be Polar Express. We received notification that the Borough was awarded a \$190,000 DCNR grant for the Market Square Park Renovations Project and we received a \$1,500 KMIT safety grant. An update on the community garden was also provided. For 2024, Penn State will be looking at sustainability projects for existing gardens.

Engineer'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. CI'm Boyer reported that his office is preparing the drawings for MAGYS's project.

Unfinished Business

UDCOG Request – EMS Study Cost Reimbursement – President Dietz reviewed the request from COG, to be enacted if the Gaming Grant is not approved. Motion by CI'm Snyder, seconded by CI'm Hoffman to reimburse Upper Paxton Township at the rate of \$2 per person for a total of \$5,090 for funding the study. Motion carried with yes votes from CI'ms Boyer, Campisi, Dietz, Hoffman and Snyder.

New Business – None.

Communications – All CI'ms received the listing.

- Short Term Rental Ordinance – Manager Whitall reported that the Millersburg Planning Commission is requesting Council's permission to draft a short-term rental ordinance. Motion by CI'm Snyder, seconded by CI'm Hoffman to approve the request. Motion carried,
- PA One Call System Board Development Committee – This was a request for nominations to the Board. Manager Whitall was directed to obtain more information and the matter was tabled.
- Chester Heights Borough – Council discussed this request to amend the language in Senate Bill 191 and House Bill 1128, regarding municipality responsibility for repairs to sinkholes and culverts on State roads. Motion by CI'm Hoffman, seconded by CI'm Campisi to have Manager Whitall prepare the letter as requested for President Dietz's signature. Motion carried.

Organization Reports

Millersburg Planning Commission – October 4, 2023 (draft) meeting minutes were provided to all CI'ms.

Millersburg Fire Company – August 8, 2023 meeting minutes were provided to all CI'ms.

Millersburg Area Authority – September 11, 2023 meeting minutes were provided to all CI'ms.

Dauphin County Tax Collection Committee – May 17, 2023 meeting minutes were provided to all CI'ms.

Millersburg Ferry Boat Association – March through August 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.

The next meeting will be on October 25th. The meeting was recessed to the Call of the Chair at 9:25PM.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary