

**Millersburg Borough Council
Council Chambers
October 25, 2023 Meeting Minutes**

Call to Order – President Dietz called the meeting to order at 6:00PM with CI’ms Boyer, Campisi, Hoffman (arrived at 6:18PM), Hoke and Snyder present. Mayor Alan Bowman, Manager James Whitall Crew Leader John Hoffman and Secretary Ann Jackson were also present. Solicitor Kerwin arrived at 7:10PM. The invocation was given by President Dietz, followed by the Pledge of Allegiance.

Guests – None.

President Dietz called an executive session at 6:02PM for Council to discuss an employee purchasing matter. The meeting was called back into regular session at 6:30PM.

Market and Moore Streets Intersection Crosswalks – Manager Whitall reported that following the repair in this intersection, Millersburg Area Authority neglected to repaint the crosswalks. Mr. Hoffman reported safety-related complaints from residents in that area. Council directed that the crosswalks be repainted immediately.

President Dietz recessed the business meeting at 6:35PM and called the Committee of the Whole meeting to order.

Report from Public Works Crew Leader

- The Halloween Window Painting and Halloween Parade both went well. It was suggested to revamp the parade route to begin and end at the same location.
- Trick-or-Treat is Thursday, October 26th from 6-8PM.
- MI’s Trunk-or-Treat is set for Thursday, October 26th at the Seal Park parking lot.
- The School will repair the ruts in Seal Park (caused by the construction equipment).
- The large Christmas tree will be delivered by Smucker’s on November 8th.
- Equipment for putting up the large tree will be rented on November 9th.
- VFW Auxiliary’s Veterans Day ceremony is set for November 11th from 5-8PM.
- MAWT’s Tree Lighting event is November 24th. Detours and signs are taken care of. More barricades are needed. Electrical outlets will be checked.
- Leaf picking will run until the end of November.
- Tree trimming will be taking place shortly. Five trees are earmarked at MYO to be removed.
- Plows, spreaders, and materials are ready. Crew will do dry runs.
- 2024 Wish List: skid-steer loader @ \$88,000; safety platform for backhoe @ \$3,800; 12” bucket for backhoe @ \$1,975.

President Dietz recessed the Committee of the Whole meeting and reopened the Business meeting.

Unfinished Business

Contribution to Millersburg Area Ambulance Association – Motion by CI’m Boyer, seconded by CI’m Campisi to disburse \$20,000 to the Millersburg Area Ambulance Association now and after it is expended, a second \$20,000, contingent upon them providing full financial reports. The permitted expenses are payroll, insurances, and truck/building/equipment payments. Motion carried with yes votes from CI’ms Boyer, Campisi, Dietz, Hoffman, Hoke and Snyder. Manager Whitall will draft a press release, which will include motion as above. A letter to the MAAA accompanying the Borough’s check will also include said motion.

Solicitor Kerwin arrived and CI'm Campisi left the meeting and re-joined remotely.

Borough Resolution No. 23-20 - Mid Penn Bank Loan Term Revision – 169 Union Street, Parcel No. 45-002-011-000-000 – Solicitor Kerwin reviewed the documents listed on the property closing agenda. Motion by CI'm Hoffman, seconded by CI'm Hoke to pass Borough Resolution No. 23-20 as well as the Tax-Exempt Note with the Amortization Schedule. Motion carried with yes votes from CI'ms Boyer, Campisi, Dietz, Hoffman and Hoke; CI'm Snyder voted no. Closing on the property is October 26th at 9:00AM at the Offices of Attorneys Etzweiler and Withers.

Solicitor's Update – Mr. Kerwin reported that Kathy Weiss, Millersburg Pool Board President, is willing to meet. Council suggested that she and Solicitor Kerwin attend the January Committee meeting. There is a trial date set in January regarding the Gilbert Troutman property at 510/512 Moore Street.

Solicitor Kerwin left the meeting.

PennDOT SR147 ADA Construction Agreement – Manager Whitall reviewed the engineer's responses to Council's questions regarding confirmation of the design and the Borough's cost of the ADA ramps. Solicitor Kerwin approved of the language in the agreement. Motion by CI'm Snyder, seconded by CI'm Hoffman to approve the standard PennDOT Agreement for the SR147 ADA Construction Project. Motion carried with yes votes from CI'ms Boyer, Campisi, Dietz, Hoffman, Hoke and Snyder. Council directed Manager Whitall to break down the Borough's Gaming Grant request for this project into \$20,000 for the SR147 project and to request that the remainder of \$80,000 be used as the Borough's match for the TISIP grant, if permitted, when he attends the upcoming Gaming Grant hearing.

Office Suite Lease Agreement – Representatives from PennDOT have agreed to lease three areas. Solicitor Kerwin reviewed the proposed lease. The terms of the lease are to begin on January 1, 2024 and end on December 31, 2024, with a month-to-month renewal to follow. All utilities are included for \$1,000 per month, plus a \$100 per month cleaning fee. Motion by CI'm Hoke, seconded by CI'm Hoffman to approve the lease as presented. Motion carried.

Employee Parking of Personal Vehicles in Garage – CI'm Snyder reported on a recent instance of an employee parking his personal vehicle in the garage. This was the second incident in recent months. Council's previously established policy is to abide by our insurance agent's direction to not permit this practice for liability reasons. There was no further action taken. Additional security cameras have been secured; one of which is to be positioned on the exterior of the Police Department.

Engineering RFP – Council reviewed the updated RFP and advertisement. Motion by CI'm Snyder to approve the Request for Proposals as presented, with a due date of 4:30PM on November 20th, with the provision that selected firms be available for oral presentation to Council at a Special Meeting on November 29th at 6:00PM and to advertise accordingly. Motion carried with yes votes from CI'ms Boyer, Campisi, Dietz, Hoffman, Hoke and Snyder.

New Business

Municipal Services Assistant Part Time Position – This position had been filled on a seasonal basis to coincide with pavilion rentals. Manager Whitall requested that Mr. Hosterman be permitted to continue in the position at 6-10 hours per week maximum, for cleaning and special event duties. Motion by CI'm Hoffman, seconded by CI'm Campisi to extend Mr. Hosterman's part-time position through the winter months. Motion carried with yes votes from CI'ms Boyer, Campisi, Dietz, Hoffman, Hoke and Snyder.

Fry's Flooring Quote - Front Office – This matter was tabled at Chairman Hoke's request.

Vacation Request – Manager Whitall notified the Council of his vacation days of November 17th and December 26-29th.

Gannett Fleming Invoice No. 22399 – Council reviewed the invoice for engineering services for \$1,094.50. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to approve paying the invoice as presented. Motion carried with yes votes from Cl'ms Dietz, Hoffman, Hoke and Snyder. Cl'ms Boyer and Campisi were unavailable at the time of this vote.

Millersburg Fire Company No. 1 Banquet – Council was reminded of the Fire Company's invitation to their annual banquet. Additional RSVPs were given to Secretary Jackson.

The next meeting will be on November 8th. The meeting was properly adjourned at 8:24PM upon motion by Cl'm Hoffman, seconded by Cl'm Hoke. Motion carried.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary