

**Millersburg Borough Council  
Council Chambers  
November 20, 2023 Meeting Minutes**

**Call to Order** – President Dietz called the meeting to order at 6:08PM with Cl'ms Boyer, Campisi, Hoffman (arrived at 6:12PM), Hoke and Snyder present. Manager James Whitall and Secretary Ann Jackson were also present. The invocation was given by President Dietz, followed by the Pledge of Allegiance.

**Guests** – Jessica Hoy, Captain Richard Gamez and Officer Kristian McNamara

President Dietz congratulated Ms. Hoy for winning the open Council seat as a write in candidate and invited her to the Reorganization meeting on January 2, 2024.

**Unfinished Business**

**Police Captain Spending Limit** – The current policy (Borough Resolution No. 14-05) authorizes the Officer in Charge to sign for expenses up to \$250. Motion by Cl'm Campisi, seconded by Cl'm Hoke to increase the Officer in Charge's authorized purchasing approval limit to \$500. Motion carried.

**911 Rapid Response Proposal No. 109877** – Cl'm Snyder reported that the body cameras and cables have been received. Installation will take place on November 27 and 28. Training will take place on November 29. Motion by Cl'm Snyder, seconded by Cl'm Campisi to approve the proposal for \$1,400 to install trigger boxes and docking stations in both police vehicles. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoffman, Hoke and Snyder.

President Dietz recessed the meeting to the call of the Chair at 6:19PM and opened the Committee of the Whole meeting.

**PD Comp Time Discussion** – Captain Gamez reported that two full-time employees have their hours capped at 35 per week with any additional hours worked needing to be taken off during the same pay period. Additionally there is no opportunity to earn the time and a half computation for working beyond 35 hours per week. Council agreed to update this policy with the change to be implemented by the first payroll in the new year.

Captain Gamez and Officer McNamara left the meeting.

President Dietz recessed the Committee of the Whole meeting to the call of the Chair at 6:25PM and reopened the business meeting.

**Grosser Excavating Invoice** – Council reviewed the invoice for \$1,680 for clean-up at the compost site. Motion by Cl'm Hoffman, seconded by Cl'm Snyder to approve payment of the invoice. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoffman, Hoke and Snyder (Cl'm Campisi had stepped out of Council Chambers).

**Gannett Fleming Invoice No. 28879** – Council reviewed the invoice for \$1,620 for engineering services through October 31, 2023, for review of Millersburg Area School District's building project. This charge is a pass-through. Motion by Cl'm Hoffman, seconded by Cl'm Snyder to pay the invoice as presented. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoffman, Hoke and Snyder.

Cl'm Campisi returned to Council Chambers.

Tree Removal & Stump Grinding Quotes – Council reviewed quotes to remove four trees in MYO Park and two trees in Riverfront Park and to grind five stumps. Woodwise Tree Service quoted \$7,500 for taking down the trees and grinding the stumps. Swigart’s Tree Service quoted \$5,600 to take down the trees and Long’s Stump Grinding Services quoted \$1,650 to grind the stumps. Motion by CI’m Hoffman, seconded by CI’m Campisi to approve the quotes from Swigart’s at \$5,600 and Long’s at \$1,650, totaling \$7,250. Motion carried with yes votes from CI’ms Boyer, Campisi, Dietz, Hoffman, Hoke and Snyder.

Lenkerville School Study – President Dietz reported that MASD is looking at commissioning a study for options for the Lenkerville School. The cost of the study is \$36,000 and the School District would like to split it 50/50 with the Borough. There was no motion to join the study; however, Council would be happy to provide input.

### **New Business**

Engineering Requests for Proposals – Three firms provided proposals: Herbert, Rowland & Grubic, Inc., Mid-Penn Engineering Corporation, and Frederick, Seibert & Associates, Inc. Motion by CI’m Snyder, seconded by CI’m Campisi to have Manager Whitall invite all three firms to present their proposals at the special meeting scheduled for November 29<sup>th</sup>. Motion carried.

TISIP Cost Share Agreement and Borough Resolution No. 23-22 – Manager Whitall reviewed the agreement with Council, pointing out the highlights. Motion by CI’m Hoffman, seconded by CI’m Boyer to approve the agreement and to approve Borough Resolution No. 23-22, naming Manager Whitall as the individual authorized to approve expenses and preconstruction activities and execute all documents related to the project. Motion carried with yes votes from CI’ms Boyer, Dietz, Hoffman, Hoke and Snyder (CI’m Campisi was not present for this vote).

West Street Lot Press Release – Council directed Manager Whitall to draft a press release for their review explaining Council’s reason for purchasing the property and their intentions moving ahead.

President Dietz called an executive session at 7:16PM for Council to discuss a legal matter. CI’m Campisi left the meeting. The meeting was called back into regular session at 7:30PM.

Tentative Adoption of 2024 Budgets, Advertisement of Proposed 2024 Budgets & Tax Levy Ordinance – During finalization of the proposed budgets, the tax levies were established as follows: 7.6 mills for real estate, 1.1 mills for fire tax and .10 for shade tree tax. Motion by CI’m Boyer, seconded by CI’m Hoke to tentatively adopt the General Fund budget at \$1,304,500, the Liquid Fuels budget at \$121,646 and the Capital Improvement budget at \$24,530 and to place the appropriate legal notice as presented by Secretary Jackson one time in the Citizen Standard. Motion carried with yes votes from CI’ms Boyer, Dietz, Hoffman, Hoke and Snyder.

The next meeting will be on November 29<sup>th</sup> to hear engineering proposals. The meeting was properly adjourned at 9:23PM upon motion by CI’m Boyer, seconded by CI’m Hoke. Motion carried.

The Committee of the Whole meeting was reopened at 9:23PM.

Downtown Revitalization Plan Proposal – Manager Whitall gave an overview of the proposal and was asked to email it to all CI’ms.

The Committee meeting was properly adjourned at 9:35PM.

Respectfully submitted,  
Ann Bowman Jackson  
Borough Secretary