

**Millersburg Borough Council  
Council Chambers  
December 13, 2023 Meeting Minutes**

**Call to Order** – President Dietz called the meeting to order at 6:05PM with CI’ms Boyer, Campisi, Hoch (arrived at 6:07PM), Hoffman, Hoke and Snyder present. Solicitor Terrence Kerwin, Mayor Alan Bowman, Manager James Whittall, Crew Leader John Hoffman and Secretary Ann Jackson were also present. The invocation was given by President Dietz, followed by the Pledge of Allegiance.

**Guests** – Jackie Wilbern, Herbert, Rowland & Grubic

**Approval of Minutes** – Motion by CI’m Hoffman, seconded by CI’m Campisi to approve the minutes from the November 8, November 20 and November 29, 2023 meetings as presented. Motion carried.

**Public Comment** – None.

**Appointment of Borough Engineer** – President Dietz asked if CI’ms had any further questions for HRG. Council previously interviewed representatives from Herbert, Rowland & Grubic, Inc., Frederick, Seibert & Associates, Inc., and Mid-Penn Engineering Corporation. Motion by CI’m Hoke, seconded by CI’m Campisi to appoint FSA as Borough Engineer beginning January 2, 2024. Motion carried. Ms. Wilbern expressed her thanks to Council and then left the meeting.

President Dietz called an executive session at 6:11PM for Council to discuss a legal matter. Mr. Hofman left Council Chambers. The meeting was called back into regular session at 8:15PM with Mr. Hoffman returning to Council Chambers.

**Borough Resolution No. 23-24 – Special Meeting** – This resolution established guidelines for a special meeting of the Council. Motion by CI’m Snyder, seconded by CI’m Hoffman to pass Borough Resolution No. 23-24 as presented. Motion carried.

**Crew Leader Report** – Mr. Hoffman gave the following report:

- Christmas lights are working well. They are using digital timers.
- Council needs to advise Crew Leader when work will begin on Market Square Park with reference to the new gazebo lights.
- The spreader and plows are ready for use. Salt and anti-skid is stocked. All equipment is ready.
- Chipper parts are needed and will be ordered in January.
- Tree removal and stump grinding was completed in MYO and Riverfront Parks.

Mr. Hoffman left the meeting following his report.

**Financial Reports** – Council reviewed the Financial Report. Motion by CI’m Hoffman, seconded by CI’m Snyder to approve the report for the month ending November 30, 2023. Motion carried.

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

**Employee Relations Committee**

**2024 Wage Certification** – Council reviewed the wage certification as prepared by Secretary Jackson. Council approved a 5% increase to all employees for 2024. Motion by CI’m Hoke, seconded by CI’m

Hoffman to approve the 2024 wage certification effective December 17, 2023. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoch, Hoffman, Hoke and Snyder.

Fire Department Response Policy – Council reviewed the most recent draft prepared by Manager Whitall. Motion by Cl'm Hoffman, seconded by Cl'm Hoch to approve the policy as presented. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoch, Hoffman, Hoke and Snyder. Secretary Jackson was directed to track employees' use of hours.

Executive Session - Employee Manual Section 303 - Compensatory Time – Council reviewed a draft policy prepared by Cl'm Campisi, which included amendments to the above referenced section of the Employee Manual. President Dietz called an executive session at 8:39PM to continue discussion. Secretary Jackson left Council Chambers. The meeting was called back into regular session at 8:48PM with Secretary Jackson returning to Council Chambers. The policy is to be re-worked by Cl'm Campisi, Secretary Jackson and Manager Whitall for Council review and further discussion at the January Committee meeting.

### **Finance & Risk Management Committee**

Comments from Chairman – Chairman Hoch expressed his thanks to the Council and administration for the pleasure and privilege of working with them over his term and wished them well in the future.

Formal Adoption of 2024 Budgets – Motion by Cl'm Hoch, seconded by Cl'm Hoffman to approve the General Fund budget in the amount of \$1,304,500. Motion carried. Motion by Cl'm Hoch, seconded by Cl'm Hoffman to approve the Liquid Fuels budget in the amount of \$121,646. Motion carried. Motion by Cl'm Hoch, seconded by Cl'm Hoffman to approve the Capital Improvement budget in the amount of \$24,530. Motion carried.

Formal Adoption of Borough Ordinance No. 4-23 – 2024 Tax Levies – Motion by Cl'm Hoffman, seconded by Cl'm Hoch to approve Borough Ordinance No. 4-23, setting the 2024 tax levies at 7.6 mills for real estate, 1.1 mills for fire protection services and .100 mills for shade tree purposes. Motion carried. Manager Whitall was directed to do a press release regarding the 2024 budgets and tax rates.

### **Parks & Recreation Committee**

George Ely Associates, Inc. Invoice No. E-42041 – Miller Family Benches – Motion by Cl'm Hoffman, seconded by Cl'm Hoke to pay the invoice for \$3,868 and to invoice the Miller family. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoch, Hoffman, Hoke and Snyder.

Smucker Gardens Invoice No. 5393 – Pine Roping Only – Motion by Cl'm Hoffman, seconded by Cl'm Campisi to approve the \$2,700 expense for the pine roping. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoch, Hoffman, Hoke and Snyder.

Display Sales Invoice No. INV1424 – Gazebo Lights – Motion by Cl'm Hoffman, seconded by Cl'm Campisi to approve payment of \$1,554.60 and to invoice MAWT for the expense. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoch, Hoffman, Hoke and Snyder.

MYO Swing Set – Cl'm Boyer requested approval from the Council for him to purchase a two-swing, A-frame swing set to be donated to the Borough; color and specific location to be decided. Motion by Cl'm Hoffman, seconded by Cl'm Hoch to allow Cl'm Boyer to proceed as detailed. Motion carried.

Facility Use Agreement – Hillside Christian Fellowship Christmas Eve Service – Hillside would like to hold a Christmas Eve worship service on Sunday, December 24<sup>th</sup> from 6:00 to 7:00PM in Market Square

Park. Motion by Cl'm Boyer, seconded by Cl'm Hoffman to approve the request, contingent upon receiving their certificate of insurance. Motion carried.  
Cl'm Campisi left the meeting.

### **Property Committee**

C.F. Acri and Son 2024 Proposal – Council reviewed the proposal for 2024 servicing of the HVAC and PTAC units (9 units total). Motion by Cl'm Hoke, seconded by Cl'm Snyder to approve the proposal for \$1,606. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoch, Hoffman, Hoke and Snyder.

Cl'm Boyer left the meeting.

Police Vehicle Insurance Rider – Council reviewed the quote provided by Nathan Troutman for coverage of personal vehicles while they are parked in the garage. Council is providing this coverage for police employees' personal vehicles only. Motion by Cl'm Snyder, seconded by Cl'm Hoch to approve the rider. Motion carried with yes votes from Cl'ms Dietz, Hoch, Hoffman, Hoke and Snyder.

MIB Insurance Property Appraisal – Council reviewed correspondence from our insurance agent recommending an appraisal update. Motion by Cl'm Hoke, seconded by Cl'm Hoffman to authorize Secretary Jackson to request MIB do a revision of values for \$205. Motion carried with yes votes from Cl'ms Dietz, Hoch, Hoffman, Hoke and Snyder.

Groff Tractor & Equipment Invoice No. PSO517974-1 – Bucket Shipping Only – Council reviewed the invoice which indicated \$227.43 in shipping charges and directed that a Public Works employee pick up the bucket.

Cl'm Campisi joined the meeting remotely.

MIS Quote for Police Department Cameras – Council reviewed a quote for installation of three cameras inside the Police Department for \$757.82, which is within the signing limit for the Committee Chairman.

### **Public Safety Committee**

2024 Humane Society Contract – Motion by Cl'm Snyder, seconded by Cl'm Hoke to approve the 2024 contract and to pay the \$250 non-refundable contracting fee. Motion carried with yes votes from Cl'ms Campisi, Dietz, Hoch, Hoffman, Hoke and Snyder.

### **Streets Committee**

New Enterprise Stone & Lime Co. – Revised Change Order #2 – Due to a recalculation of material for Plum Street, New Enterprise submitted a revised Change Order #2 in the amount of \$13,082.92. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to approve revised Change Order #2 for \$13,082.92, which brings to total contract amount to \$139,756.42. Motion carried with yes votes from Cl'ms Campisi, Dietz, Hoch, Hoffman, Hoke and Snyder.

New Enterprise Stone & Lime Co. – Application for Payment #1 – Council reviewed the Application for Payment for the 2023 paving project totaling \$139,756.42. Motion by Cl'm Snyder, seconded by Cl'm Hoffman to pay for this expense using all but \$500 of the Liquid Fuels account funds, with the balance to be paid using funds from the General Fund checking account. Motion carried with yes votes from Cl'ms Campisi, Dietz, Hoch, Hoffman, Hoke and Snyder.

Stop Sign Study – Union at Lincoln Street – Fire Chief Doug Snyder requested a study because of a recent incident involving a child riding a bicycle. The stop sign would be put on Union Street at Lincoln Street. Council authorized proceeding with the study.

**Economic Development Committee** – No report.

**Mayor’s Report** – Mayor Bowman reviewed some of the statistics on the Uniform Crime Report.

**Manager’s Report** – Written report was distributed to all CI’ms. Manager Whitall reported that one application was received for Junior Council Person.

**Engineer’s Report** – Written report was distributed to all CI’ms.

**Code Enforcement Officer’s Report** – Written report was provided to all CI’ms. It was reported that the Fire Company did not need a permit.

### **Unfinished Business**

Millersburg Fire Company No. 1 2024 Service Agreement – Council reviewed the new agreement for services with a one-year term. Fire Company representatives have already signed the agreement. Motion by CI’m Hoke, seconded by CI’m Hoffman to approve the agreement as presented. Motion carried.

### **New Business**

Act 172 Volunteer Firefighter Tax Relief Eligibility List – Council reviewed the eligibility list as submitted by Chief Snyder. Motion by CI’m Hoke, seconded by CI’m Hoffman to approve the list as presented. Motion carried. CI’m Snyder abstained due to being included on the list. It was requested that the particulars of the process be revisited by Secretary Jackson and CI’m Hoffman. Whatever changes Council authorizes are to be communicated to Upper Paxton Township.

Borough Resolution No. 23-23 – 2024 Fee Schedule – Council reviewed the 2024 fee schedule. Motion by CI’m Hoffman, seconded by CI’m Hoke to approve Borough Resolution No. 23-23 as presented. Motion carried.

Legal Notice for 2024 Meeting Schedule – Council reviewed the draft of the legal notice for Council and Planning Commission meetings for next year. Motion by CI’m Hoffman, seconded by CI’m Snyder to approve advertising the notice in the Citizen Standard as presented. Motion carried with yes votes from CI’ms Campisi, Dietz, Hoch, Hoffman, Hoke and Snyder.

Solicitor’s Invoice for Services – Council reviewed copies of the Solicitor’s invoice for services. Motion by CI’m Snyder, seconded by CI’m Hoffman to pay the invoice for \$11,700 as presented. Motion carried with yes votes from CI’ms Campisi, Dietz, Hoch, Hoffman, Hoke and Snyder.

Holiday Lights Discussion/Policy – A policy drafted by CI’m Campisi was presented to Council. Council agreed that there is no need for a formal policy and that any group wishing to decorate is to bring their proposal before Council for their consideration.

**Communications** – All CI’ms received the listing. Bird in Hand Bank extended an invitation to their ribbon cutting ceremony on December 15<sup>th</sup> at Gratz.

### **Organization Reports**

Upper Dauphin COG – President Dietz reported that the next meeting will be held at the Williamstown EMS building. The majority of the 20 municipalities have signed on for the reimbursement plan for the EMS study.

Appointments

- Millersburg Planning Commission – Dana Bellis, appointment to a four-year term
- Millersburg Area Authority – James Schlegel, appointment to a five-year term
- Zoning Hearing Board – Alphas Klinger, appointment to a three-year term
- Upper Dauphin Industrial Development Authority – David Hawley, appointment to a five-year term
- Property Maintenance Appeals Board – no candidate; will have a vacancy

Motion by Cl'm Hoke, seconded by Cl'm Hoffman to approve all appointments as per the listing prepared and presented by Secretary Jackson. Motion carried.

Millersburg Area Authority – November 6, 2023 meeting minutes were provided to all Cl'ms.

Millersburg Fire Company – October 10, 2023 meeting minutes were provided to all Cl'ms.

The employee Holiday luncheon will be on December 20<sup>th</sup> at Swing.

The next meeting will be on December 20<sup>th</sup>. The meeting was properly adjourned at 10:10PM upon motion by Cl'm Hoke, seconded by Cl'm Snyder. Motion carried.

Respectfully submitted,

Ann Bowman Jackson  
Borough Secretary