

**Millersburg Borough Council  
Council Chambers  
February 14, 2024 Meeting Minutes**

**Call to Order** – President Dietz called the meeting to order at 6:05PM with Cl’ms Boyer, Campisi, Hoffman, Hoke and Hoy present. Mayor Alan Bowman, Manager James Whitall, Junior Council Person Kees VanDeWalle and Secretary Ann Jackson were also present. The invocation was given by President Dietz, followed by the Pledge of Allegiance.

**Guests** – Diane Kennedy, Millersburg Area Ambulance Association Treasurer

**Approval of Minutes** – Motion by Cl’m Hoffman, seconded by Cl’m Campisi to approve the minutes from the January 2, January 10 and January 24, 2024 meetings as presented. Motion carried.

**Public Comment** – None.

President Dietz reported that the Borough will be paying the final \$10,000 of their pledge to the Ambulance Association by the end of February. The proposal received from Darlene Roadcap (Ambulance Association President) will be reviewed by Council at the February 28<sup>th</sup> meeting.

**Financial Reports** – Council reviewed the Financial Report. Motion by Cl’m Campisi, seconded by Cl’m Hoke to approve the report for the month ending January 31, 2024. Motion carried.

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

**Crew Leader Report** – Council reviewed written report.

**Employee Relations Committee**

**Comp Time Policy** – Cl’m Campisi requested Council action at the next meeting. Manager Whitall is to confirm that all Cl’ms have the draft.

**Finance & Risk Management Committee**

**2023 Audit** – Secretary Jackson reported that the Borough’s annual audit has been completed on site and there are no findings. The auditors will return in May to do their presentation of the financial statements. President Dietz directed Secretary Jackson to ask the auditors if all Cl’ms have returned their letters.

**Parks & Recreation Committee**

**MAGYS Zoning Permit** – Manager Whitall reported that the plans for construction of the bathroom in the existing building at Bradenbaugh Park have been submitted to Barry Isett & Associates but they have not been stamped. MAGYS is asking if Council would consider waiving the zoning permit fee. Council directed Manager Whitall to obtain the cost quote and Council will revisit the matter.

**Facility Use Agreement – MAGYS** – The organization is requesting the use of Bradenbaugh Park softball field for practices and games from March to November 15, 2024. Motion by Cl’m Boyer, seconded by Cl’m Hoke to approve the agreement as presented and to waive the user fee, contingent upon receiving an updated certificate of insurance. Motion carried.

YSM Proposal – Market Square Park Renovation Project – Council reviewed the proposal for the project design for \$41,900. Council noted that there was no mention of moving the electric pole on the east end of the park and there are no site visits included in the proposal. Motion by CI'm Boyer, seconded by CI'm Campisi to approve the proposal, contingent upon verifying that the pole relocation is included and that the total charges for design and engineering fall within the permitted percentage as per the DCNR grant agreement. Motion carried with yes votes from CI'ms Boyer, Campisi, Dietz, Hoffman, Hoke and Hoy.

FSA Proposal – Market Square Park Renovation Project – Council reviewed the proposal for engineering services for \$10,700. Motion by CI'm Hoke, seconded by CI'm Campisi to approve the proposal at \$10,700. Motion carried with yes votes from CI'ms Boyer, Campisi, Dietz, Hoffman, Hoke and Hoy.

Millersburg Swimming Pool Discussion – President Dietz called an executive session at 6:42PM to discuss pool business with potential legal liability. Ms. Kennedy left the meeting. The meeting was called back into regular session at 7:35PM.

### **Property Committee**

Employee Parking in Borough Garage – Motion by CI'm Campisi, seconded by CI'm Hoffman to allow the Public Works employees to park their personal vehicles in the West Street garage on a case-by-base basis during the course of a storm if approved by the Borough Manager. Motion carried.

LB Water & Monarch Quotes for Pine Street Lot Drainage – Council reviewed cost quotes from LB Water for pipe and Monarch for an inlet and grate, all needed to address a drainage issue. President Dietz instructed Manager Whitall to have our engineers review the project and bring their report to Council.

### **Public Safety Committee**

In-Synch Systems, LLC Invoice No. 6486 – This invoice is for annual support for the Police Department's records reporting system.. Motion by CI'm Hoffman, seconded by CI'm Hoke to approve payment of the invoice at \$1,968. Motion carried with yes votes from CI'ms Boyer, Campisi, Dietz, Hoffman, Hoke and Hoy.

### **Streets Committee**

Hanging Basket Project – Manager Whitall reported that PPL denied the request to use their poles to hang the baskets and he has notified the donor. As an alternative, he suggested 4" diameter metal poles with decorative caps; poles to be permanently placed. Council requested more information before proceeding.

Borough Ordinance No. 1-24 – Approval of Legal Notice – Council reviewed the draft legal notice for Ordinance No. 1-24 which establishes a stop intersection at Lincoln and Union Streets. Motion by CI'm Hoffman, seconded by CI'm Campisi to approve publishing the legal notice as presented one time in the Citizen Standard. Motion carried with yes votes from CI'ms Boyer, Campisi, Dietz, Hoffman, Hoke and Hoy.

### **Economic Development Committee**

MI/Miter Brands Purchase – CI'm Hoke reported that MI recently purchased PGT Innovations out of Florida and will essentially be doubling its workforce.

**Mayor's Report** – Statistical report was distributed to all CI'ms. A State of Emergency has been declared in the Borough from 6:00PM February 13 until 6:00PM February 20, 2024, unless cancelled

earlier, due to the power outage throughout the Borough resulting from the recent winter storm. Cl'm Snyder has directed Manager Whitall to track Public Works employees' overtime, gas and equipment use for possible reimbursement from PEMA.

**Manager's Report** – Written report was distributed to all Cl'ms.

**Engineer's Report** – Manager Whitall reported that there was a meeting including FSA engineers, Kevin Fox (Gannett Fleming) and himself to discuss the transition; all went well.

**Code Enforcement Officer's Report** – Written report was provided to all Cl'ms. Manager Whitall was directed to have Codes Enforcement Officer Karen Brown investigate a dilapidated structure at the west end (dead end) of Plum Street, near the railroad tracks.

**Junior Council Person's Report** – Mr. VanDeWalle reported that he met with some of his peers recently to ask them about community issues and they seemed mostly satisfied. The Ferry Boat Association will be applying for grant funding for advertising to be placed at Knoebel's Grove and Hershey Park. He is still working on how to gauge community interest in uses for the vacant lot at 169 Union Street.

### **Unfinished Business**

**MIS Quote No. AAAQ4447 – Exterior Cameras** – This quote is to purchase two new cameras and install three cameras for \$1,291.08. The cameras will go in the evidence room, the vestibule and on the exterior of the building. Motion by Cl'm Hoffman, seconded by Cl'm Campisi to approve the quote as presented. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoffman, Hoke and Hoy. Secretary Jackson was directed to check with Cl'm Snyder to determine where to account for this expense within the budget.

**Dauphin County 2024 WREP Membership** – Cl'm Hoffman reported that he did not feel membership was of any value to the Borough, based upon his attendance at recent WREP meetings. Motion by Cl'm Hoffman, seconded by Cl'm Campisi to drop out of the WREP program. Motion carried.

### **New Business**

**Borough Resolution No. 24-02 – America250PA** – This matter was tabled for 2-3 months.

**Millersburg Area Authority Board Resignation & Appointment** – Council reviewed a letter of resignation from Brad Bixler and a letter from Nick McCarron requesting the appointment of Dawson Schlegel to Mr. Bixler's seat. Motion by Cl'm Boyer, seconded by Cl'm Hoffman to accept the resignation and to appoint Dawson Schlegel to the vacancy. Motion carried.

**FSA Invoice No. 51330 – Approval to Pay** – Council reviewed the invoice for engineering services for \$1,282.50. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to approve payment of the invoice as presented. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoffman, Hoke and Hoy.

**FSA Invoice No. 51332 – Approval to Forward for Payment** – Council reviewed the invoice for the Market Square Project for \$85. Motion by Cl'm Hoffman, seconded by Cl'm Hoy to forward the invoice to Dauphin County for payment. Motion carried.

**UDCOG Membership Dues** – Motion by Cl'm Campisi, seconded by Cl'm Hoffman to pay the invoice for \$458.10 for 2024 UDCOG membership dues. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoffman, Hoke and Hoy.

**Communications** – All CI’ms received the listing. President Dietz announced that the RFP’s for the EMS Study will be coming in on Friday.

### **Organization Reports**

Upper Dauphin COG – The next meeting will be March 21<sup>st</sup>.

Millersburg Planning Commission – February 7, 2024 draft meeting minutes were provided to all CI’ms. The members met Jerry Duke’s replacement, Tanner Stroup. They are working on an updated shade tree ordinance.

Millersburg Area Pool Association – Previously covered.

Millersburg Fire Company – No update.

Millersburg Area Authority – Council directed Manager Whitall to send a thank you to the Authority for putting out the robo-calls regarding the recent emergency declaration. A meeting was held with Board Chairman Ben Margerum, CI’ms Hoffman and Dietz and Manager Whitall to discuss coordination of future projects between the two entities.

Dauphin County Tax Collection Committee – November 15, 2023 meeting synopsis was provided to all CI’ms. Secretary Jackson reported that they are still working on the Tax Collector’s contract renewal and that there is a special meeting scheduled to select a new solicitor, since Mr. Beneventano has resigned.

Millersburg Ferry Boat Association – No report.

Dauphin Lebanon County Boroughs Association – The next meeting is scheduled for February 27<sup>th</sup>.

Zoning Hearing Board – No report.

Upper Dauphin Industrial Development Authority – No report.

Millersburg Borough Safety Committee – Manager Whitall reported that the crew put the encapsulant on the wall in the garage, leaving no safety issues with the building other than the parapet wall. The Committee’s focus will expand to include identifying streets issues with regard to safety.

Garden Committee – CI’m Campisi reported that all plots are sponsored and rented. The group is meeting bi-weekly. The garden will be expanded to include standing beds and a pump. Pest control fencing will be installed. Garden Day is set for June 2<sup>nd</sup>.

The next meeting will be on February 28<sup>th</sup>. The meeting was recessed to the call of the chair at 9:10PM.

Respectfully submitted,

Ann Bowman Jackson  
Borough Secretary