

**Millersburg Borough Committee of the Whole  
Council Chambers  
February 28, 2024 Meeting Minutes**

**Call to Order** – President Dietz called the meeting to order at 19:58 with Cl’ms Boyer, Hoffman, and Hoy, and Campisi present. Mayor Bowman, Borough Manager Whitall, Junior Council Person VanDewalle, and Crew Chief Hoffman were also present.

Crew Chief Hoffman provided a brief update on Public Works projects and activities during the recent snow storms.

**Employee Relations**

Nothing to discuss.

**Economic Development**

Nothing to discuss.

**Streets**

**Market Street Parking** – Cl’m Hoffman recommended restricting parking on Market Street in the Business District. In order to increase visibility, it was recommended that “No Truck or Van Parking” signs be erected in the first three spaces on Market Street after the Square and the first three southbound spaces from Center Street. Council would like to start with traffic mirrors to see if that improves visibility. Manager Whitall should research “back-in diagonal parking” and also speak with PD about enforcement regarding vehicles parking on the sidewalk.

**Parks & Recreation**

**Boathouse** – Manager Whitall shared pictures of the dilapidated Boathouse on the towpath in MYO Park. Council discussed sealing up or tearing down the structure. Manager Whitall was directed to try and get in contact with the Tobias family prior to taking any action.

**Property**

**Reamer Lot Sale** – Cl’m Hoke presented his idea for the potential sale of the three lots acquired during the Reamer Factory acquisition. Council discussed issues around the sale of property in a flood zone and putting stipulations for development on the sale. Manager Whitall was asked to discuss with Solicitor Kerwin any regulations around the sale of property in a flood zone as well as the Borough’s ability to require homes or low-impact industrial to be built on the lots within a certain timeframe after sale.

**Public Safety**

**ASPCA Grant** – No action.

Contractor Discussion - Cl'm Campisi presented concerns about using Public Works Employee Shane Comp as a private contractor to supplement the Police Department. She stated that this was advised against by Solicitor Kerwin and that it had occurred anyway during the meeting related to the Drag Show and petition. She recommended a policy be developed that would include insurance and qualifications; and that the Borough then open the position up to outside agencies/individuals meeting those qualifications in order to avoid any perception of favoritism or unethical conduct. Manager Whitall was asked to speak again with the insurance company and Solicitor regarding using these types of contractors.

Power Outage – Cl'm Hoy shared concerns about residents being notified late in the evening about the opening of shelters. She stated that most residents without power had no way to charge their phones by the time the phone notification went out. She suggested developing a better process for notification.

### **Finance**

Dog Redemption Fee – Manager Whitall presented a draft Ordinance Amendment to include a fee for the redemption of animals cared for by Borough Employees after hours, in order to cover labor costs incurred by the Borough. Council asked that the fee be set to \$0 in the draft amendment and then addressed in the Fee Schedule Resolution.

Sidewalk Permits – Manager Whitall presented emails from Codes Officer Brown and the former engineer suggesting a sidewalk permit and inspection process as well as a draft Ordinance Amendment. Council requested edits to the materials section of the Ordinance Amendment to include matching grade and design to adjacent properties. The fee should be set to \$0 but included so that it could potentially be changed later.

**Mayor** – Nothing to report.

The meeting was properly adjourned at 9:00 PM.

Respectfully submitted,

James Whitall  
Borough Manager