

**Millersburg Borough Council
Council Chambers
February 28, 2024 Meeting Minutes**

Call to Order – President Dietz called the meeting to order at 6:00PM with Cl’ms Boyer, Campisi, Hoffman, Hoke and Hoy present. Mayor Alan Bowman, Captain Richard Gamez, Manager James Whitall, Junior Council Person Kees VanDeWalle, 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 – None.

Public Comment – None.

Unfinished Business

Employee Comp Time – Council reviewed the draft policy provided by Manager Whitall. The revised policy clarifies comp time earnings and use for the Borough Secretary, Police Department Secretary and Borough Manager. Captain Gamez addressed Council regarding how the revisions would affect Ms. Smith-Witmer. Motion by Cl’m Campisi, seconded by Cl’m Hoke to accept the edits as presented and to eliminate Section 301.a Flex Time. Both secretaries are to use the Compensation Election Form. Motion carried with yes votes from Cl’ms Boyer, Campisi, Dietz, Hoffman, Hoke and Hoy.

Pride in the Valley Event Debriefing – Cl’m Campisi led a discussion regarding the Special Meeting held in December. She requested better communication in the future, among Cl’ms and with the public. Any petitions submitted in the future are to be checked for legitimacy/Borough residency. Council directed Manager Whitall and Captain Gamez to draft an operations plan for Council’s review. Captain Gamez left the meeting at the conclusion of the discussion.

Millersburg Area Ambulance Association 2024 Funding Proposal – Council reviewed the proposal submitted by Darlene Roadcap and had a number of questions. President Dietz will contact Ms. Roadcap to invite her to the March 13th Council meeting to review the proposal and to clarify in and out of service times. Cl’m Hoy expressed interest in attending the Ambulance Association’s monthly meetings if her schedule permits. Secretary Jackson will request their meeting schedule. Motion by Cl’m Hoffman, seconded by Cl’m Hoy to appoint Secretary Jackson to serve as the Borough’s representative to perform the Ambulance Association’s annual audit and to be compensated for her time. Motion carried.

Pine Street Lot Drainage Project – Manager Whitall reported that we will be receiving a proposal from FSA to stabilize the creek bank, which will include stone and permitting costs. In the meantime, we are allowed to proceed with the replacement of the pipe, inlet and grate. Motion by Cl’m Hoffman, seconded by Cl’m Campisi to approve \$1,277.60 for the purchase of the materials as quoted for the drainage repair project. Motion carried with yes votes from Cl’ms Boyer, Campisi, Dietz, Hoffman, Hoke and Hoy.

MAGYS Zoning Permit Fee – Manager Whitall reported that Barry Isett & Associates is charging \$675 for the UCC permit fees for the construction of the restroom inside the existing concession stand at Bradenbaugh Park. There is an additional fee of \$59.50 which is the total of the Borough’s zoning fee of \$55 and State’s UCC permit fee of \$4.50. Motion by Cl’m Hoffman, seconded by Cl’m Boyer to waive the \$679.50, with the Borough to pay these expenses from QuickBooks Parks construction line item, and to waive the Borough’s \$55 zoning permit fee. Motion carried with yes votes from Cl’ms Boyer, Campisi, Hoffman and Hoke. Cl’ms Dietz and Hoy voted no.

Hanging Planters – Manager Whitall reported that the Borough owns the lantern poles in Market Square and Veterans Parks and that our engineer confirmed that the poles would be able to support two baskets each; however, the donor is not interested in proceeding with this project.

New Business

Handicapped Parking Space Application – 549 Union Street – Council reviewed the aerial map for the property. Motion by Cl'm Campisi, seconded by Cl'm Boyer to approve the application. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoffman, Hoke and Hoy.

Barry Isett & Associates – Borough Invoicing Policy for Building Code Services – At Secretary Jackson's request Council discussed BIA's recent invoice for non-permitting services at four different locations and agreed that the charges should be invoiced to the property owners in some instances. Council directed Manager Whitall to draft an invoicing policy for their review. Motion by Cl'm Hoke, seconded by Cl'm Boyer to pass along the charges to the clients listed on BIA's January invoice with the exception of 258 Market Street. Motion carried.

Ark Safety Quote No. 2734 – Traffic Safety Mirrors – Council reviewed a quote for six traffic safety mirrors for \$1,314.78. The mirrors will be placed at various locations throughout town. Motion by Cl'm Hoffman, seconded by Cl'm Campisi to purchase six mirrors from Ark Safety as quoted, for \$1,314.78. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoffman, Hoke and Hoy. Manager Whitall will be seeking PPL approval to attach the mirrors to PPL's poles. President Dietz directed Manager Whitall to do a Facebook post to advise residents of the locations once the mirrors are installed.

Groff Tractor & Equipment Estimate – Wire Harness Replacement – Council reviewed the quote for a new wire harness for \$3,737.02. Cl'm Hoke suggested getting a second quote from SOS Heavy Equipment Repair in Halifax. Motion by Cm Boyer, seconded by Cl'm Hoffman to approve up to \$3,737.02 and to authorize John Hoffman to contact SOS to obtain their price to do the repair using factory parts if SOS agrees to work from Groff's diagnosis. Mr. Hoffman is also to confirm the timing of the repair. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoffman, Hoke and Hoy.

Facility Use Agreement – Millersburg Teener Baseball – The organization requests the use of the MYO Park baseball field from March 1 to July 10, 2024 for practices and games. Motion by Cl'm Campisi, seconded by Cl'm Hoffman to approve the agreement as presented, with the user fee waived., contingent upon receiving their certificate of insurance. Motion carried.

The next meeting will be on March 13th. The meeting was properly adjourned at 7:57PM upon motion by Cl'm Hoke, seconded by Cl'm Campisi. Motion carried.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary