

**Millersburg Borough Council
Council Chambers
January 10, 2024 Meeting Minutes**

Call to Order – President Dietz called the meeting to order at 6:03PM with Cl’ms Campisi, Hoffman, Hoke, Hoy and Snyder present. Mayor Alan Bowman, Crew Leader John Hoffman, 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 – Nathan Troutman & Curtis Keefer, Deibler, Straub & Troutman Insurance
Dr. Alice Zheng, Penn State Health (remote)
Sean Grimm, Emergency Management Coordinator/Director

Swearing in of Council Member – Secretary Jackson administered the Oath of Office to Colby Snyder.

Approval of Minutes – Motion by Cl’m Hoffman, seconded by Cl’m Campisi to approve the minutes from the December 13 and December 20, 2023 meetings as presented. Motion carried.

Public Comment

President Dietz recognized Nathan Troutman and Curtis Keefer who were in attendance to present the Borough’s annual insurance renewal. There was a modest increase in overall premium. President Deitz questioned the umbrella limit trend for Northern Dauphin County. Mr. Troutman and Mr. Keefer left the meeting following the conclusion of their presentation.

President Dietz next recognized EM Coordinator/Director Sean Grimm, who attended to request Council action to update the Borough’s Emergency Operations Plan on file with Dauphin County and to appoint Ashton Snyder as a second Emergency Management Deputy.

Borough Resolution No. 24-01 – Emergency Operations Plan Update – Motion by Cl’m Snyder, seconded by Cl’m Hoke to approve Borough Resolution No. 24-01, which approves the updates to the Emergency Operations Plan for Upper Paxton Township and Millersburg Borough. Motion carried.

Appointment of Emergency Management Deputy – Motion by Cl’m Campisi, seconded by Cl’m Hoke to appoint Ashton Snyder as an Emergency Management Deputy. Motion carried; Cl’m Snyder abstained due to Ms. Snyder being his wife. Mr. Grimm then left the meeting.

President Deitz recognized Dr. Alice Zheng, who attended to request Council provide a letter of support for the next round of funding for a Penn State Health Opioid Grant. This grant would be applied towards a vending machine that would contain hygiene products and basic medical supplies, among other items. Motion by Cl’m Campisi, seconded by Cl’m Snyder to approve sending a letter of support as requested. Motion carried. Dr. Zheng then signed off the meeting.

Crew Leader Report

- Cherry Blossom Festival – May 4th
- Ned Smith Festival – July 27th
- Fireworks – date TBD
- Clean Up Day – April 20th; using Waste Management again
- Street Sweeping – April 8-12, 7AM to 5PM; will also clean out basins with machine
- Route 147 Project Detours – Requests that Public Works be included in communications.

- Met with FSA – went well
- Gave permission to Farhat to store pipe at Pine Street and old Mbg. Reamer site for their June project.
- Meadow Lane pipe replacement project is scheduled for March; weather dependent.
- Tree trimming & stump grinding is completed and went well.
- Platform for backhoe is here; no payment due until March.
- Guys will be doing tables and benches board replacement.
- Cl'm Campisi will request the Conservation Club and Life Skills class for work days at the community garden; will coordinate with Mr. Hoffman. Thermo Fisher will also have a work day.
- Crew will remove locust trees.
- Cl'm Snyder requested that the crew look at the grate on State Street at East Street to correct a water collection issue.

Sunbury Motors Quote – Council reviewed the quote from Sunbury Motors for the 2017 truck. The quote is to install an overhead console and replace tie rod ends and drag links needed to pass inspection. Motion by Cl'm Hoke, seconded by Cl'm Campisi to approve the quote for \$1,677.29. Motion carried with yes votes from Cl'ms Campisi, Dietz, Hoffman, Hoke, Hoy and Snyder.

Groff Tractor & Equipment Quote No. POT055044 – Backhoe Cutting Edges – Council reviewed the quote from Groff's for three cutting edges and hardware for \$1,140.46. Motion by Cl'm Campisi, seconded by Cl'm Snyder to approve the quote as presented. Motion carried with yes votes from Cl'ms Campisi, Dietz, Hoffman, Hoke, Hoy and Snyder.

Groff Tractor & Equipment Invoice No. PSO517974-1 – Bucket Shipping Only – Council previously approved the invoice for the purchase of the bucket for the backhoe for \$1,975.41. The invoice totals \$2,202.84, which includes \$227.43 in shipping from the vendor to GTE. Motion by Cl'm Hoffman, seconded by Cl'm Campisi to approve the additional shipping charge of \$227.43. Motion carried with yes votes from Cl'ms Campisi, Dietz, Hoffman, Hoke, Hoy and Snyder.

Mr. Hoffman then left the meeting.

Financial Reports – Council reviewed the Financial Report. Secretary Jackson was directed to confirm that CCIS's hourly rate for Ms. Brown will remain at \$50 for the entirety of 2024. Upon budget preparation, CCIS is to provide a locked-in rate for the upcoming year. Secretary Jackson was directed to find out how many volunteers, if any, currently serve with the Millersburg Area Ambulance Association. Motion by Cl'm Campisi, seconded by Cl'm Hoke to approve the report for the month ending December 31, 2023. Motion carried.

President Dietz requested a Fixed Assets report for the next meeting.

Motion by Cl'm Campisi, seconded by Cl'm Hoke to approve the Check Detail Report. Motion carried with yes votes from Cl'ms Campisi, Dietz, Hoke, Hoy and Snyder. Cl'm Hoffman was not available for the vote.

Secretary Jackson was directed to contact Solicitor Kerwin to discuss the Borough hiring employee Shane Comp as a subcontractor to provide private security. Council is questioning the need for an RFP as well as the Borough's liability in hiring him as a subcontractor. Cl'm Snyder will ask the officers if they are currently moonlighting.

Employee Relations Committee

Employee Gym Memberships – The Borough currently pays \$20 per employee for a monthly membership at King's Gym with three employees on the roster. Employees have expressed interest in

having memberships at the Y in Elizabethville. The monthly cost to the Borough would be \$11 per employee. Motion by CI'm Snyder, seconded by CI'm Hoke to pay up to \$20 per employee per month for their choice of membership and any cost above that is to be paid by the employee. Motion failed with the following votes cast: Campisi – yes; Dietz – no; Hoffman – no; Hoke – no; Hoy – yes; Snyder – yes; Mayor Bowman – no.

Finance & Risk Management Committee – Secretary Jackson reported that the Borough's annual audit is scheduled for the end of January.

Parks & Recreation Committee – No report.

Property Committee

Police Department Remodel – Council reviewed the quote from The Right Guy LLC for work in the interview room and office for \$6,900. CI'm Hoke requested an additional \$400 for electric baseboard heat to be added to the vestibule. It was noted that \$5,000 is budgeted for the remodel within the Capital Improvement budget; however, there was no discussion regarding where to account for the overage. Motion by CI'm Hoke, seconded by CI'm Snyder to approve up to \$7,300 for the Police Department remodel. Motion carried with yes votes from CI'ns Dietz, Hoffman, Hoke Hoy and Snyder. CI'm Campisi was unavailable for the vote.

Public Safety Committee – No report.

Streets Committee – Items already covered.

Economic Development Committee – No report.

Mayor's Report – Mayor Bowman reported that everything is in place for the drag show and dinner events this weekend. There will be a prayer vigil at the Masonic building. PSP will be nearby. Council discussed the maximum occupancy of Peace of Mind Café with regard to safety aspects. There is no mechanism for Borough enforcement in the event of exceeding maximum capacity. The UCR report was distributed to all CI'ns.

Manager's Report – Written report was distributed to all CI'ns

Engineer's Report – Written report was distributed to all CI'ns.

Code Enforcement Officer's Report – Written report was provided to all CI'ns.

Junior Council Person's Report – Mr. VanDeWalle reported that he will be attending the Fery Boat meeting and that he will be contacting other youth to gauge/generate interest in local government.

Unfinished Business

MIS Invoice No. 59505 – Surface Laptop – Council reviewed the invoice for Manager Whitall's laptop for \$1,768. Motion by CI'm Hoke, seconded by CI'm Campisi to pay this invoice from the Capital Improvement budget as presented. Motion carried with yes votes from CI'ns Campisi, Dietz, Hoffman, Hoke, Hoy and Snyder.

Service Supply Corp. Invoice No. INV12034 – Backhoe Safety Platform – Council reviewed the invoice for the safety platform for \$3,446.14. Motion by CI'm Hoke, seconded by CI'm Hoffman to pay the invoice by the end of March using \$3,300 as budgeted from the Capital Improvement account and the

remaining \$146.14 from the General Fund Budget QuickBooks street equipment line item. Motion carried with yes votes from Cl'ms Campisi, Dietz, Hoffman, Hoke, Hoy and Snyder.

MIS Quote No. AAAQ4447 – Exterior Cameras – This matter was tabled while Mayor Bowman asks if the cameras are necessary since the Police employees may park their personal vehicles in the garage.

Historical Society's Corridor Proposal – The Historical Society is awaiting a formal response from Council regarding their proposal made last August. Council requested a refresher on the project as well as a site plan. Secretary Jackson will advise Scott Isenberg.

Review of Borough Resolution No. 22-14 - Social Media Policy – This matter was tabled.

New Business

2024 Memberships – Council reviewed PSAB 2024 membership renewal (\$402), 2024 Membership Directory extended listing (\$40), Borough News subscriptions (8 at \$10 each), PSAB Plus Membership Training Subscription (\$450) and PA State Mayor's Association (\$70). Motion by Cl'm Hoke seconded by Cl'm Campisi to approve all items as presented. Motion carried with yes votes from Cl'ms Campisi, Dietz, Hoffman, Hoke, Hoy and Snyder.

Comcast Phone – This matter was tabled.

Penn State Community Garden Memo of Understanding – The amount of the award this year will be \$5,000. Motion by Cl'm Campisi, seconded by Cl'm Hoke to approve the Amendment to Extend Term of the Memorandum and Understanding for the Community Garden Initiative. Motion carried.

Gunn Mowery Agreements – Admin. Services Agreement, MERP Plan & POP Plan – Secretary Jackson reported that there are no changes to the 2023 plans and that they are simply being restated for 2024. Motion by Cl'm Snyder, seconded by Cl'm Hoke to approve having President Deitz sign all renewal documents for the Borough's health insurance and MERP coverages for 2024. Motion carried.

Upper Paxton Township Memo of Understanding – EMS Study – The agreement provides for the Borough to pay back \$2 per resident if funding for the study does not come through from the Dauphin County Gaming Grant application. Motion by Cl'm Snyder, seconded by Cl'm Campisi to approve having President Dietz sign the MOU. Motion carried with yes votes from Cl'ms Campisi, Dietz, Hoffman, Hoke, Hoy and Snyder.

COVID Leave Policy Review – Motion by Cl'm Hoke, seconded by Cl'm Campisi to abandon the October 13, 2021 policy and to require the employee to use sick leave in the event of COVID, effective February 1, 2024. A picture of the employee's negative test result is to be provided and all CDC guidelines for return to work are to be followed. Motion carried with yes votes from Cl'ms Campisi, Dietz, Hoffman, Hoke, Hoy and Snyder.

Communications – All Cl'ms received the listing.

Organization Reports

Upper Dauphin COG – President Dietz reported that the next meeting will be January 18th at the Williamstown EMS building.

Millersburg Planning Commission – There was no meeting.

Millersburg Area Pool Association – No report.

Millersburg Fire Company – Cl'm Snyder reported on a financial matter.

Millersburg Area Authority – December 4, 2023 meeting minutes were provided to all Cl'ms.

Garden Committee – Cl'm Campisi reported that the Committee will be meeting on January 15th at Gallery on the Square.

The next meeting will be on January 24th. The meeting was recessed to the call of the chair at 9:37PM.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary