

**Millersburg Borough Council
Council Chambers
March 13, 2024 Meeting Minutes**

Call to Order – President Dietz called the meeting to order at 6:05PM with Cl'ms Campisi, Hoke and Hoy present. Cl'm Snyder arrived at 6:25PM. Mayor Alan Bowman, 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 – David Roadcap and Diane Kennedy, Millersburg Area Ambulance Association representatives

Approval of Minutes – Motion by Cl'm Campisi, seconded by Cl'm Hoke to approve the minutes from the February 14 and February 28, 2024 meetings as presented. Motion carried.

Public Comment

President Dietz recognized David Roadcap and Diane Kennedy who were in attendance to discuss contributing factors to the Ambulance Association's current financial situation, as well as other related aspects. They have hired more staff and are currently able to provide more coverage. They are actively managing payroll and overtime. Mr. Roadcap provided monthly year-to-date call response statistics and stated that he does not believe Polk and Premier calls have any effect on their situation. Their ask for 2024 was confirmed at \$42,000, to be paid at \$4,000 each month March through November and \$6,000 in December. This proposal will be voted on at the March 27 business meeting. Mr. Roadcap and Ms. Kennedy then left the meeting.

Financial Reports – Council reviewed the Financial Report. Motion by Cl'm Snyder, seconded by Cl'm Hoke to approve the report for the month ending February 29, 2024. Motion carried.

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

Crew Leader Report

- A second issue was identified on the backhoe. SOS is doing the repair. No wiring harness should be needed. Council directed Mr. Hoffman to evaluate the backhoe on site at SOS before signing off.
- Materials have been received for the Pine Street drainage repair project. No permit is required.
- The crew will be doing repairs to the MYO grandstands.
- Tree removal has been completed at the community garden. Trench has been dug.
- Flooring estimates were received.
- Event staffing schedule has been planned out for the full year. Any request by Mr. Comp to do security details will go through Cl'm Snyder.

Employee Relations Committee – Nothing to report.

Finance & Risk Management Committee – Nothing to report. Secretary Jackson was directed to have certificate of deposit renewal rates available for April.

Parks & Recreation Committee

Concession Stand Lease Agreement – Brandi Weiss has returned the proposed lease agreement under the name of Lula’s Riverside. The monthly rent is set at \$200. Motion by Cl’m Snyder, seconded by Cl’m Campisi to approve the lease as presented contingent upon Ms. Weiss providing her Safe Serve certification and certificate of insurance. Motion carried. Ms. Weiss is responsible for arranging the required state inspection of the facility.

Polk Request to Waive Pavilion Rental Fee – Council reviewed a request from Angie Kohler to waive the \$80 pavilion rental fee for their June reservation. Motion by Cl’m Hoke, seconded by Cl’m Snyder to charge the \$80 fee. Motion carried.

Property Committee

Backhoe Repair – Previously reviewed.

Floor Cleaning & Waxing Quotes – Holding quotes for future reference.

Public Safety Committee

Cl’m Snyder requested an executive session. President Dietz called an executive session at 7:34PM for discussion of a personnel issue regarding overtime/holiday pay and supplemental Police Department support. The meeting was called back into regular session at 8:21PM.

Streets Committee

Borough Ordinance No. 1-24 – Formal Adoption – This ordinance establishes a stop intersection at Lincon and Union Street. Motion by Cl’m Campisi, seconded by Cl’m Hoy to adopt Borough Ordinance No. 1-24 as presented. Motion carried.

Facility Use Agreement – MAWT Cherry Blossom Festival – The organization request the use of Market Square and Veterans Parks, Market Street and the Pine Street garage on May 4 from 6:00AM to 4:00PM for the annual Cherry Blossom Festival. Motion by Cl’m Campisi, seconded by Cl’m Snyder to approve the agreement as presented. Motion carried.

Handicapped Parking Spot Application – 239 Moore Street – Manager Whitall recommends approval of the application from the resident. Motion by Cl’m Campisi, seconded by Cl’m Hoke to approve the application. Motion carried. Cl’m Hoke requested that the handicapped parking ordinance be reviewed at the next Committee of the Whole meeting.

Borough Resolution No. 24-02 – Temporary Parking - Wert, Lincoln & Bowman Streets – This resolution provides for experimental parking for 90 days. It proposes no parking on the north side of Wert Street between Church Street and Walborn Lane, the north side of Bowman Street, between Church Street and Walborn Lane and the east side of Lincoln Street between Center and Union Streets. Council directed that testing be done with snow plows and fire trucks. Motion by Cl’m Snyder, seconded by Cl’m Campisi to approve Borough Resolution No. 24-02 and to include the traffic study as outlined. Motion carried. President Dietz directed Manager Whitall to do a Facebook post a week prior to the signs being erected.

Economic Development Committee

Brownfield Grant – President Dietz reported that Dauphin County received a Brownfield Grant and funds will be focused on Upper Dauphin County. All municipalities are to create an inventory. Funding may be used for revitalization of former industrial properties, soil studies or demolition, among other things.

Cl'm Campisi left the meeting.

Mayor's Report – Statistical report was distributed to all Cl'ms. Council briefly discussed Captain Gamez's request for traffic cameras. Council will not be proceeding as this expense has not been budgeted for.

Manager's Report – Written report was distributed to all Cl'ms. Manager Whitall reviewed some of the highlights from his report.

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

Code Enforcement Officer's Report – Written report was provided to all Cl'ms. Manager Whitall reported that Codes Officer Karen Brown is requesting an amendment to the Quick Ticket ordinance. President Dietz directed Manager Whitall to draft the amendment for Council's review at the March Committee meeting.

Junior Council Person's Report – Mr. VanDeWalle reported that he will present his proposal for a farmer's market in Veterans Park at the March Committee meeting.

Unfinished Business

YSM Invoice No. 7514 – Approval to Forward to Dauphin County – Motion by Cl'm Snyder, seconded by Cl'm Hoke to forward the invoice for \$135 to Dauphin County for payment via the Gaming Grant.

New Business – None.

Communications – All Cl'ms received the listing. There was nothing requiring Council action. The invitation to tour Millersburg Area Authority's facilities was highlighted.

Organization Reports

Upper Dauphin COG – President Dietz reported that the next meeting will be April 18th at Washington Township.

Millersburg Planning Commission – Manager Whitall reported that they will meet on March 20th and that they are working on reviewing the Shade Tree ordinance draft.

Millersburg Area Pool Association – February 5, 2024 meeting minutes were provided to all Cl'ms.

Millersburg Fire Company – November 14, 2023, December 12, 2023 and February 13, 2024 meeting minutes were provided to all Cl'ms.

Millersburg Area Authority – January 8, 2024 meeting minutes were provided to all Cl'ms.

Dauphin County Tax Collection Committee – Secretary Jackson reported that there was a special meeting held in February to appoint a new solicitor – Jason Confair. The Committee will meet next week for their regularly scheduled meeting.

Millersburg Ferry Boat Association – Mr. VanDeWalle reported that there are several individuals interested in captaining. Opening date has not yet been determined.

Dauphin Lebanon County Boroughs Association – President Dietz reported that they met in February and officers were elected. Dauphin County Commissioner Justin Douglas was the guest speaker. The 2024 meeting schedule is the 5th Tuesday in April, July and October.

Zoning Hearing Board – No report.

Upper Dauphin Industrial Development Authority – No report.

Millersburg Borough Safety Committee – Manager Whitall reported that the traffic safety mirrors have been ordered. Locations for installation have not yet been determined.

Garden Committee – Manager Whitall reported that the trench has been dug and fence installation will start tomorrow.

The next meeting will be on March 27th. The meeting was recessed to the call of the chair at 9:05PM.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary