

**Millersburg Borough Committee of the Whole
Council Chambers
March 27, 2024 Meeting Minutes**

Call to Order – President Dietz called the meeting to order at 19:46 with Cl’ms Hoffman, Snyder, Hoke, Hoy, and Campisi present. Mayor Bowman, Borough Manager Whitall, Junior Council Person VanDewalle were also present.

Employee Relations

Nothing to discuss.

Economic Development

Nothing to discuss.

Streets

Handicap Parking Ordinance Discussion – Council members discussed the details of the Handicap Reserved Parking Ordinance. No potential changes were recommended. Manager Whitall will provide a written assessment based on the requirements set forth in the ordinance for all future applications submitted.

Parks & Recreation

Nothing to discuss.

Property

USDA Grant – Manager Whitall presented a USDA Grant aimed at fixing, constructing, and/or purchasing new public facilities. The grant would have a 25% match. Manager Whitall asked Council which direction they would like to go with the application. Cl’m Hoke suggested applying for funds to fix up the current Borough Building. Manager Whitall was asked to reach out to the local USDA contact about program requirements and potential projects.

Reamer Lot Sale – Cl’m Hoke revisited his suggestion about the sale of the 3 lots associated with the Millersburg Reamer property obtained by the Borough. He suggested considering bundling the 3 lots and offering them to a developer via proposals. Manager Whitall will work on drafting a Request for Proposals. Manager Whitall provided an update from Solicitor Kerwin who stated that the Borough could add stipulations to the sale of the lots such as requiring development in a certain amount of time and limiting development to residential or low impact commercial.

Public Safety

Quick Ticket Ordinance Amendment – Manager Whitall submitted a proposed amendment to the Quick Ticket Ordinance citing issues with citations being thrown out by the MDJ for non-payment of fines since there is no mechanism in the ordinance for the issuance of a citation for non-payment. Council requested this be added to the April 10 Business Meeting agenda.

Finance

Nothing to discuss.

Mayor – Mayor Bowman expressed interest in representing the Borough at the PSAB Conference as the Voting Delegate. Council asked this be added to the April 10 Business meeting agenda for approval.

Junior Council Person – JCP VanDewalle outlined his project plan to establish a Producer’s Market in Veteran’s Park. He stated that preliminary approval was received from the local Veteran’s organizations for a two-month trial period. He is in the process of locating interested vendors to participate but stated that most vendors are involved in several Farmer’s Markets in the region and have limited availability. Council asked that he look for a third-party non-profit to host the event and reduce liability/man hours dedicated to holding the market.

Other Business:

- **Polk Foundation Discussion** – Council discussed issues surrounding Polk Foundation properties and concerns over their tax exemptions. Further conversation was tabled until the April Committee Meeting.
- **Building Codes Officer Recovery Fee** – Manager Whitall presented a draft policy for the recovery of costs associated with fees from the Building Codes Officer as well as an email received from Solicitor Kerwin outlining the legalities of passing fees on to residents. Council discussed and advised that no policy would be necessary in due to the detail contained in Solicitor Kerwin’s email.

The meeting was properly adjourned at 9:04 PM.

Respectfully submitted,

James Whitall
Borough Manager