

**Millersburg Borough Council
Council Chambers
June 12, 2024 Meeting Minutes**

Call to Order – Vice President Boyer called the meeting to order at 6:00PM with Cl’ms Campisi, Hoffman and Hoke present. Mayor Alan Bowman, Borough Manager James Whitall, Crew Leader John Hoffman, Captain Richard Gamez, Solicitor Terrence Kerwin and Secretary Ann Jackson were also present. The invocation was given by Vice President Boyer, followed by the Pledge of Allegiance.

Guests – Sharon Nace, Darlene Roadcap and Diane Kennedy

Approval of Minutes – Motion by Cl’m Hoffman, seconded by Cl’m Campisi to approve the minutes from the May 8, 2024 meeting as presented. Motion carried.

Public Comment

Vice President Boyer recognized Sharon Nace, who attended to address the Council regarding the temporary No Parking This Side signs, particularly the one on Bowman Street, alongside her elderly parent’s home at 750 Church Street. Due to the age and health of her parents, Ms. Nace requested that Council begin the No Parking This Side at Height Street, beyond her parents’ property or extend the No Parking Here To Corner alongside their property. Cl’m Hoffman explained the reason for establishing these areas, which is to permit fire apparatus, ambulances and Public Works snow plows to be able to navigate Borough streets. Council will be reviewing the data from the study once it is finished to determine whether or not to make the temporary signs permanent.

Vice President Boyer recognized Ms. Roadcap and Ms. Kennedy who represented the Millersburg Area Ambulance Association. Ms. Roadcap reported to Secretary Jackson that she has emailed her with additional information regarding the 2023 audit.

Financial Reports – Council reviewed the Financial Report. Motion by Cl’m Campisi, seconded by Cl’m Hoffman to approve the report for the month ending May 31, 2024. Motion carried.

Motion by Cl’m Hoffman seconded by Cl’m Hoke to approve the Check Detail Report. Motion carried with yes votes from Cl’ms Boyer, Campisi, Hoffman and Hoke.

Crew Leader Report – Mr. Hoffman reviewed his report with Council.

- Grosser’s will be clearing the debris piles from the riverbank and the MYO compost site next week.
- Sweigart’s Tree Service has taken down three trees at the sewer plant/canal area.
- The current breaker boxes in MYO pavilions #1 and #2 are not exterior boxes; estimate for upgraded provided.
- Review of the recent Memorial Day parade resulted in an additional requirement that will be added to future agreements when the detour using Wiconisco Street is needed to state that the organization is to coordinate additional traffic control at Wiconisco Street.
- The swinging bridge will soon need maintenance. Manager Whitall is to consult the bridge inspection and evaluation reports on file.

Ms. Nace left the meeting.

Executive Session – Vice President Boyer called an executive session at 6:47PM to discuss employee relations matters. Ms. Roadcap, Ms. Kennedy and Mr. Hoffman left Council chambers. Captain Gamez left part-way through the executive session. Solicitor Kerwin left the meeting at the conclusion of the executive session. Vice President Boyer called the meeting back into regular session at 8:09PM with Mr. Hoffman returning to Council chambers.

Employee Relations Committee

Public Works Part Time Position – Motion by Cl'm Hoke, seconded by Cl'm Hoffman to eliminate the Public Works part-time position effective June 1, 2024. Motion carried; Cl'm Campisi abstained, due to her husband being a Public Works employee.

Public Works Hiring Approval – Motion by Cl'm Hoke, seconded by Cl'm Hoffman to approve the hiring of Michael Campisi as a Public Works crew member at \$20.50 per hour and to waive the vacation time waiting period, with a start date of June 17, 2024. Motion carried with yes votes from Cl'ms Boyer, Hoffman and Hoke. Cl'm Campisi abstained due to the candidate being her husband.

Motion by Cl'm Hoke, seconded by Cl'm Campisi to approve the hiring of Brant Englar as a Public Works crew member at \$20.50 per hour and to waive the vacation time waiting period, with a start date of June 17, 2024. Motion carried with yes votes from Cl'ms Boyer, Campisi and Hoke. Cl'm Hoffman abstained due to the candidate being his brother-in-law.

Finance & Risk Management Committee

Approval of 2023 Financial Statements & Legal Notice – Tabled.

Parks & Recreation Committee

Approval of Grosser Excavating, Inc. Invoice – Compost Site Clean-Up – Council reviewed the invoice for \$1,550 for clearing the compost site. Motion by Cl'm Campisi, seconded by Cl'm Hoke to approve payment of the invoice as presented. Motion carried with yes votes from Cl'ms Boyer, Campisi, Hoffman and Hoke.

Estimates for Riverfront Park Tree Removal – Council previously received estimates from Swigart's Tree Removal and Long's Stump Grinding Services, and Wood Wise Tree Service to remove two trees. Motion by Cl'm Hoke, seconded by Cl'm Hoffman to approve the quote from Wood Wise for \$5,800 and to pay this expense from the Parks Tree Removal line item with the balance paid from the Shade Tree Maintenance line item of the budget. Motion carried with yes votes from Cl'ms Boyer, Campisi, Hoffman and Hoke.

Estimate for MYO Pavilion #1 & #2 Electrical Upgrades – Council reviewed the estimate from Homeline Electric to replace the electrical panels in MYO pavilions #1 and #2 for \$1,475. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to accept the estimate as presented for \$1,475 and to pay for the expense from the Park Construction Supplies line item of the budget. Motion carried with yes votes from Cl'ms Boyer, Campisi, Hoffman and Hoke.

Market Square Park Update – Tabled.

Facility Use Agreement - Ned Smith Festival – The organization requests the use of MYO and Riverfront Parks on July 27 from 5:00AM to 7:00PM for the annual festival. Secretary Jackson reported that the organization will be invoiced for three pavilion rental fees, paper products used, employee labor and vendor fees. Motion by Cl'm Campisi, seconded by Cl'm Hoffman to approve the agreement as presented. Motion carried.

Facility Use Agreement - Great Eastern Football Association 5K – The organization requests the use of MYO and Riverfront Parks on July 28 from 7:00AM to 11:00AM for a 5K race. Motion by Cl'm Campisi, seconded by Cl'm Hoke to approve the agreement as presented and to waive the user fee. Motion carried; Cl'm Skyler abstained due to being an owner of the team and the event organizer.

Property Committee

Daniel Miller House Lease Renewal – There were no changes made to the lease from the previous year. Motion by Cl'm Hoffman, seconded by Cl'm Campisi to approve the lease for another year. Motion carried.

Sunbury Frame & Alignment Estimate - 2011 Truck Repair – Council reviewed an estimate from Sunbury Frame & Alignment for a repair to the 2011 truck (wheel bearings). Motion by Cl'm Hoffman, seconded by Cl'm Hoke to accept the quote up to \$2,000 and to pay this expense using the remaining funds in the Building/Street/Parks Tools line items of the budget. Motion carried with yes votes from Cl'ms Boyer, Campisi, Hoffman and Hoke.

Public Safety Committee

COPS Hiring Grant – Manager Whitall requested Council action to approve filing the grant which would provide funding towards an officer's wages. The total project cost is \$221,169. Federal funds would be \$125,000 over three years. The Borough's match would be \$96,169 over the three years. Motion by Cl'm Hoke, seconded by Cl'm Hoffman to approve filing the grant as presented. Motion carried with yes votes from Cl'ms Boyer, Campisi, Hoffman and Hoke.

Streets Committee

Upper Paxton Township Salt Invoice – Council reviewed the invoice for \$3,483.60. Motion by Cl'm Hoffman, seconded by Cl'm Campisi to approve paying the invoice. Motion carried with yes votes from Cl'ms Boyer, Campisi, Hoffman and Hoke.

Economic Development Committee – No report.

Mayor's Report – Statistical report was distributed to all Cl'ms.

PA State Mayors' Association Annual Conference – Mayor Bowman requested permission to attend the conference in Johnstown from July 18 through July 21. Registration is \$250, plus three night's hotel stay at \$130 per night, for a total of \$640. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to approve the request as presented. Motion carried with yes votes from Cl'ms Boyer, Campisi, Hoffman and Hoke.

Manager's Report – Written report was distributed to all Cl'ms. Cl'm Hoffman requested revisiting the TISIP project in August. Manager Whitall reported that we will have additional light towers in place for this year's fireworks event.

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

Code Enforcement Officer's Report – Written report was provided to all Cl'ms

Junior Council Person's Report – No report.

Unfinished Business

Dauphin County Land Bank Authority Demolition Fund Agreement – Tabled.

Approval of Valley Waste Invoices – Clean-Up Day Disposal – Council reviewed the invoices for disposal. Motion by Cl'm Hoke, seconded by Cl'm Campisi to approve payment of the invoices totaling \$2,700.70, as presented. Motion carried with yes votes from Cl'ms Boyer, Campisi, Hoffman and Hoke.

YSM Invoice No. 7660 – Market Square Park Project – Council reviewed the invoice in the amount of \$910. Motion by Cl'm Hoffman, seconded by Cl'm Campisi to forward the invoice to Dauphin County for payment from the Gaming Grant. Motion carried.

New Business

Approval of FSA Invoice No. 52246 – Council reviewed the invoice for preparation of the bid packets for the demolition of 510/512 Moore Street, for \$1,032.50. Motion by Cl'm Hoffman, seconded by Cl'm Campisi to approve payment of the invoice. Motion carried with yes votes from Cl'ms Boyer, Campisi, Hoffman and Hoke.

Borough Resolution No. 24-04 – Fireworks Banner – At Mid Penn Bank's request and as required by PennDOT, this resolution provides for the Borough to assume all responsibility for erection, maintenance and removal of a banner advertising the July 5th fireworks. The banner would be placed at the south end of the island in the Square. Council took no action.

Cl'm Campisi left the meeting.

Communications – All Cl'ms received the listing.

Organization Reports – No reports were reviewed.

The next meeting will be on June 26th at 6:00PM. The meeting was recessed to the Call of the Chair at 9:29PM.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary