

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

Call to Order – Council President Dietz called the meeting to order at 6:00PM with Cl’ms Boyer, Hoke and Hoy present. Cl’m Campisi joined remotely at 6:37PM. Mayor Alan Bowman, Borough Manager James Whitall, 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 – None.

Approval of Minutes – Motion by Cl’m Hoffman, seconded by Cl’m Campisi to approve the minutes from the June 12 and June 26, 2024 meetings as presented. Motion carried.

Public Comment

- Cl’m Boyer reported that there was a fight in front of the Borough Offices last evening. The incident was caught on our security cameras. No Borough Police were on duty. PSP responded and charges were filed against the two individuals involved.
- President Dietz asked how the fireworks event went. Manager Whitall reported receiving one complaint regarding a vendor selling blow up dolls.
- President Dietz gave an update on Yvonne Miller’s situation, stating that he contacted Dauphin County Commissioner Hartwick who put together a crisis team to assist and the situation has improved.

Financial Reports – Council reviewed the Financial Report. Motion by Cl’m Hoke, seconded by Cl’m Hoy to approve the report for the month ending June 30, 2024. Motion carried.

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

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

- The two new Public Works employees are doing good work and working well with everyone.
- The new employees worked well at the Fireworks event. One vendor left debris. This will be reported to the Fire Company. The light towers worked well. The Millersburg Legion donated ten American flags for decorating along Riverfront. Secretary Jackson was directed to send thank yous to the Legion, Mid Penn Bank and the Fire Company.
- The backhoe is currently at Lesher Diesel having the bucket repaired. It needed new braces.
- Projects - The Crew cleaned out the stream in 800 block of Center/Union Streets, since learning that the Borough is responsible for this maintenance. Curb, crosswalk and parking spot painting is coming up. Safety mirror installation is coming up. We received PPL approval to use their poles; no PennDOT approval is needed. Two trees were removed at Riverfront Park and the stumps were ground. New trees should be planted this fall. Safety grates were discussed for the beginning of the pipes in Tanners Run and the 800 block of Center/Union Street. Manager Whitall was directed to consult with Borough engineers regarding the best practice for large drain pipe grates.

Cl’m Hoke requested that the weeds be taken care of at the lot beside the Borough building. Mr. Hoffman stated that this would be taken care of tomorrow.

Cl'm Campisi joined the meeting remotely.

Employee Relations Committee

President Dietz called an executive session at 6:37PM for Council to discuss an employee relations matter. The meeting was called back into regular session at 6:47PM. Cl'm Campisi exited the meeting.

Finance & Risk Management Committee

PLGIT Procurement Card Policy – Council reviewed the latest draft of the policy and made revisions. The updated policy will be ready for consideration at the July 24th meeting. Secretary Jackson was directed to include a copy of the Procurement Card monthly invoice as part of the Financial Report.

Borough Resolution No. 24-05 Borough Employee Spending Limits – Current signing limits were reviewed and confirmed as Borough Manager and Police OIC - \$500; Committee Chairman \$500-1,000; and Council approval for invoices over \$1,000. Council agreed that this current policy should remain, with no changes. It is included in the Borough Secretary's SOP book and no resolution was deemed necessary

Auditor Appointment/RFP – Council reviewed the proposal received from JH Williams, CPA for the years ending December 31, 2024 through 2026. Motion by Cl'm Boyer, seconded by Cl'm Hoke to accept the proposal as presented. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoke and Hoy.

Parks & Recreation Committee

AR Concrete Estimate – Riverfront Park – Council reviewed a quote from AR Concrete for \$2,400 to install stamped concrete in Riverfront Park at the Bicentennial Plaza. This repair is necessary to mount the benches properly and safely. Manager Whitall reported that he received a second bid from Smucker Masonry for \$3,800. Motion by Cl'm Boyer, seconded by Cl'm Hoke to accept the proposal from AR Concrete for \$2,400 to be paid from the Park Construction Supplies line item of the budget. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoke and Hoy.

Mr. Hoffman left the meeting.

Wood Wise Tree Service Estimate for Tree Removal – Council reviewed a quote from Wood Wise for \$2,850 to remove a dead tree in River Front Park. Motion by Cl'm Boyer, seconded by Cl'm Hoke to accept the quote of \$2,850 as presented. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoke and Hoy.

Property Committee

Ken Clean Masonry Surgeons Invoice – Council reviewed an invoice from Ken Clean for \$2,450 for work on the west wall of the Borough building. It was noted that there is an additional unpaid invoice which includes unauthorized work. Secretary Jackson is to pull all invoices and payments for 2024 work. Manager Whitall is to pull all communications with Mr. Waggoner. This matter was then tabled until the July 24th meeting.

Public Safety Committee

Shane Comp Police Cadet Schooling – President Dietz confirmed for Council that the tuition has been paid to HACC and that the promissory note has been signed.

President Dietz questioned whether the security detail for the fireworks event was put out to bid. Manager Whitall is to advise Cpt. Gamez that Council requires quotes for this in the future.

Streets Committee

Review of 90-Day Trial Period No Parking This Side – Per Committee Chairman Hoffman's recommendation, this matter was tabled until the July 24th meeting.

Economic Development Committee – No report.

DCNR Grant Agreement for Market Square Park Project – Council reviewed the draft agreement as prepared by Solicitor Kerwin. This agreement provides a general overview of the administration of the Dauphin County Gaming Grant and DCNR's grant as related to the Market Square Park project. Motion by Cl'm Hoke, seconded by Cl'm Boyer to approve the agreement as prepared by Solicitor Kerwin. Motion carried.

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

Manager's Report – Written report was distributed to all Cl'ms and reviewed with them.

- President Dietz directed Manager Whitall to look into the grant money the Borough was awarded for the State Route 147 Resurfacing Project and ADA Ramp Installation, in light of the delay of the project until 2026.
- JFT will be closing so Manager Whitall is searching for an alternate location to place the opioid vending machine once it is ready.
- The Borough will be responsible for paying \$14,300 in design costs towards the TISIP project in 2024, from Liquid Fuels funds (Center and Race Street intersection). The balance of this project will be paid for in 2025. We will be getting estimates for alternate paving projects for 2024's funds.
- Valley Flying Discs request a letter of support from the Borough for them to attain their non-profit status. VFD representatives will be attending the July 24th meeting. Motion by Cl'm Boyer, seconded by Cl'm Hoke to authorize Manager Whitall to sign the letter of support for Valley Flying Discs to request their non-profit status. Motion carried.

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 Serve Pro will be providing a quote for the demolition of 510/512 Moore Street. They are currently consulting with an asbestos specialist.

Junior Council Person's Report – Mr. VandeWalle reported that signage is coming for the produce market, which is expected to open on August 17th. There are two vendors so far. Individuals who have plots at the Community Garden are welcome to sell their produce at this event. MAWT has given a budget of \$450 and recommended charging a vendor fee, which would go to MAWT directly. As the market grows, food trucks may be added on the perimeter of Veterans Park.

Unfinished Business

Federal Surplus Property Program Registration Renewal – Motion by Cl'm Hoke, seconded by Cl'm Hoy to renew the Borough's participation in the program and to delete John Brabits (at his request) and to add Ashton Snyder to the list of authorized purchasers. Motion carried.

YSM Invoice No. 7678 – Market Square Park Renovations Project – Council reviewed the invoice for \$5,224.90 for design work for the Market Square Park project. Motion by Cl'm Boyer, seconded by Cl'm Hoke to forward the invoice to Dauphin County for payment from the Gaming Grant. Motion carried.

New Business

Gaming Grant Requests for Co-Sponsorship – Council reviewed an email request form Tammy Briggs, grant writer, for the Borough to co-sponsor two Gaming Grant applications. The first request is for the Thyme Hotel, who is requesting \$40,000 to renovate two hotel rooms. The second request is for the Millersburg Ferry Boat Association for \$25,000 for needed repairs to the boats. Council would like Ms. Briggs or Mr. Smucker to attend the July 24th meeting to answer specific questions about Thyme Hotel's application, such as How does this fit into their budget for funding of the project? What is special about these two rooms? and Could Council see a business plan, including funding? Motion by Cl'm Hoke, seconded by Cl'm Hoy to approve the request to co-sponsor Millersburg Ferry Boat Association's application for \$25,000 for needed repairs. Motion carried.

Communications – The Council received a thank you from Yvonne Dockey with Dockey Auctions for their permission to close down a portion of Cherry Street for a recent auction.

Organization Reports

Upper Dauphin COG – Millersburg Borough will host on July 18th.

Millersburg Planning Commission – April 6, 2024 meeting minutes were provided to all Cl'ms. The Truist Bank listing agent is scheduled to attend the August 7th meeting. Parking was mentioned as a concern with marketing this property.

Millersburg Area Pool Association – Secretary Jackson was directed to request financial reports.

Millersburg Fire Company – May 14, 2024 meeting minutes were provided to all Cl'ms

Millersburg Area Authority – May 6, 2024 meeting minutes were provided to all Cl'ms.

Dauphin County Tax Collection Committee – There is no July meeting. The next meeting will be in September.

Millersburg Ferry Boat Association – September 14, 2023 through May 9, 2024 meeting minutes were provided to all Cl'ms.

Dauphin Lebanon County Boroughs Association – The next meeting will be on July 30th.

Zoning Hearing Board – No report.

Upper Dauphin Industrial Development Authority – No report.

Millersburg Borough Safety Committee – Manager Whitall requested ideas for applying for this year's KMIT Safety Grant. Cl'ms suggested misting fans, a water cooler, an ice machine, cooling towels and a vac hose for Police cooling vests.

Community Garden Committee – No report.

Millersburg Area Ambulance Association – June 3, 2024 meeting minutes were provided to all Cl'ms. The audit began on June 6th. The membership drive is going well.

The next meeting will be on July 24th at 6:00PM. The meeting was recessed to the Call of the Chair at 8:56PM.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary