

**Millersburg Borough Council
Council Chambers
August 14, 2024 Meeting Minutes**

Call to Order – Council President Dietz called the meeting to order at 6:10PM with Cl’ms Boyer, Campisi, Hoffman, Hoy and Snyder present. 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 – Darlene Roadcap, Millersburg Area Ambulance Association President
Thomas Adair, 218 North Street
Sean Grimm, Emergency Management Coordinator
William Specht III, owner, Ark Safety

Approval of Minutes – Motion by Cl’m Campisi, seconded by Cl’m Hoffman to approve the minutes from the July 10 and July 24, 2024 Council meetings as presented. Motion carried.

Public Comment

President Dietz recognized Darlene Roadcap who was present to update the Council on the financial status of the Ambulance Association. June and July financial reports were distributed to all Cl’ms. The membership drive has been successful and has brought in additional, much needed income. Upper Paxton Township has promised an additional \$40,000 to be paid to the Ambulance Association in October. President Dietz requested a month-by-month cash position from MAAA’s accountants beginning with Borough Council’s September meeting.

UDCOG EMS Study Survey – President Dietz requested that Ambulance, Fire Company and Borough staff respond to the survey by Sunday, August 18th. EMC Grimm offered to send a post to Fire Company members, encouraging them to respond.

President Dietz next recognized Thomas Adair who requested clarification on whose responsibility it is to take care of the weeds where the curb and street meet. He was advised that it is the property owner’s responsibility. He then asked that offenders be notified. Mr. Adair also voiced concern regarding the property at 358 Market Street, which he believes is operating as a recovery house. Manager Whitall advised that this is being investigated by our Codes Officer. President Dietz asked Mayor Bowman to follow up with the Police Department regarding this property. Mr. Adair then left the meeting.

EMC Grimm attended the meeting to address Council regarding Tanner’s Run and the Freck Apartments at 540 Union Street, in Upper Paxton Township. EMC Grimm suggested a possible solution within the Dauphin County Hazard Mitigation Plan and recommended a joint meeting between both municipalities and the property owner, to devise a process for remediation. The steps would be to identify the hazard, Dauphin County would prioritize the hazard and then a plan would be devised by engineers and DEP, among others. Funding specifically designated for such projects is available. The apartment building will need to be inspected by the property owner’s engineer to determine structural soundness. Mr. Specht suggested asking our State representatives to tour the area with Borough and Township officials. Mr. Specht then left the meeting.

MASD Construction Bond – President Dietz reported that the School District is requesting the release of the bond. It was noted that the School has not provided as-built drawings, stormwater issues need to be addressed and landscaping needs to be completed, including contouring and seeding. There was also a question on whether the lighting has been reviewed for any complaints. Motion by Cl’m Snyder,

seconded by Cl'm Hoffman to release \$732,653 of the bond, while retaining \$250,000 for stormwater management, \$10,000 for landscaping and \$15,000 for lighting. Motion carried. President Dietz directed Manager Whitall to compose a letter to Mr. Eric Petery, MASD Business Manager, with these details.

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

Motion by Cl'm Campisi, seconded by Cl'm Boyer to approve the Check Detail Report. Motion carried with yes votes from Cl' ms Boyer, Dietz, Hoy and Snyder. Cl' ms Campisi and Hoffman abstained due to having family members receiving compensation listed on this report.

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

- Truck Updates – The 2017 truck was inspected and had a new key made. The 2011 had a leak repaired and was inspected.
- Tree Removal Updates – Wood Wise took down the trees in Riverfront Park and cleaned up. The Crew will seed with grass seed. President Dietz authorized Mr. Hoffman to tour the Parks with Mr. Wise and directed him to be prepared with figures for budget preparation.
- Concrete Work at Riverfront Update – AR Concrete did a good job on the stamped brick. The Crew will put the benches back in two weeks under Cl'm Boyer's supervision.
- Ned Smith Festival Update – There was an issue with vendors driving beyond the acceptable point in MYO Park.
- Street Trees Status / Park Trees Status – There are six dead trees in Seal Park. Cl'm Boyer directed the Crew to clean out the pipe behind the dugout.
- Compost Debris Issue – Mr. Hoffman reported that Grosser's is out of space. One option is to grind on site and to use the grindings as mulch. Another option is to borrow a grinder from Susquehanna Township.
- Head Bin – Motion by Cl'm Campisi, seconded by Cl'm Hoffman to permit the PA Game Commission to again place their deer head collection bin in the Pine Street lot. Motion carried.
- Farhat Equipment at Pine Street Lot – Farhat has been notified that no more equipment is to be placed there without Borough permission.
- Storm Clean Up – This is mostly completed. The leak in Manager Whitall's office has been determined to be coming from the window. Repair work is in process.
- Lebo Street Stormwater – This issue is under review.

Ms. Roadcap and EMC Grimm left the meeting.

Employee Relations Committee

Executive Session – President Dietz called an executive session at 7:36PM for a Public Works personnel issue. The meeting was called back in to regular session at 8:11PM.

Employee evaluations will be done in the next two weeks.

President Dietz directed Manager Whitall to have his schedule in writing, for Council review at the next meeting.

Police Academy Update – Cl'm Campisi reported that Mr. Comp is attending the Academy six day per week. He is currently achieving 90% on testing and he passed the latest fitness test.

Finance & Risk Management Committee

PLGIT Procurement Card Policy – The final version of the policy was reviewed. Motion by Cl'm Hoy, seconded by Cl'm Campisi to approve the policy. Motion carried.

Mid Penn Bank Certificate of Deposit Disposition – Secretary Jackson reported that the CD has matured and provided renewal rates for Council review. Motion by Cl'm Hoffman, seconded by Cl'm Hoy to liquidate the certificate of deposit and to put the funds in the Mid Penn General Fund Reserve Account. Motion carried.

Parks & Recreation Committee

YSM Invoice No. 7593 – Market Square Park Project – Council reviewed the invoice for \$3,116.80 for design services for the Market Square Park project. Motion by Cl'm Snyder, seconded by Cl'm Hoffman to forward the invoice to Dauphin County for payment through the Borough's Gaming Grant. Motion carried.

Facility Use Agreement – MASD Vendor Fair – The Millersburg School District is requesting the use of Seal Park and Pavilions #1 and #4 on September 7, 2024 from 12PM until 6PM for the Elementary School Grand Opening/Vendor Fair. The certificate of insurance has been received. Motion by Cl'm Snyder, seconded by Cl'm Campisi to approve the agreement as presented and to waive the user fee. Motion carried.

Property Committee

AR Concrete Estimate – 101 West Street West Wall – Council reviewed the estimate provided. Motion by Cl'm Hoffman, seconded by Cl'm Snyder to approve the estimate for \$1,224 for repairs to the west wall. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoffman, Hoy and Snyder.

Ken Clean Masonry – President Dietz reiterated Council's directive that the Borough will pay \$2,000 to Mr. Wagonner, with a letter from the Borough Solicitor stating the Borough's position and that this payment shall be considered payment in full.

Public Safety Committee – Nothing to report.

Streets Committee

Facility Use Agreement – Polk Personal Care Fall Festival – Polk has requested the closure of Herman Street between Walnut and Race Streets on September 10, 2024 from 7AM until 5PM for their Fall Festival. Motion by Cl'm Hoffman, seconded by Cl'm Snyder to approve the agreement as presented. Motion carried.

Review of 90-Day Trial Period – Bowman, Wert & Lincoln St. Parking Restrictions – Council agreed to retain the originally proposed locations for prohibiting parking – north side of Bowman Street between Church Street and Walborn Lane; north side of Wert Street between Church Street and Walborn Lane; and east side of Lincoln Street between Center and Union Streets. The legal advertisement for Borough Ordinance No. 3-24 was reviewed. Motion by Cl'm Hofman, seconded by Cl'm Campisi to approve the legal notice for publication in the Citizen Standard, for adoption at the August 28th meeting. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoffman, Hoy and Snyder.

Borough Resolution No. 24-09 – 90-Day Trial Period - North Street Extension Parking Restriction – This resolution restricts parking on the west side of North Street between Seal Street and the North Street Extension. Motion by Cl'm Hoffman, seconded by Cl'm Campisi to approve Borough Resolution No. 24-09 as presented. Motion carried.

2024 Paving Project – Cl'm Hoffman reviewed the Engineer's probable costs for West Street and North Market Square projects.

Mr. Rehab Quote Storm Sewer CCTV – Pine & Front Streets – Council reviewed a proposal to scope the storm sewer pipe for \$2,480. Motion by Cl'm Hoffman, seconded by Cl'm Boyer to approve the quote from Mr. Rehab for \$2,480 to CCTV the storm sewer pipe at Pine and Front Streets. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoffman, Hoy and Snyder.

Economic Development Committee

UDCOG EMS Study Survey – Addressed previously.

Millersburg Ambulance Donation – Addressed previously.

Borough Resolution No. 24-10 – This resolution states Council's intention to co-sponsor Thyme Hotel's Gaming Grant application for \$40,000 to renovate two hotel rooms. Motion by Cl'm Boyer, seconded by Cl'm Hoffman to approve Borough Resolution No. 24-10. Motion carried, with Cl'ms Hoy and Snyder voting no.

Millersburg Elementary School Grand Opening – Cl'm Campisi reported that Cl'm Dietz and Mayor Bowman will be attending the event on September 7th. The Borough will have a table at the Vendor Fair; JCP Kees VandeWalle will man the table. He will also display a pictorial presentation of the Farmers Market.

Mayor's Report

- Statistical report was distributed to all Cl'ms.
- There will be a walk-through of all schools with PSP on August 16th.
- A representative of Communities That Care will be attending the August 28th Committee meeting.
- Trick-or-Treat was set for Thursday, October, 31st from 6-8PM.
- The Halloween Parade will be on October 16th with a rain date of October 17th. Window painting was tentatively announced for October 14th.

Hotel Room Overage Repayment – Due to late booking, Secretary Jackson paid the Borough \$167, representing the shortfall between the actual charges from Holiday Inn for the PA State Mayor's Conference lodging and the amount approved by Council. Motion by Cl'm Snyder, seconded by Cl'm Boyer to reimburse Secretary Jackson \$167. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoffman, Hoy and Snyder.

Manager's Report – Written report was distributed to all Cl'ms and reviewed with them. Manager Whitall will contact Upper Paxton Township to try to arrange a meeting regarding review of Tanner's Run.

Engineer's Report – Written report was distributed to all Cl'ms. A Tanner's Run Watershed Narrative was also distributed.

Code Enforcement Officer's Report – Written report was provided to all Cl'ms. Secretary Jackson was directed to add 510/512 Moore Street demolition bid notice to the August 28th agenda.

Junior Council Person's Report – Mr. VandeWalle reported that MAWT is giving him \$300 towards the Farmers Market expenses and that Penn State covered the expense for the yard signs.

Unfinished Business

YSM Invoice No. 7716 – Market Square Park Project – Council reviewed the invoice for \$671.50 for design services for the Market Square Park project. Motion by Cl'm Snyder, seconded by Cl'm Hoffman

to forward the invoice to Dauphin County for payment through the Borough's Gaming Grant. Motion carried.

MASD Construction Bond – Addressed previously.

New Business – None.

Communications – A list was provided to all Cl'ms. There was nothing requiring Council action.

Organization Reports

Upper Dauphin COG – Millersburg Borough hosted the July 18th meeting; the topic was solar farms. President Dietz encouraged everyone to respond to the EMS survey.

Millersburg Planning Commission – June 5, 2024 meeting minutes were provided to all Cl'ms. August meeting topics were Tanner's Run and the former Truist Bank property.

Millersburg Area Pool Association – Financial report was distributed to all Cl'ms. Cl'm Campisi offered to obtain a more current report.

Millersburg Fire Company – June 11, 2024 meeting minutes were provided to all Cl'ms.

Millersburg Area Authority – June 3 and July 8, 2024 meeting minutes were provided to all Cl'ms.

Dauphin County Tax Collection Committee – The next meeting will be in September.

Millersburg Ferry Boat Association – June 13, 2024 meeting minutes were provided to all Cl'ms.

Dauphin Lebanon County Boroughs Association – The Middletown Fire Department Safety Lead was the speaker at the July 30th meeting.

Zoning Hearing Board – No report.

Upper Dauphin Industrial Development Authority – No report.

Millersburg Borough Safety Committee – Manager Whitall applied for the KMIT Safety Grant for verbal de-escalation training for non-police. Cl'ms Hoy and Snyder requested being included.

Community Garden Committee – Representatives from Rite Aid and Penn State toured the garden today.

Millersburg Area Ambulance Association – The auditors' report was provided to all Cl'ms. Secretary Jackson reported that it went well. June 3, 2024 meeting minutes and June and July financial reports were provided to all Cl'ms.

The next meeting will be on August 28th at 6:00PM. The meeting was recessed to the Call of the Chair at 10:07PM.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary