

**Millersburg Borough Council
Council Chambers
September 11, 2024 Meeting Minutes**

Call to Order – Council President Dietz called the meeting to order at 6:00PM with Cl'ms Boyer, Campisi, Hoffman and Hoke present. Mayor Alan Bowman, Borough Manager James Whitall, Crew Leader John Hoffman and Secretary Ann Jackson were also present. The invocation was given by President Dietz, followed by the Pledge of Allegiance. A moment of silence was held in remembrance of 9/11.

Guests – None.

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

Public Comment – None.

Financial Reports – Council reviewed the Financial Report through August 31, 2024. Motion by Cl'm Hoffman, seconded by Cl'm Campisi to approve the report as presented. Motion carried.

Motion by Cl'm Hoffman, seconded by Cl'm Campisi to approve the Check Detail Report. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz and Hoffman. Cl'm Hoke abstained due to the report listing a check for supplies made out to his employer.

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

- Grass mowing is on-going.
- Borough Manager's office leak repairs are almost done.
- Line painting and curb painting will resume next week.
- Weed trimming the streets is scheduled for next week.
- Working on estimates for a 24-foot landscaping trailer for budget discussion.
- Patching potholes is on-going.
- Checked drains and pipes where there was flooding.

Juniata Concrete Retaining Wall Block Quote – Council reviewed the quote for 2x2x4 concrete blocks to construct a retaining wall at Bradenbaugh Park to divert stormwater away from the concession stand, batting cage and ballfield. Motion by Cl'm Campisi, seconded by Cl'm Boyer to approve the purchase and placement of the retaining wall blocks, not to exceed \$4,100. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoffman and Hoke. Mr. Hoffman is to inquire if the vendor will buy the blocks back after usage. Manager Whitall was directed to notify the MAGYS contact about the project. Manager Whitall was also directed to draft a letter to Upper Paxton Township explaining that any permits the Township issues for projects that create additional impervious surface will affect the water going into the Center Street/Union Street storm water pipe. President Dietz and Cl'm Hoffman will review the letter.

Mr. Hoffman reported that the inlet at North and Market Streets will be vacuumed out by the Authority. President Dietz directed that the catch basins on Walnut and Union Street be checked.

Employee Relations Committee

Update – Mayor Bowman reported that Cpt. Gamez’s annual evaluation is completed. Shance Comp’s cadet school is going well. Cl’m Campisi directed that Cpt. Gamez put a review for Mr. Comp in his employee file. Manager Whitall’s office hours will be reviewed in October.

Finance & Risk Management Committee

2025 Budget – Secretary Jackson requested that committee worksheets be returned to her by September 23rd. Cl’m Campisi would like Council to be ready to vote on 2025 wage rates at the next meeting.

Parks & Recreation Committee

Market Square Renovations Project – Manager Whitall was directed to advise YSM that the textured sample of the railing is preferred. Council would like to see the railing drawings before being finalized.

Property Committee – Nothing to report.

Public Safety Committee

Bid Opening – 510/512 Moore Street Demolition – The following three bids were received:

- Chubb Construction - \$60,000
- Farhat Construction - \$93,300
- Richard Raker - \$60,000

Motion by Cl’m Hoffman, seconded by Cl’m Hoke to award the project to Chubb Construction contingent upon correction of documents requiring notarization, receipt of a project-specific certificate of insurance and pending Solicitor’s review. Motion carried with yes votes from Cl’ms Boyer, Dietz, Hoffman and Hoke. Cl’m Campisi voted no.

Streets Committee

Borough Ordinance No. 3-24 - Parking Restrictions Legal Notice – The ordinance language has been amended for Bowman Street. Motion by Cl’m Hoffman, seconded by Cl’m Hoke to advertise the ordinance for adoption at the September 25th meeting, one time in the Citizen Standard. Motion carried with yes votes from Cl’ms Boyer, Campisi, Dietz, Hoffman and Hoke. President Dietz directed that all proposed ordinances be put on the Borough’s website and Facebook page.

Handicapped Parking Space Application - 763 Church Street – Manager Whitall reported that the applicant has provided a copy of her handicapped placard. The applicant also reported that the tenant at 765 is now in a home and will not be returning to the property. Manager Whitall has requested a letter from that woman’s family stating same. Once received, the 765 house number sign will be replaced with 763 and no new spot will need to be designated. Manager Whitall recommends approval. Motion by Cl’m Hoffman, seconded by Cl’m Hoke to approve the application. Motion carried.

Handicapped Parking Space Application - 517 North Street – No proof of handicapped placard was provided. Determined to be an incomplete application.

Handicapped Parking Space Application - 350A North Street – This spot is for the caretaker of a blind woman. The property owner has provided a letter of permission. Manager Whitall recommends approval. Motion by Cl’m Boyer, seconded by Cl’m Hoffman to approve the application. Motion carried.

Liquid Fuels Reallocations – Motion by Cl'm Hoke, seconded by Cl'm Hoffman to amend the amount of the previously approved reallocation of \$14,995 to \$13,870.84, due to unapproved expenditures having been included. Motion carried. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to reallocate \$31,199.66 from the Liquid Fuels fund to the General Fund. Motion carried.

Economic Development Committee – Nothing to report.

Community Outreach Committee

Cl'm Campisi reported that she is planning an event with the Conservation Club. The Jeremy Project is going well, with teenagers available every Wednesday morning to do garden jobs, Park clean-ups, or some similar tasks.

President Dietz called an executive session at 7:54PM for legal discussion. The meeting was called back into regular session at 8:04PM.

Mayor's Report – Monthly statistical report was provided to all Cl'ms.

Rescheduled Date for VFW Post 5507 Halloween Window Painting Contest – Motion by Cl'm Hoke, seconded by Cl'm Hoffman to approve the date change for the Window Painting Contest from October 14th with a rain date of October 15th, to October 15th with a rain date of October 16th. Motion carried.

Manager's Report – Written report was distributed to all Cl'ms and reviewed with them. Discussion on plan to update/repair sidewalks in disrepair will be on the September Committee meeting agenda.

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

Code Enforcement Officer's Report – Written report was provided to all Cl'ms. No Council action requested, per Karen Brown.

Junior Council Person – Council discussed having Kees VandeWalle's term end on October 31, 2024. The Farmer's Market will run through September and Mr. VandeWalle would like to continue overseeing this project. Council agreed that some type of agreement should be put into place, with Solicitor Kerwin's guidance.

Unfinished Business

Tanner's Run Study – Council reviewed the proposal provided by FSA for \$28,430. Motion by Cl'm Hoffman, seconded by Cl'm Campisi to approve the proposal and to authorize FSA to start the study for \$28,430. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoffman and Hoke. Manager Whitall was directed to forward Dauphin County engineering plan to FSA.

New Business

Frederick, Seibert & Associates, Inc. Invoice No. 52968 – Motion by Cl'm Boyer, seconded by Cl'm Hoffman to pay the invoice for \$4,460 for the demo of 510/512 Moore Street bid packet. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoffman and Hoke.

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

Organization Reports

Upper Dauphin COG – No report.

Millersburg Planning Commission – August 7 and September 4, 2024 (draft) meeting minutes were provided to all CI'ms.

Millersburg Area Pool Association – CI'm Campisi reported that the pool will be having their final meeting of the year.

Millersburg Fire Company – July 9, 2024 meeting minutes were provided to all CI'ms.

Millersburg Area Authority – No report.

Dauphin County Tax Collection Committee – No report

Millersburg Ferry Boat Association – July 11, 2024 meeting minutes were provided to all CI'ms.

Dauphin Lebanon County Boroughs Association – No report.

Zoning Hearing Board – No report.

Upper Dauphin Industrial Development Authority – No report.

Millersburg Borough Safety Committee – No report.

Community Garden Committee – No report.

Millersburg Area Ambulance Association – August 7, 2024 meeting minutes and July and August financial reports were provided to all CI'ms.

The next meeting will be on September 25th at 6:00PM. The meeting was recessed to the Call of the Chair at 8:49PM.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary