

**Millersburg Borough Council  
Council Chambers  
September 25, 2024 Meeting Minutes**

**Call to Order** – Council Vice President Boyer called the meeting to order at 6:05PM with Cl’ms Campisi, Hoffman, Hoke and Snyder present. Mayor Alan Bowman, Borough Manager James Whitall, 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**

Sherry Clouser, Heather Crook, Nicola Miller, Jen Sandusky – Northern Dauphin Communities That Care; John Wenner, Christian Wenner, Cole Boyer, Caleb Oyler, Bridget Glunz-Wenner – Valley Flying Discs

**Public Comment**

Vice President Boyer recessed the Council meeting to the call of the chair, opened the Committee of the Whole meeting and recognized Sherry Clouser and Heather Crook, representing Northern Dauphin Communities That Care. This organization seeks to promote a safe environment for children’s activities, while partnering with the community. They are seeking a meeting place in the area. They would like to do community mapping to determine the community’s needs. They requested volunteers and would like to have letters of support from Borough Council for future grant applications. Data collected by any focus group would be brought back to Borough Council. A post will be put on the Borough’s social media pages regarding the proposal. The group was thanked for their presentation. Ms. Clouser, Ms. Crook, Ms. Miller and Ms. Sandusky then left the meeting.

Vice President Boyer recognized John Wenner, of Valley Flying Discs. Mr. Wenner conducted a presentation on a proposal for a nine-hole disc golf course at Seal Park. Cl’ms were presented with a rough layout of the course, the project budget and tourism benefits of the project. Council agreed that this was a good use of the space but advised that the Borough is currently working through a storm water issue in the Park. The study results for the storm water issue should be available in October or November. In the meantime, Council would like to have a course overlay to forward to the Borough engineer. Vice President Boyer thanked the group for attending. John and Christian Wenner, Mr. Boyer, Mr. Oyler and Ms. Glunz-Wenner then left the meeting.

Vice President Boyer recessed the Committee of the Whole meeting to the call of the chair and reopened the business meeting.

**Employee Relations Committee**

Vice President Boyer called an executive session at 7:03PM for Council to discuss employee evaluations. The meeting was called back into regular session at 7:46PM.

**2025 Employee Wages** – Secretary Jackson was directed to use the following for 2025 wages, for budgeting purposes: Non-Uniformed employees are to receive a 3% COLA raise, plus a 1% merit raise. Captain Gamez and Officer McNamara are to receive a 3% COLA raise, plus a 2% merit raise. Mr. Comp’s starting salary is \$60,000.

Vice President Boyer called a second executive session at 7:57PM for legal reasons. The meeting was called back into regular session at 8:00PM.

## **Finance & Risk Management Committee**

Credit Line Proposals – Council reviewed two proposals for a \$70,000 commercial line of credit to finance the 510/512 Moore Street demolition project. Mid Penn Bank quoted a 5.71% interest rate. Link Bank quoted a 5.85% interest rate. Motion by Cl'm Hoffman, seconded by Cl'm Campisi to accept Mid Penn Bank's proposal with all terms as listed. Motion carried with yes votes from Cl'ms Boyer, Campisi, Hoffman, Hoke and Snyder.

## **Parks & Recreation Committee**

Facility Use Agreement – VFW Veterans Day Ceremony – The organization requests the use of Market Square and Veterans Park on November 11, 2024 from 6-8PM for a Veterans Day observance. Their certificate of insurance has been received. Motion by Cl'm Hoffman, seconded by Cl'm Snyder to approve the agreement as presented and to waive the user fee. Motion carried.

Facility Use Agreement – Ferry Boat Dry-Docking – The organization would like to use Riverfront Park between Pine and Keystone Streets from October 15, 2024 to May 31, 2025 for dry docking the ferry boats. Their certificate of insurance has not been received yet. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to approve the agreement contingent upon receiving the certificate of insurance and to waive the user fee. Motion carried.

Amendment to the Agenda – Motion by Cl'm Hoke, seconded by Cl'm Hoffman to amend the agenda due to an emergency tree situation that threatens life and or property. Motion carried.

Wood Wise Tree Removal Quote – Council reviewed a proposal for \$6,000 to remove two dead trees in Riverfront Park. The payment schedule is to be \$3,000 payable in 2024 and \$3,000 payable in 2025. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to approve the expenditure of \$6,000 for removal of the two trees, and to finance it as discussed. Motion carried with yes votes from Cl'ms Boyer, Campisi, Hoffman, Hoke and Snyder.

Vice President Boyer stepped out of Council chambers and President Pro Tempore Hoke took charge of the meeting.

## **Property Committee**

Authority Suite Tenant – Cl'm Hoke reported that Farhat should be leasing the suite of offices through June 2025. The lease will need to be referenced regarding notice to be given to the landlord.

Public Safety Committee – Nothing for action.

## **Streets Committee**

Borough Ordinance No. 3-24 – Parking Restrictions - Formal Adoption – There was no additional feedback following the amendment. Motion by Cl'm Hoffman, seconded by Cl'm Snyder to adopt Borough Ordinance No. 3-24. Motion carried.

Meckley's Invoice No. 163270 – Council reviewed the invoice for anti-skid for \$1,037.30. Motion by Cl'm Hoffman, seconded by Cl'm Campisi to approve payment of the invoice as presented. Motion carried with yes votes from Cl'ms Campisi, Hoffman, Hoke and Snyder.

Vice President Boyer returned to Council chambers and took over conducting the meeting.

Trick-or-Treat Night Center Street Closure – Mayor Bowman reported that he received a request to extend the normal closure on Center Street between Walnut and Race Streets to between Boyd and Race Streets for Trunk or Treat. Council authorized the change and set the times from 5:30PM to 8:30PM on October 31<sup>st</sup>. The Public Works crew is to place the necessary equipment at the locations and Cl'm Snyder with have the Fire Department put them in place and take them down.

Economic Development Committee – No report.

### Community Outreach Committee

Mental Health Day – Cl'm Campisi reported that a Mental Health Day will be held (tentatively) the evening of November 15<sup>th</sup> at the school, with a movie in the gym.

Mayor's Report – Nothing additional to report.

### Unfinished Business

510/512 Moore Street – Transfer Tax & Recording Fee – Council reviewed an email from Solicitor Kerwin requesting Council action regarding these expenses. Motion by Cl'm Hoke, seconded by Cl'm Hoffman to approve up to \$1,000 for the transfer tax and recording fees on 510 and 512 Moore Street. Motion carried with yes votes from Cl'ms Boyer, Campisi, Hoffman, Hoke and Snyder.

### New Business

Appointment of Sewage Enforcement Officer – Manager Whitall reported that a raw sewage leak was suspected at MYO Park. DEP advised that we must provide an inspection report prepared by a certified SEO. Council reviewed two fee schedule proposals, one from Michael J. Brown and one from Brian S. McFeaters. Motion by Cl'm Hoke, seconded by Cl'm Hoffman to appoint Michel J. Brown as the Borough's SEO and to accept his fee schedule as provided. Motion carried.

Disposition of State Aid Received for Volunteer Fire Relief Association – Secretary Jackson reported that we received our State aid in the amount of \$12,620.67. Motion by Cl'm Snyder, seconded by Cl'm Hoffman to pay the State aid of \$12,620.57 to the Millersburg Borough Fire Relief Association. Motion carried.

Disposition of State Aid Received for Borough Pension Plans – Secretary Jackson reported that we are on schedule to receive State aid in the amount of \$50,332.44. Our Non-Uniformed Pension MMO for 2024 is approximately \$30,000 and there is nothing due for the Police Pension Plan MMO for 2024. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to pay the full amount of the State received into PMRS, onto the Non-Uniformed pension plan. Motion carried.

2025 Minimum Municipal Obligations – Secretary Jackson reviewed the 2025 Non-Uniformed Pension Plan MMO with Council. The total was \$44,699. She then reported an issue with the Police Pension Plan MMO, regarding a PMRS calculation of unfunded liability. Jackson reported working with her PMRS contact to understand the reason for this entry and to find a resolution. She also consulted with the Borough auditors. PMRS has expedited the matter, referring it to their legal department and their CFO. Motion by Cl'm Snyder, seconded by Cl'm Hoffman to approve the 2025 MMO for the Non-Uniformed plan at \$44,699 and to hold the Police Plan MMO, based on said discrepancy until further review by PMRS's legal department and CFO. Motion carried.

The next meeting will be on October 9<sup>th</sup> at 6:00PM. The meeting was properly adjourned at 8:47PM upon motion by Cl'm Hoke, seconded by Cl'm Hoffman. Motion carried.

Respectfully submitted,

Ann Bowman Jackson  
Borough Secretary

DRAFT