

**Millersburg Borough Council
Council Chambers
October 23, 2024 Meeting Minutes**

Call to Order – Council President Dietz called the meeting to order at 6:00PM with Cl’ms Hoffman, Hoke and Snyder present. Mayor Alan Bowman, Captain Richard Gamez and Secretary Ann Jackson were also present. Cl’m Campisi arrived at 6:30PM, Manager Whitall joined remotely at 6:30PM and Solicitor Kerwin arrived at 7:00PM. The invocation was given by President Dietz, followed by the Pledge of Allegiance.

Guests / Public Comment - None.

President Dietz recognized Cpt. Gamez who advised Council that Officer Kristian McNamara has submitted his resignation, effective October 31, 2024. His last shift worked will be October 27th. Cpt. Gamez will be doing an inventory with Officer McNamara regarding return of Borough property. The new employer, Hellam Township has agreed to reimburse the Borough \$700 for Officer McNamara’s body armor, which will go with him. Cl’m Snyder directed Cpt. Gamez to get Officer McNamara’s new supervisor’s contact information so that court dates can be coordinated. Court time for these appearances will be covered by the new employer. Motion by Cl’m Snyder, seconded by Cl’m Hoke to accept Kristian McNamara’s resignation effective October 31, 2024 and to pursue a signed agreement from Hellam Township regarding the \$700 payment for the ballistic armor. Motion carried. Cpt. Gamez was directed to report back to Council any further financial issues involving Officer McNamara.

President Dietz led a discussion with Council and Cpt. Gamez regarding the Millersburg Area School District’s use of Crossing Guards and a School Resource Officer. The School is currently doing a traffic study. The locations for crossing guards are at Seal Park and at the intersection of Center Street and State Route 25. One suggestion was for the School District to apply for a grant for the crossing guards’ wages through a Safe Routes to School program. Motion by Cl’m Snyder, seconded by Cl’m Hoke to advise the School District that the Borough is not interested in pursuing hiring crossing guards, but will support the School District by enacting the required ordinance permitting the School District to do so. Motion carried. The next discussion centered around the School’s request regarding a Resource Officer, who would work 40 hours a week for 180 days. Motion by Cl’m Hoffman, seconded by Cl’m Snyder to advise the School District that Borough Council is open to negotiations to hire a School Resource Officer. Motion carried. President Dietz will advise School Board President Jason Minnich of Council’s actions.

Captain Gamez left the meeting.

President Dietz called an executive session at 6:57PM for Council to discuss employee relations matters. Secretary Jackson was excused; electronic access to the meeting was locked. The meeting was called back into regular session at 7:22PM. President Dietz called a second executive session at 7:23PM for Council to discuss legal matters, with Secretary Jackson, Solicitor Kerwin and Manager Whitall joining the meeting and Cl’m Campisi leaving the meeting. Solicitor Kerwin left the meeting at the conclusion of the second executive session. The meeting was called back into regular session at 7:40PM.

Borough Resolution No. 24-13 – Mid Penn Bank Line of Credit – This resolution states Council’s intent to secure a line of credit for \$70,000 with Mid Penn Bank to finance the demolition of 510/512 Moore Street. Motion by Cl’m Snyder, seconded by Cl’m Hoke to adopt Borough Resolution No. 24-13 as prepared by Mid Penn Bank’s legal counsel, for the Borough to secure a \$70,000 credit line with Mid Penn Bank and to authorize Council President Dietz and Secretary Jackson to sign all related documents. Motion carried with yes votes from Cl’ms Dietz, Hoffman, Hoke and Snyder.

Unfinished Business

Borough Ordinance No. 4-24 – Formal Adoption – Handicapped Parking Amendment – This ordinance establishes additional requirements to Borough Ordinance No. 2-19. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to adopt Borough Ordinance No. 4-24. Motion carried.

Borough Ordinance No. 5-24 – Formal Adoption – Police Pension Plan – This ordinance states Council's desire to amortize an unfunded liability in the PMRS Police Pension Plan over a ten- year period. Motion by Cl'm Snyder, seconded by Cl'm Hoffman to adopt Borough Ordinance No. 5-24 as presented. Motion carried.

Borough Resolution No. 24-12 – Police Pension Plan Waiver of Required Member Contributions – This resolution waives the required member contribution of 5% for the year 2025. Motion by Cl'm Hoke, seconded by Cl'm Hoffman to approve Borough Resolution No. 24-12. Motion carried.

2025 Police Pension Plan MMO – Motion by Cl'm Hoffman, seconded by Cl'm Snyder to approve the 2025 MMO for the Police Pension Plan at \$23,382 as presented. Motion carried with yes votes from Cl'ms Dietz, Hoffman, Hoke and Snyder.

Letter to Dauphin County Gaming Grant Board re: Thyme Hotel – Council reviewed the draft. Motion by Cl'm Hoffman, seconded by Cl'm Snyder to approve sending the letter. There was no vote, the motion and second were rescinded and the matter was tabled. Manager Whitall was directed to have the most recent draft available for Council consideration at the next meeting.

New Business

Chubb Construction LLC Invoice No. 1045 – Council reviewed the first of three invoices for the demolition work at 510/512 Moore Street, for \$20,000. Motion by Cl'm Hoffman, seconded by Cl'm Snyder to pay the invoice by either verifying with the lender that the Borough can be reimbursed if paying from currently held funds or to pay when the funds from the line of credit become available. Motion carried with yes votes from Cl'ms Dietz, Hoffman, Hoke and Snyder.

Concession Stand Lease Agreement Amendment – Brandi Weiss has requested extending her lease through October 31, 2024. Personal equipment and property are to be removed by November 4, 2024. Council would like language added to also have all keys returned to the Borough office by November 4, 2024. Motion by Cl'm Hoke, seconded by Cl'm Hoffman to approve the lease amendment. Motion carried.

George Ely Associates, Inc. Invoice No. E-42951 – Council reviewed the invoice for a two-seat swing for MYO Park, for \$2,238.45. The purchase price has been reimbursed by a private donation. Motion by Cl'm Hoffman, seconded by Cl'm Snyder to pay the invoice as presented. Motion carried with yes votes from Cl'ms Dietz, Hoffman, Hoke and Snyder.

Grosser Excavating, Inc. Invoice – Council reviewed the invoice for river front clean up for \$1,800. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to approve payment of the invoice to Grosser's for \$1,800 as presented. Motion carried with yes votes from Cl'ms Dietz, Hoffman, Hoke and Snyder.

Manor Drive Patch Project Estimates – Cl'm Hoffman reviewed two quotes for a 28' x 38' section where Manor Drive dead ends. This affects three driveways. Mid-State Paving quoted \$7,823.40. New Enterprise Stone & Lime quoted \$12,481.55. In response to a complaint, both vendors returned to quote a second repair project on Ridgewood Drive, but due to those amounts, an RFP would need to be issued. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to accept Mid-State's proposal for the Manor Drive

repair, not to exceed \$8,500, to be paid from Liquid Fuels funds. Motion carried with yes votes from Cl'ms Dietz, Hoffman, Hoke and Snyder.

Fire Police Compensation for Halloween Parade – Manager Whitall presented a list of four individuals who worked the Halloween parade. The hiring was approved by Cpt. Gamez. Since the Facility Use Agreement with the VFW for the Halloween parade indicates that traffic control measures are the event sponsor's responsibility, Mayor Bowman indicated that the VFW will take care of the payments.

Facility Use Agreement – MAWT Christmas Tree Lighting Event – The organization request the use of Market Square Park, Veterans Park and the bandstand on November 30, 2024 from 3-8PM for the annual Christmas Tree Lighting and Concert Program. Motion by Cl'm Hoke, seconded by Cl'm Snyder to approve the agreement as presented, with the user fee waived. Motion carried.

Borough Resolution No. 24-14 CDBG Application Intention – This resolution states Council's intention to apply for \$100,000 through the Dauphin County Community Development Block Grant Program for the demolition and remediation of the blighted property in the town square. Motion by Cl'm Hoke, seconded by Cl'm Snyder to approve the resolution as presented. Motion carried.

The next meeting will be on November 13th at 6:00PM. The meeting was properly adjourned at 8:43PM.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary