

**Millersburg Borough Council
Council Chambers
October 9, 2024 Meeting Minutes**

Call to Order – Council President Dietz called the meeting to order at 6:00PM with Cl'ms Hoffman, Hoke and Hoy present. Mayor Alan Bowman, Borough Manager James Whitall, Crew Leader John Hoffman, JCP Kees VandeWalle and Secretary Ann Jackson were also present. The invocation was given by President Dietz, followed by the Pledge of Allegiance.

Guests – Diane Kennedy, Millersburg Area Ambulance Association

Approval of Minutes – Motion by Cl'm Hoke, seconded by Cl'm Hoy to approve the minutes from the September 11 and September 25, 2024 Council and Committee meetings as presented. Motion carried.

Public Comment

President Dietz recognized Diane Kennedy, MAAA Treasurer. She was present to address any financial questions regarding the 2025 budget. Annual subscriptions to date are at 914. Council requested an accounting of actual income and expenses year-to-date. President Dietz thanked all the members of the Association for their work. Ms. Kennedy then left the meeting.

Financial Reports – Council reviewed the Financial Report through September 30, 2024. Motion by Cl'm Hoffman, seconded by Cl'm Hoy to approve the report as presented. Motion carried.

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

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

- The block wall has been constructed at Bradenbaugh Park.
- Leaf picking is happening Monday, Wednesday and Friday.
- Two trees will be removed at Riverfront on October 18th.
- Prep work is being done for Halloween Parade and Window Painting.
- River clean-up at Pine Street area is done; debris pile will be hauled away this week.
- Estimates are coming for the patch jobs at Manor Drive at dead end and Ridgewood Drive.
- A new disposal site is needed for the Compost site clean-up; chipping is on-going.
- Smucker's quoted \$2,500 for a 16' Norway spruce for the Christmas tree for the Square. A cut tree was quoted for \$850-\$1,000.
- Raymond Smucker with Elizabethtown Monument was consulted regarding cleaning the soldier statue in the Square. Possible financial contribution from the VFW.
- The ferry boats will be dry-docked on October 20th.
- Council directed that Park restrooms be closed November 4th unless there is a freeze forecast prior to that date.
- Manager Whitall was directed to contact Brandi Weiss regarding her overdue electric payments and remaining open past the term of her lease.
- Council directed that Christmas decorating start November 4th.
- Additional black mold was discovered in the Manager's office; work is on-going.
- Council directed that on Trick-or-Treat Night, Center Street be closed between Market and Race Streets, with side streets off of Center Street closed at Cherry Street and Congress Street. Council would like Trick-or-Trunk to be held in the New Life Center's lot or Mid Penn Bank's lot.

Employee Relations Committee – No report.

Finance & Risk Management Committee

2025 Budget Preparation – Council will address later in this meeting.

Parks & Recreation Committee – No report.

Property Committee – Nothing to report.

Public Safety Committee – Nothing to report.

Streets Committee

Handicapped Parking Space Application - 517 North Street – Council revisited this application. A copy of the handicapped placard was received from the applicant. Manager Whitall recommends approval. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to approve the application. Motion carried.

Manor Drive Patch Quotes – Cl'm Hoffman reported receiving an estimate from Mid-State for \$7,823.40 and one from New Enterprise for \$12,481.55. More estimates may be sought.

Economic Development Committee – Nothing to report.

Community Outreach Committee – No report.

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

Manager's Report – Written report was distributed to all Cl'ms and reviewed with them. Council directed that Manager Whitall give advance notice to all Race Street residents regarding the State Route 147 detour, once PennDOT determines the dates. Council would like to review the Dauphin County Gaming Grant and State Gaming Grant applications prior to submission. President Dietz directed that Manager Whitall request an updated time line from Chuck Strodosky at YSM for the Market Square Park Renovations project.

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

Code Enforcement Officer's Report – Written report was provided to all Cl'ms.

Junior Council Person – Mr. VandeWalle reported that the farmer's market has a steady flow of customers, with a number of repeat customers. The market will go through October 26th. President Dietz presented Mr. VandeWalle with a plaque commending him for his participation in the PSAB Junior Council Person program. Council also expressed their thanks and appreciation.

Unfinished Business

YSM Invoice No. 7828 – Council reviewed the invoice for \$673.40 for the Market Square Park renovations project. Motion by Cl'm Hoffman, seconded by Cl'm Hoy to forward the invoice to Dauphin County for payment from our Gaming Grant. Motion carried.

Letter to Dauphin County Gaming Grant Board re: Thyme Hotel – Council reviewed a draft and the matter was tabled until the next meeting.

Legal Notice for Borough Ordinance No. 4-24 – Manager Whitall reported that Solicitor Kerwin has reviewed the amendment to the Handicapped Parking ordinance and had no recommendations. Motion by Cl'm Hoy, seconded by Cl'm Hoffman to advertise the ordinance for adoption one time in the Citizen Standard. Motion carried with yes votes from Cl'ms Dietz, Hoffman, Hoke and Hoy.

2025 Police Pension Plan MMO – Secretary Jackson reviewed the MMO with Council. The unfunded liability figure will be amortized over ten years. Council is considering waiving the required 5%-member contribution. The MMO will be revised, the appropriate resolution drafted and the matter was then tabled. Council would like to know what will happen to our MMO with one additional officer in 2025 and if the 2026 MMO can be amortized if necessary.

Legal Notice for Borough Ordinance No. 5-24 PMRS Police Pension Plan – Council reviewed the ordinance prepared by Solicitor Kerwin, which states the Borough's decision to make an irrevocable election to amortize the unfunded liability in the Police Pension Plan over ten years. The amount is to be corrected to \$232,418. Motion by Cl'm Hofman, seconded by Cl'm Hoke to advertise the ordinance for adoption in the Citizen Standard, with the noted correction. Motion carried with yes votes from Cl'ms Dietz, Hoffman, Hoke and Hoy.

New Business

Christmas Trees - Auction Purchase Approval – Motion by Cl'm Hoffman, seconded by Cl'm Hoke to approve spending up to \$3,500 for the small Christmas trees. Motion carried with yes votes from Cl'ms Dietz, Hoffman, Hoke and Hoy.

FSA Invoice No. 53204 – Council reviewed the invoice for \$1,455 for engineering services for Tanner's Run. Motion by Cl'm Hofman, seconded by Cl'm Hoy to pay the invoice as presented. Motion carried with yes votes from Cl'ms Dietz, Hoffman, Hoke and Hoy.

FSA Invoice No. 53205 – Council reviewed the invoice for \$1,430 for general engineering services. Motion by Cl'm Hofman, seconded by Cl'm Hoke to pay the invoice as presented. Motion carried with yes votes from Cl'ms Dietz, Hoffman, Hoke and Hoy.

Borough Resolution No. 24-11 Statewide Local Share Grant – CFA – This resolution states Council's intent to apply for a Statewide Local Share Grant. Motion by Cl'm Hoffman, seconded by Cl'm Hoy to approve the resolution as presented. Motion carried.

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

Organization Reports

Upper Dauphin COG – President Dietz reported that there will be focus groups meetings regarding EMS at the E'Ville firehouse on October 22nd and 23rd from 2-8PM.

Millersburg Planning Commission – No report.

Millersburg Area Pool Association – No report.

Millersburg Fire Company – August 13, 2024 meeting minutes were provided to all Cl'ms. An invitation was received to the annual banquet. Secretary Jackson will RSVP for Borough attendees.

Millersburg Area Authority – August 5, 2024 meeting minutes were provided to all Cl'ms.

Dauphin County Tax Collection Committee – Secretary Jackson reported that the contract with Keystone Collection Group was approved, with a five-year term.

Millersburg Ferry Boat Association – No report.

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 – Nothing further.

2025 Budget Preparation – Council worked on the budget draft.

The next meeting will be on October 23rd at 6:00PM. The meeting was recessed to the Call of the Chair at 9:32PM.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary