

**Millersburg Borough Council
Council Chambers
November 13, 2024 Meeting Minutes**

Call to Order – Council President Dietz called the meeting to order at 6:00PM with Cl’ms Boyer, Hoffman, Hoke, Hoy and Snyder present. Cl’m Campisi joined by phone. Mayor Alan Bowman, Borough Manager James Whitall, Crew Leader John Hoffman and Secretary Ann Jackson were also present. Solicitor Kerwin arrived at 7:07PM. The invocation was given by President Dietz, followed by the Pledge of Allegiance.

Guests – Darlene Roadcap, Millersburg Area Ambulance Association

Approval of Minutes – Motion by Cl’m Hoffman, seconded by Cl’m Hoke to approve the minutes from the October 9 and October 23, 2024 Council and Committee meetings as presented. Motion carried.

Public Comment

President Dietz recognized Darlene Roadcap, MAAA Board President. She was present to address any questions. Council reviewed the income and expense accounting January 1 through September 30, 2024, as provided by Treasurer Diane Kenndy. President Dietz explained that Council plans to institute a new real estate tax in 2025. This tax will be a pass through to help support the Ambulance Association and is expected to generate approximately \$35,000 for 2025. President Dietz directed Secretary Jackson to research the specific details of the tax to be implemented, the Ambulance, Rescue and Other Emergency Services tax. Ms. Roadcap then left the meeting.

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

Motion by Cl’m Hoffman, seconded by Cl’m Boyer to approve the Check Detail Report. Motion carried with yes votes from Cl’ms Boyer, Dietz, Hoffman, Hoke, Hoy and Snyder. Cl’m Campisi was not available to vote.

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

- Park restrooms are closed and winterized; the concession stand lines still need to be blown out.
- Christmas decorations are being put up.
- Leaf picking is ongoing; last date will be November 29th.
- Winter season prep is being done. Routes are being reviewed with the crew, spreaders and plowing equipment has been checked. Salt and anti-skid bins are full.
- Hackberry tree at MYO Park was removed by the crew. There were no issues.
- Manor Drive paving project is scheduled for November 18th.
- The septic tank at MYO Park was pumped out. It was recommended to pump it out annually.
- Council reviewed Stephenson Equipment’s quote for an anvil and safety equipment for the chipper. Council directed Mr. Hoffman to lock the machine out for now. The matter was then tabled until the November 25th meeting.
- Mr. Hoffman gave a positive review on the work progress of employees Campisi and Englar.
- Council suggested that Mr. Hoffman compile a list of Borough owned equipment that is seldom used for possible disposal through Municibid.

Employee Relations Committee

Report from Chairwoman – Cl’m Campisi reported that Kristian McNamara’s employment with the Borough has ended by that he still has some court dates.

Finance & Risk Management Committee

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

Bradenbaugh Park Insurance Claim – Manager Whitall reported that our claim was denied; there is no flood insurance on this park.

Parks & Recreation Committee

Market Square Park Renovations Project – President Dietz reported that there was a meeting today with YSM to review design updates.

Property Committee

Water Authority Suite Rental Continuation – Cl'm Hoke reported that no action is necessary. Farhat/PennDOT has indicated that they would like to continue the lease beyond December 31, 2024 on a month-to-month basis, as provided for within the lease. They estimate to need the offices through June 2025.

Public Safety Committee

Millersburg Fire Company No. 1 Agreement Extension – Cl'm Snyder presented the agreement extension which contains no changes. The term of the agreement is January 1, 2025 through December 31, 2025. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to approve the agreement as presented. Motion carried.

Update on State gaming Grant – Cl'm Snyder requested an update on the grant for the police vehicles. Manager Whitall reported that we were denied, based upon other applications being more competitive.

Public Safety Sub-Committee to Work With MASD Reps – President Dietz asked for volunteers to serve on a sub-committee to work with Millersburg Area School District representatives regarding a School Resource Officer. The School District has appointed three representatives. Motion by Cl'm Hoke, seconded by Cl'm Hoy to appoint Cl'ms Hoffman, Campisi and Snyder to serve. Motion carried. President Dietz will communicate this to School Board President Jason Minnich.

President Dietz called an executive session at 7:11PM for legal reasons. The meeting was called back into regular session at 7:50PM.

Response to Letter from McNees, Wallace & Nurick – Motion by Cl'm Snyder, seconded by Cl'm Hoke to direct Solicitor Kerwin to draft a response to the letter received from McNees, Wallace & Nurick, for President Dietz's review. Motion carried. Solicitor Kerwin left the meeting.

Streets Committee

Handicapped Parking Space Application - 301 North Street – Council reviewed the application from a business. Motion by Cl'm Snyder, seconded by Cl'm Hoke to deny the application based upon the business having adequate parking.

Economic Development Committee

Dauphin County Gaming Grant Board Letter re: Thyme Hotel – Council reviewed the draft and made one edit. Motion by Cl'm Boyer, seconded by Cl'm Hoke to approve the letter with one edit. Motion carried.

Community Outreach Committee

Mental Health Awareness Event – Cl'm Campisi reported that there will be a showing of Inside Out 2 at the High School on November 15th.

Mayor's Report – Monthly statistical report was provided to all CI'ms. Mayor Bowman reported that the Truist Bank property selling price is now at \$1,200,00; there are reportedly several interested parties.

Manager's Report – Written report was distributed to all CI'ms and reviewed with them.

- It was reported that some drivers ignored detour routes during the Halloween parade. It was suggested that the Public Works crew assist Fire Police with handling traffic. This is to be a topic at the August Committee meeting.
- Tree lighting is going well. Mr. Englar will work the event and he will be off Friday so as not to incur overtime.
- The High School principal is promoting the Junior Council Person program.

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

Code Enforcement Officer's Report – No report.

Unfinished Business

2025 PMRS Pension Plan MMO – Secretary Jackson provided the MMO as revised by PMRS. The revision was necessary because PMRS is charging the Borough 5.25% interest on the amortized amount. Motion by CI'm Hoy, seconded by CI'm Snyder to approve the revised MMO at \$29,086. Motion carried with yes votes from CI'ms Boyer, Dietz, Hoffman, Hoy and Snyder. CI'ms Campisi and Hoke were not available to vote. President Dietz directed Secretary Jackson to research the process for moving funds out of the plan to move to another company.

Smucker Garden Invoice No.7201 – Council reviewed the invoice for \$6,931 for Christmas trees and roping. This expense will be reimbursed by the Millersburg Lions Club. Motion by CI'm Hoffman, seconded by CI'm Snyder to approve the invoice as presented. Motion carried.

FSA Invoice No.53460 Tanners Run Drainage Improvements – Council reviewed the invoice for \$14,208 (a progress billing). Motion by CI'm Hoffman, seconded by CI'm Snyder to approve the invoice as presented; the expense to be accounted for within the General Fund budget. Motion carried with yes votes from CI'ms Boyer, Campisi, Dietz, Hoffman, Hoke, Hoy and Snyder.

Wood Wise Tree Service LLC Invoice No. 01070 – Council reviewed the invoice for \$6,000 for removal of two trees in Riverfront Park near the ferryboat dry docking area. Motion by CI'm Hoffman, seconded by CI'm Hoy to approve paying \$3,000 towards this invoice. Mr. Wise has agreed to wait for the balance until after the new year. Motion carried with yes votes from CI'ms Boyer, Dietz, Hoffman, Hoke, Hoy and Snyder. CI'm Campisi was not available to vote.

New Business

Borough Resolution No. 24-15 – Emergency Demolition of 131 Moore Street – This matter was tabled until the November 25th meeting.

Borough Resolution No. 24-16 – Outdoor Burning Ban – This resolution affirms Mayor Bowman's declaration of a temporary outdoor burning ban due to dry and windy conditions. Motion by CI'm Snyder, seconded by CI'm Hoffman to approve Borough Resolution No. 24-16 as presented. Motion carried.

Communications – No report.

Organization Reports

Upper Dauphin COG – The next meeting will be at on November 21st; Upper Paxton Township will host.

Millersburg Planning Commission – No report.

Millersburg Area Pool Association – No report.

Millersburg Fire Company – September 10, 2024 meeting minutes were provided to all CI'ns.

Millersburg Area Authority – September 3 and October 7, 2024 meeting minutes were provided to all CI'ns.

Dauphin County Tax Collection Committee – No report

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 November 25th at 6:00PM. The meeting was recessed to the Call of the Chair at 10:08PM.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary