

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

Call to Order – Council President Dietz called the meeting to order at 6:00PM with Cl’ms Boyer, Campisi (by phone), Hoffman, Hoke and Hoy 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.

Guests – Judy Snyder and Diane Kennedy

Approval of Minutes – Motion by Cl’m Hoffman, seconded by Cl’m Hoke to approve the minutes from the November 13 and November 25, 2024 Council and Committee meetings as presented. Motion carried.

Public Comment

President Dietz recognized Judy Snyder, Borough resident at 620 Union Street. Mrs. Snyder asked for clarification regarding the proposed Ambulance, Rescue and Other Emergency Services Tax. She questioned if this tax would replace Ambulance Association membership fees. President Dietz explained that due to the current financial position of the Ambulance Association, this tax will not replace membership income, but rather it will be used in addition to the membership fees to help ease the financial strain the Ambulance Association is experiencing. Mrs. Snyder thanked the Council for the information and then left the meeting.

President Deitz next recognized Diane Kennedy, Millersburg Ambulance Association Treasurer. Ms. Kennedy reported that she will be sending out letters to businesses in Millersburg Borough and Upper Paxton and Mifflin Townships, requesting financial donations. She also reported some members of the Amish community have attended their Board meetings and that the Amish community is concerned about the future of the Ambulance Association.. President Dietz stated that there will be a press release regarding the financial plight of the Ambulance Association issued by UDCOG next week. Ms. Kennedy also stated that she would like to annual audit to be performed by the end of March and she would like Ann Jackson and JoAnne Horchler to do the audit again. President Dietz directed Secretary Jackson to ask Ms. Horchler if she is willing to serve as the Township’s representative; she is also to advise Luanna Zimmerman, Upper Paxton Township Manager. Ms. Kennedy then left the meeting.

Financial Reports – Council reviewed the Financial Report through November 30, 2024. Motion by Cl’m Hoke, seconded by Cl’m Hoffman to approve the report as presented. Motion carried. President Dietz directed Manager Whitall to follow up with Dauphin County regarding reimbursement for the 510/512 Moore Street demolition project.

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

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

- Christmas lights are up and working well. New timers are installed.
- Winter prep is done. Dry runs on snow routes are complete with the crew taking care of any issues that would affect snow plowing.
- Picnic table maintenance is currently taking place.
- An invoice for a repair to the 2017 truck is on the agenda for approval. Lesher Diesel’s estimate for the backhoe is \$800-\$1,000 for a repair to the boom.
- The crew is working on cleaning the area for ferry boat dry docking, which is scheduled for December 15th.
- Leaf picking is complete. The machine has been cleaned and greased.
- The crew cleaned up the Pine Street building.

- Regarding tree trimming, Mr. Hoffman requested Cl'm Boyer join him for a walk-through to check the trees marked to be taken down with in-house labor.
- The restroom lines at the Welcome Center were blown out today.

Mr. Hoffman then left the meeting.

Employee Relations Committee

2025 Wage Certification – Council reviewed the 2025 proposed wages for employees. Motion by Cl'm Hoy, seconded by Cl'm Hoke to approve the 2025 employee wage certification, effective December 29, 2024. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hofman, Hoke and Hoy. Cl'm Campisi abstained due to her husband being a Borough employee.

Employee Appreciation – The employees will be having a holiday luncheon on December 18th from 11:00AM to 1:00PM. Cl'm Campisi will have Christmas cards for the employees which she would like all the Cl'ms to sign.

Finance & Risk Management Committee

Formal Adoption of 2025 Budgets – The total of the proposed 2025 General Fund Budget is \$1,612,371; the Capital Improvement Budget is \$53,850 and the Liquid Fuels Budget is \$156,384. Motion by Cl'm Boyer, seconded by Cl'm Hoffman to approve the General Fund, Capital Improvement and Liquid Fuels budgets for 2025 as advertised. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoffman, Hoke and Hoy.

Formal Adoption of Borough Ordinance No. 6-24 – 2025 Tax Levies – Council reviewed written comments from one Borough resident. The proposed levies are 8.6 mills for real estate, 1.1 mills for fire protection services, .10 mills for shade tree tax and .50 mills for ambulance, rescue and other emergency services. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to adopt Borough Ordinance No. 6-24 as presented. Motion carried.

Parks & Recreation Committee – Nothing to report.

Property Committee

Manager's Office Repairs – Chairman Hoke gave approval for supplies to be purchased to finish up the drywall repairs in Manager Whital's office.

Welcome Center Concession Stand Lease – At Chairman Hoke's suggestion, Council is to review the lease in January 2025.

Public Safety Committee

2025 Humane Society Contract – Manager Whital highlighted the changes. Feral cats will not be accepted, except through a program similar to TNR. The Humane Society has not yet responded to his inquiry regarding costs for these services. Motion by Cl'm Hoffman, seconded by Cl'm Boyer to approve the 2025 agreement for \$1,200. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoffman, Hoke and Hoy.

School Resource Officer Update – The School District is interested in a hybrid idea. The next meeting is scheduled for January 29th. The tasks will be figuring out a timeline, establishing a budget and drafting the agreement. Cl'ms were asked to pass along their questions to either Cl'm Hoffman or Cl'm Campisi prior to the meeting. Mayor Bowman will join the Borough's sub-committee. Cl'm Hoke suggested checking State law regarding training requirements. Cpt. Gamez is to attend the January 22nd Committee of the Whole meeting.

Streets Committee

General Items – Chairman Hoffman reported that the Manor Drive job turned out well. Manager Whitall was directed to check the portion of Bowman Street between Route 147 and Railroad Street to assess any damage resulting from Farhat taking an excavator through the area of the railroad tracks. The crew is to be instructed to watch for pooling water on State Routes 209 and 147; PennDOT will re-grade these areas in conjunction with their upcoming streets projects. The crew is also to check the lower end of Tanner's Run in the area of Mr. Klinger's property.

Economic Development Committee

General Updates – Most of the feedback regarding the Tree Lighting was positive. Rachel's will be closing during January to remodel. Mid Penn Bank is planning to demolish their existing building and rebuild on the same site, with no interruption in services.

Community Outreach Committee

Council directed Manager Whitall to create a post of resources for anyone in need.

Mayor's Report – Monthly statistical report was provided to all Cl'ms. Mayor Bowman reported that Shane Comp will graduate from HACC's Police Academy on December 21st. His new salary is to begin on December 29th as indicated on the 2025 wage certification.

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

Engineer's Report – Written report was distributed to all Cl'ms along with FSA's review letter for MASD Improvement As-Built Plans. Manager Whitall forwarded this letter to the School District, K&W, and Tri-County Planning Commission. No response has been received from the School District to date.

Code Enforcement Officer's Report – October, November and December reports were provided to all Cl'ms. Cl'm Hoke directed Manager Whitall to have BIA check on the property at 255 Union Street to investigate the work that is on-going.

Unfinished Business

Borough Resolution No. 24-15 – Emergency Demolition 131 Moore Street – This matter was tabled until the January 8, 2025 meeting.

Stephenson Equipment Quote No. 1314392 - Chipper Parts – Council directed that parts are not ordered until February.

FSA Invoice No. 53715 – Market Square Park Renovations Project – Council reviewed the invoice for \$750. Motion by Cl'm Hoffman, seconded by Cl'm Boyer to forward the invoice to Dauphin County for payment from the Borough's Gaming Grant. Motion carried.

Chubb Construction Invoice Nos. 1067 & 1070 – 510/512 Moore Street Demo – Council reviewed Invoice No. 1067 for \$30,000, representing the second progress billing. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to pay \$30,000 to Chubb Construction as invoiced. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoffman, Hoke and Hoy. Council reviewed Invoice No. 1070 for \$10,000 which represents the final billing. Motion by Cl'm Hoffman, seconded by Cl'm Boyer to pay \$10,000 to Chubb Construction contingent upon final inspection and approval of completed work by Cl'm Boyer. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoffman, Hoke and Hoy. Mr. Chubb requested and received a signed statement from the Borough stating that the Borough would be responsible for any future groundwater issues on the site.

New Business

Borough Resolution No. 24-17– 2025 Fee Schedule – Council reviewed the draft. Council agreed to amend the Zoning Hearing Board appeal fees to \$1,500 for commercial and \$750 for residential following a review of the three hearings held so far. All other fees remain the same. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to approve Borough Resolution No. 24-17 with the amended language. Motion carried; Cl'm Hoy voted no.

Borough Resolution No. 24-18 – Lifting Burn Ban – Motion by Cl'm Hoffman, seconded by Cl'm Hoke to approve Borough Resolution No. 24-18, lifting the outdoor burning ban. Motion carried.

Legal Notice for 2025 Meeting Schedule – Council reviewed the notice for Council, Committee of the Whole and Planning Commission meetings for 2025. Motion by Cl'm Hoffman, seconded by Cl'm Hoy to approve and advertise the legal notice as presented, in the Citizen Standard. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoffman, Hoke and Hoy.

Solicitor's Invoice for Services – Council reviewed the invoice for services from December 13, 2023 through December 6, 2024. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to pay the invoice at \$12,500 for the Solicitor Kerwin's services as presented. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoffman, Hoke and Hoy.

Lesher Diesel Invoice No. 1292 – 2017 F-550 Repair – Council reviewed the invoice for replacement of a sensor in the 2017 truck for \$1,165.54. Motion by Cl'm Hoffman, seconded by Cl'm Hoy to pay the invoice as presented from the General Fund budget. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoffman, Hoke and Hoy.

Communications – Council reviewed the listing. There was nothing requiring Council action.

Organization Reports

Upper Dauphin COG – No report.

Millersburg Planning Commission – No report.

Appointment to a Four-Year Term – Motion by Cl'm Boyer, seconded by Cl'm Hoffman to reappoint Jane Woodside to another four-year term. Motion carried.

Millersburg Area Pool Association – Cl'm Campisi reported that the new officers are Crystle Romberger - President, Alexis Campisi - Vice President, Christi Moyer - Treasurer, and Stacey Daugherty - Secretary. Additional Board members are Tamie Burrows, Heather Koppenhaver, Nicole Hooper and Liz Weaver. Managers are Heather Weaver and Ryan Shoop, who will also cover duties previously handled by Jere Troutman. Cl'm Boyer will be donating consulting services, as needed. Secretary Jackson was directed to copy all historical documents for the full Council.

Millersburg Fire Company – October 8, 2024 meeting minutes were provided to all Cl'ms.

Millersburg Area Authority – No report.

Appointment to a Five-Year Term – Motion by Cl'm Boyer, seconded by Cl'm Hoffman to reappoint Dawson Schlegel to another five-year term. Motion carried.

Dauphin County Tax Collection Committee – September 18, 2024 meeting minutes were provided to all Cl'ms.

Millersburg Ferry Boat Association – No report.

Dauphin Lebanon County Boroughs Association – No report.

Zoning Hearing Board – No report.

Upper Dauphin Industrial Development Authority

Appointment to a Five-Year Term – Motion by Cl'm Boyer, seconded by Cl'm Hoke to reappoint Alexander Reber to another five-year term. Motion carried.

Millersburg Borough Safety Committee – No report.

Community Garden Committee – No report.

Millersburg Area Ambulance Association – No report.

Millersburg Area Working Together – Cl'm Campisi reported that they met on December 18th and had positive feedback on the Tree Lighting. Surveys went out to business owners. They are re-dong the By-Laws. They will be opening up membership. The Cherry Blossom Festival will be held on the first Saturday in May.

The next meeting will be on January 8, 2025 at 6:00PM. The meeting was properly adjourned at 9:21PM upon motion by Cl'm Hoke, seconded by Cl'm Hoffman. Motion carried.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary