

**Millersburg Borough Council
Council Chambers
January 8, 2025 Meeting Minutes**

Call to Order – Council President Dietz called the meeting to order at 6:00PM with Cl'ms Boyer, Campisi Hoffman, Hoke, Hoy and Snyder 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 – Terrence Kerwin, Shane, Katie, McKinzie, Temperance and Willow Comp, Rebecca Smith-Witmer, Richard Gamez, Nathan Troutman, Curtis Keefer and John Wenner

Swearing in of Officer Shane Comp – Secretary Jackson gave the Police Officer's Oath to Shane Comp and extended her congratulations. Councilmembers and others in attendance also congratulated Officer Comp. Solicitor Kerwin then left the meeting.

Approval of Minutes – Motion by Cl'm Snyder, seconded by Cl'm Hoke to approve the minutes from the December 11, 2024 Council meeting as presented. Motion carried.

School Resource Officer Discussion – President Dietz reported that the Council sub-committee met with MASD representatives and that there is a contract outline that both parties are satisfied with. Council's goals are to grow the Police Department and to build a relationship with the School District. Two scenarios were presented. The first scenario, which is preferred by Cpt. Gamez is for the Borough to hire a third officer, Act 120 certified, to work at the School as an SRO for nine months and three months for the Borough. The School District would reimburse the Borough for a portion of the SRO's expenses. The second scenario is for the School to hire an Act 235 security officer to serve as the SRO, with Cpt. Gamez serving as an advisor only. The School would be responsible for hiring and paying the individual; there would be no expense to the Borough. Cpt. Gamez, Ms. Smith-Witmer and the Comp family left the meeting at the conclusion of the discussion.

Public Comment

President Dietz recognized Nathan Troutman and Curtis Keefer, from Deibler, Straub & Troutman. The insurance renewal was presented to the Council, with a 10% increase in the premium. Council expressed interest in increasing the deductible in the blanket building coverage to \$1,500, increasing the deductible on contractors' equipment, and checking the language regarding moonlighting. Mr. Troutman reported that the rebidding process should take place every 3-5 years. Our insurances were rebid last in 2022. Mr. Troutman and Mr. Keefer then left the meeting.

President Dietz recognized John Wenner, with Valley Fling Discs. Mr. Wenner requested Council approval to proceed with the course installation in Seal Park, per the schedule provided. President Dietz directed Manager Whitall to consult with DEP regarding augering in proximity to the stream; Borough engineers regarding the footbridge construction and removal of the existing concrete structure; and to have Jerry Duke review the proposal for opinion on the removable components and flexible number of holes. President Dietz stated that Council will provide their response in two weeks. Mr. Wenner then left the meeting.

Financial Reports – Council reviewed the Financial Report through December 31, 2024. Motion by Cl'm Snyder, seconded by Cl'm Campisi to approve the report as presented. Motion carried.

Motion by Cl'm Campisi, seconded by Cl'm Hoy to approve the Check Detail Report. Motion carried with yes votes from Cl'ms Campisi, Dietz, Hoffman, Hoke, Hoy and Snyder. Cl'm Boyer had stepped out of Council chambers and returned after the vote.

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

- All picnic tables from Parks and Riverfront are repaired and painted as needed.
- All Christmas decorations are down and put away. All trees including the big tree are down and ready for chipping. Will rent wood chipper in early February to chip up all Christmas trees and other brush in compost. Christmas tree pick-up for January will be Monday, Wednesday and Thursday.
- Backhoe repair update – cylinder is done and needs to be installed.
- Crew is working on projects in shop area.
- Overtime discussion was held. Manager Whitall will record and monitor all OT; Council will revisit in June.

Mr. Hoffman then left the meeting.

Employee Relations Committee – Chairman Campisi had nothing for action.

Finance & Risk Management Committee – Chairman Hoy had nothing to report.

Parks & Recreation Committee – Nothing to report.

Property Committee

Daniel Miler House Tour – Cl'm Hoke reported that a tour was held today with Borough representatives and Historical Society Board members. The Council is considering gifting or leasing the property to the Historical Society.

Public Safety Committee

School Resource Officer Update – As reported earlier, one meeting has been held so far and there is a draft agreement. This document has been forwarded to Solicitor Kerwin for review. Additional specific details will be negotiated. Motion by Cl'm Snyder to poll Council to determine if they want to be involved with fixing this problem with the School District. Motion was subsequently withdrawn. The next meeting is January 29th.

M-10 Report – Manager Whitall reported that M-10 had a dead battery due to the police radio not turning off properly. Cl'm Snyder directed Manager Whitall to get information on a kill switch.

Streets Committee – Nothing to report.

Economic Development Committee – Nothing to report.

Community Outreach Committee – Chairman Campisi reported that she is working on setting up a meeting with the High School principal regarding the Junior Council Person program.

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.

- Farmers Market – This will be on the Committee meeting agenda. Discussion is needed regarding vendor certificates of insurance.
- Tanner's Run – Dauphin County will take the leadership role in discussions.
- Penn State Vending Machine – Northern Dauphin Human Services Center is a possible location for placement.
- State Route 147 Resurfacing Project – President Dietz directed Manager Whitall to contact Matt Stonerod for an update.

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

Code Enforcement Officer's Report – An annual recap were provided to all CI'ms. Both 255 and 259 Union Street properties are to be investigated.

Unfinished Business

Borough Resolution No. 24-15 – Emergency Demolition 131 Moore Street – No action since the property owner has had a contractor demolished the barn.

Borough Ordinance No. 1-25 – Amendment to Burn Ban Ordinance – Advertisement – Council reviewed the draft ordinance and made two changes. Motion by CI'm Hoffman, seconded by CI'm Snyder to advertise the ordinance as amended in the Citizen Standard. Motion carried with yes votes from CI'ms Boyer, Campisi, Dietz, Hoffman, Hoke, Hoy and Snyder.

YSM Invoice No. 7917 – Market Square Renovations Project – Council reviewed the invoice for \$6,425.50. Motion by CI'm Campisi, seconded by CI'm Hoffman to forward the invoice to Dauphin County for payment from the Borough's Gaming Grant. Motion carried.

Integrity Invoice No. SI1-0000178 – Memorial Swing – Council reviewed the invoice for a 4-foot swing and A-frame. A donor has covered the cost of the swing and installation. Motion by CI'm Hoffman, seconded by CI'm Hoy to pay the invoice for \$1,135 to Integrity. Motion carried with yes votes from CI'ms Boyer, Campisi, Dietz, Hoffman, Hoke, Hoy and Snyder.

Lesher Diesel Invoice No.1328 – Backhoe Repair (retroactive approval, LF funds) – Council reviewed the invoice for \$1,414.06 for a hydraulic leak repair. The check has been issued from the Liquid Fuels Account using 2024 funds. Motion by CI'm Hoffman seconded by CI'm Campis to approve the expense as presented. Motion carried with yes votes from CI'ms Boyer, Campisi, Dietz, Hoffman, Hoke, Hoy and Snyder.

New Business

Gunn Mowery Agreements – Admin. Services Agreement, MERP Plan & POP Plan – Secretary Jackson reported that there were no changes within the plans, other than updating the year. Motion by CI'm Snyder, seconded by CI'm Hoffman to approve the agreements for 2025. Motion carried with yes votes from CI'ms Boyer, Campisi, Dietz, Hoffman, Hoke, Hoy and Snyder.

2025 Borough Memberships – Council reviewed the listing as presented.

- PA State Association of Boroughs Dues - \$402
- PSAB Who's Who Extended Listing in Membership Directory - \$40
- PSAB *Borough News* Subscriptions - \$10 each (8)
- PSAB Plus Membership Training Subscription Program - \$450
- PA State Mayor's Association - \$70

Motion by CI'm Campisi, seconded by CI'm Hoke to approve the listings for a total of \$1,042. Motion carried with yes votes from CI'ms Boyer, Campisi, Dietz, Hoffman, Hoke, Hoy and Snyder.

Penn State Health Memo of Understanding – Community Garden Initiative – This MOU continues the partnership between Penn State Health and the Borough, with reference to the community garden, for another year. Motion by CI'm Hoy, seconded by CI'm Hoke to approve the MOU as presented. Motion carried.

FSA Invoice No. 53874 – Tanner's Run Drainage Improvements – Council reviewed the invoice for \$1,152. Motion by CI'm Hoffman, seconded by CI'm Hoy to pay the invoice as presented. Motion carried with yes votes from CI'ms Boyer, Campisi, Dietz, Hoffman, Hoke, Hoy and Snyder.

Communications – Council was provided with the listing. There was nothing requiring Council action.

Organization Reports

Upper Dauphin COG – November 21, 2024 meeting minutes were provided to all CI'ms. President Dietz reported that Millersburg Borough will host the upcoming meeting on January 16th at 6:30. The speaker will be a representative from the Dauphin County Elections Bureau.

Millersburg Planning Commission – The next meeting will be on January 15th.

Millersburg Area Pool Association – December 15, 2024 meeting minutes were provided to all CI'ms.

Millersburg Fire Company – November 12, 2024 meeting minutes were provided to all CI'ms. Elections were held.

Millersburg Area Authority – November 4, 2024 meeting minutes were provided to all CI'ms.

Dauphin County Tax Collection Committee – The next meeting will be on January 15th.

Millersburg Ferry Boat Association – No report.

Dauphin Lebanon County Boroughs Association – The next meeting will be on January 29th.

Zoning Hearing Board – Appointment to a Three-Year Term – Motion by CI'm Hoffman, seconded by CI'm Hoke to reappoint Joelle Conshue to another three-year term. Motion carried.

Upper Dauphin Industrial Development Authority – No report.

Property Maintenance Appeals Board – Appointment to a Three-Year Term – Motion by CI'm Boyer, seconded by CI'm Hoke to reappoint Erick Wolochuk to another three-year term. Motion carried.

Millersburg Borough Safety Committee – No report.

Community Garden Committee – CI'm Campisi reported that there are two plots available for rent. Manager Whitall reported that 600 lbs. of produce was recorded for the 2024 season.

Millersburg Area Ambulance Association – No report.

Millersburg Area Working Together – CI'm Campisi reported that the next meeting will be a Cherry Blossom Festival planning meeting.

The next meeting will be on January 22, 2025 at 6:00PM. The meeting was recessed to the Call of the Chair at 9:24PM.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary