

**Millersburg Borough Council
Council Chambers
May 8, 2024 Meeting Minutes**

Call to Order – President Dietz called the meeting to order at 6:00PM with Cl’ms Campisi, 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 – Fred Campbell, Jason Sweigard, Hailee Brown, Kimberlie Rebeck, Kamdyn Heintzelman, Mark Heintzelman. Hayden Trawitz and Levi Manning arrived at 7:51PM.

Approval of Minutes – Motion by Cl’m Hoke, seconded by Cl’m Hoffman to approve the minutes from the April 10 and April 24, 2024 meetings as presented. Motion carried.

Public Comment

President Dietz welcomed the Millersburg Area High School students and their parents to the meeting.

Jason Sweigard and Fred Campbell attended the meeting to address an incident that happened at the recent Cherry Blossom Festival. Mr. Sweigard explained that a woman who appeared to be representing Borough Council complained that the price for the barbequed chicken at the stand he was working was too high and that she treated the workers rudely. Both the complainant’s (Cl’m Campisi’s mother) and vendor’s comments were relayed to an MAWT representative during the festival. President Deitz thanked Mr. Sweigard and Mr. Campbell for bringing the matter to Council’s attention and stated that he was hopeful that they would return to the Cherry Blossom Festival in future years to provide their barbequed chicken. Mr. Sweigard and Mr. Campbell then left the meeting.

Financial Reports – Council reviewed the Financial Report. Motion by Cl’m Hoke, seconded by Cl’m Hoy to approve the report for the month ending April 30, 2024. 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 Campisi, Dietz, Hoffman, Hoke and Hoy.

President Dietz reminded Cl’ms that their 2023 Financial Interest Statements were due May 1st to Secretary Jackson.

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

Sunbury Motors Quote – Council reviewed a quote for a repair of an oil leak on the 2002 truck for \$1,330.77. Motion by Cl’m Hoke, seconded by Cl’m Hoffman to approve the quote to repair the main seal on the 2002 Public Works truck at Sunbury Motors, not to exceed \$1,500. Motion carried with yes votes from Cl’ms Campisi, Dietz, Hoffman, Hoke and Hoy.

Employee Relations Committee

Police Hiring Process – Chairwoman Campisi reported that Shane Comp has accepted his offer via telephone. The formal offer is pending. We are waiting for Solicitor Kerwin’s comments. Mr. Comp’s physical agility test is May 11th.

Public Works Crew Hiring Process – Manager Whitall reported that there were over 50 applicants; possible nine to interview. Cl'm Campisi and Manager Whitall will do phone interviews prior to scheduling in-person interviews. The Hiring Committee will be Cl'm Hoke, Mayor Bowman and Manager Whitall. Tentative dates for the interviews are May 15th and 29th.

Finance & Risk Management Committee

PLGIT Procurement Card – Motion by Cl'm Hoke, seconded by Cl'm Hoffman to approve applying for the card, accepted on a trial basis and to have one card in Manager Whitall's name. Motion carried. The matter will be revisited at budget season. A policy governing the card will be drafted for the May 22nd Committee of the Whole meeting.

Parks & Recreation Committee

Facility Use Agreement – Music In The Park – Krystle Hauck, owner of Peace of Mind Café, is requesting the use of MYO Park pavilions 1, 2 & 3 for Music in the Park on June 28th, July 19th and August 16th, from 5:00 to 10:00PM. Motion by Cl'm Campisi, seconded by Cl'm Hoy to approve the agreement as presented, with a user fee of \$100, contingent upon receiving the proper certificates of insurance. Motion carried. Manager Whitall stated that Dauphin County Tourism Grant funds could be used for these events.

Property Committee – Nothing to report.

Public Safety Committee – Nothing to report.

Streets Committee

Facility Use Agreement – Street Closure Request - Dockey Auctions – Dockey Auctions is requesting the closure of Cherry Street between Race Street and the rear of 441 Union Street for a public auction on June 29, 2024 from 6:00AM to 4:00PM. Motion by Cl'm Hoke, seconded by Cl'm Hoy to approve the agreement as presented. Motion carried.

Economic Development Committee – Nothing to report.

President Dietz announced an executive session at 7:10PM for Council to discuss Public Works HR matters and excused the high school students and parents. Cl'm Campisi and Mr. Hoffman left the meeting at the conclusion of the executive session. The meeting was called back into regular session at 7:51PM, with Ms. Brown and Ms. Rebeck returning to Council chambers and Mr. Travitz and Mr. Manning entering Council chambers.

Mayor's Report – Statistical report was distributed to all Cl'ms. Mayor Bowman pointed out the year-over-year increase in citations. Mr. VandeWalle requested a stop line on Cherry Street at Church Street, travelling west.

Manager's Report – Written report was distributed to all Cl'ms. Manager Whitall reviewed some of the highlights from his report. The 90-day trial period for the No Parking This Side on 3 streets will end in June. This matter is to be on the June 26th Committee meeting agenda. Review of Market Square Park project plans prepared by YSM is to be put on the May 22nd Committee meeting agenda.

Engineer's Report – Written report was distributed to all Cl'ms. With reference to the MASD building project, the storm sewer system needs to be re-checked. FSA did not inspect.

Code Enforcement Officer's Report – Written report was provided to all CI'ms. President Dietz directed Manager Whitall to prepare a draft RFP for demolition of 510/512 Moore Street for the next Committee meeting.

Junior Council Person's Report – Mr. VandeWalle reported that he gave a presentation on the Farmers Market to MAWT and received a positive response. Liability insurance coverage will be required for the market, but no determination has been made on who will provide this. Council referred Mr. VandeWalle to Bonnie Kent for suggestions on vendors to invite to participate at the Farmers Market.

Unfinished Business

Millersburg Area Ambulance Association Liaison Appointment – Motion by CI'm Hoffman, seconded by CI'm Hoke to appoint Jessica Hoy to serve as the Council liaison to the Millersburg Area Ambulance Association. Motion carried. President Deitz directed Secretary Jackson to advise Darlene Roadcap that Hoover's Financial Services' compilation will be needed for the audit committee to proceed with doing the Ambulance Association's 2023 audit. The Township representative is Jo Anne Horchler.

Ken Clean Masonry Repointing – Manager Whitall updated Council on the status of the job. President Dietz directed that the job be moved along more rapidly.

New Business

Borough Resolution No. 24-03 Stever R. Day Legion Gaming Grant Sponsorship Request – This resolution indicates the Borough's support for the Legion to submit a Gaming Grant application for \$50,000 to finance roof repairs, update the electrical system and convert restrooms to ADA compliance. Motion by CI'm Hoke, seconded by CI'm Hoffman to approve Borough Resolution No. 24-03 as presented. Motion carried.

LTAP Roadway Management Conference Registration – Council reviewed Manager Whitall's request for he and John Hoffman to attend the LTAP Roadway Management Conference in Rehoboth Beach. Registration, lodging and mileage total \$693.62 per person. Council is allowing a \$40 per day per person meal per diem. Motion by CI'm Hoke, seconded by CI'm Hoffman to approve \$813.62 per person for James Whitall and John Hoffman to attend the conference. Motion carried with yes votes from CI'ms Dietz, Hoffman, Hoke and Hoy.

Communications – All CI'ms received the listing. Per by Fire Chief Doug Snyder's recommendation, there is to be no action taken regarding the communications about Paxtang Fire Company. President Dietz directed Manager Whitall to create social media posts to advise the public that Goodwill in Elizabethtown will be accepting used electronics.

Organization Reports

Upper Dauphin COG – President Dietz reported that there is a meeting scheduled for discussion on the EMS study.

Millersburg Planning Commission – No report.

Millersburg Area Pool Association – March 26, 2024 meeting minutes were distributed to all CI'ms.

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

Millersburg Area Authority – No report.

Dauphin County Tax Collection Committee – No report.

Millersburg Ferry Boat Association – No minutes.

Dauphin Lebanon County Boroughs Association – February 27, 2024 meeting minutes were provided to all Cl'ms.

Zoning Hearing Board – No report.

Upper Dauphin Industrial Development Authority – No report.

Millersburg Borough Safety Committee – Manager Whitall reported that a heat emergency class was held for Police and Public Works employees.

Garden Committee – No report.

The next meeting will be on May 22nd at 6:00PM. The meeting was properly adjourned at 8:40PM upon motion by Cl'm Hoke, seconded by Cl'm Hoffman. Motion carried.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary