

**Millersburg Borough Council Minutes
February 12, 2020
Millersburg Borough Council Chambers**

Call to Order – President Dietz called the Council meeting to order at 7:08PM with Cl'ms Boyer, Hoch and Ibberson present. Acting Borough Manager Ann Jackson was also present. The invocation was given by President Dietz, followed by the Pledge of Allegiance.

Guests – None.

Approval of Minutes – Motion by Cl'm Ibberson, seconded by Cl'm Hoch to approve the minutes from the January 6, January 8, January 22 and January 29, 2020 meetings as presented. Motion carried.

Public Comment – None.

Engineer's Report - Virginia Thornton, from Gannett Fleming, reviewed the Borough's projects list. Gannett Fleming will be focusing their efforts on the projects as prioritized by Council. Ms. Thornton will prepare a list of short-term and long-term projects with their scopes and fees and present it to the Council at the March meeting. President Dietz directed AMgr. Jackson to get the bid packages for the Center Street Flood and Erosion Control project and the MYO Park Renovations project to Ms. Thornton. The bids for both projects will be opened on February 26; HRG's and YSM's recommendations will be forwarded to Ms. Thornton afterwards. Jackson will also get the deadline for advertising the polling location from Gerald Feaser. Ms. Thornton then left the meeting.

Financial Reports – Council reviewed the Financial Report. Motion by Cl'm Ibberson, seconded by Cl'm Boyer to accept the Financial Report as presented. Motion carried. The Capital Improvement report was also reviewed. Motion by Cl'm Hoch, seconded by Cl'm Boyer to approve the Check Detail Report as presented. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoch and Ibberson.

Committee Reports

Employee Relations –

Borough Manager Appointment – Motion by Cl'm Hoch, seconded by Cl'm Boyer to make the following offer of employment for the Borough Manager's position to Kayla Buker: starting salary of \$45,500 with one week vacation, holiday pay and health, vision and dental insurances effective upon date of hire. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoch and Ibberson. Ms. Buker is requested to respond by February 21 and begin by March 11 or sooner.

Hepatitis B Vaccinations – Public Works Employees – President Dietz reported that Cpl. Wise forwarded information on the vaccines to AMgr. Jackson. Council will evaluate the risk to the Public Works employees while on the job. A medical opinion will be sought regarding booster shots for the police. The matter was tabled until the March Council meeting.

Finance and Risk Management – No report.

Parks and Recreation

Houck's Estimate - Fountain Repair – Insurance check from the offender has been received. Council discussed their concern about the repair blending into the existing finish. Motion by Cl'm Hoch, seconded by Cl'm Ibberson to have Houck proceed, with the instruction to blend the repair into the patina as much as possible. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoch and Ibberson.

Event Agreement – MAWT Cherry Blossom Festival – Millersburg Area Working Together requests the use of Market Square Park, Veterans Park and the 200 and 300 blocks of Market Street on May 2, 2020 from 5:00AM to 4:00PM for the Cherry Blossom Festival. Special requirements were reviewed. The user fee would be waived. Motion by Cl'm Boyer, seconded by Cl'm Ibberson to approve the agreement as presented with the user fee waived. Motion carried.

Facility Use Agreement – Art Association Anniversary Display – Millersburg Area Art Association requests the use of Market Square Park for July and August for a 50th anniversary display. Special requirements were reviewed. The user fee would be waived. Motion by Cl'm Hoch, seconded by Cl'm Ibberson to approve the agreement as presented with the user fee waived, contingent upon receiving the appropriate certificate of insurance. Motion carried.

Kindness Rocks Request – Council reviewed a request from Robin Wheeler to oversee a youth project in which painted rocks with encouraging messages will be left in random locations throughout town. Council had no objections or restrictions.

The Flood Insurance Agency Invoice – Welcome Center – Council reviewed several proposals from the Flood Insurance Agency. Motion by Cl'm Boyer, seconded by Cl'm Hoch to renew coverage on the Welcome Center at \$1,039.83 for one year with a \$2,000 deductible on \$50,000 worth of coverage. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoch and Ibberson.

Belson Outdoors Invoice – MYO Project Trash Receptacles – Council reviewed an invoice for \$1,560.08 for two trash receptacles for the MYO Parks Renovation project. The expense will be fully reimbursed by the Rotary Club. Motion by Cl'm Boyer, seconded by Cl'm Hoch to pay the Belson Outdoors invoice for \$1,560.08, to be fully reimbursed by the Rotary Club. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoch and Ibberson.

LandPro Equipment Invoice – Stihl Chainsaw – Council reviewed an invoice for \$1,150 for a new chainsaw. Motion by Cl'm Boyer, seconded by Cl'm Hoch to pay the LandPro invoice for \$1,150.00 Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoch and Ibberson.

Automated Security Gate for MYO Compost Site – Chairman Boyer reported that he has been in touch with our representative and that the project is moving along; however, the estimated date for completion is unknown.

Assessment of Holiday Display Electrical System – Council reviewed a proposal from Randy Paul for \$1,000 to review and evaluate the current set-up and make any recommendations. Motion by Cl'm Boyer, seconded by Cl'm Hoch to approve the quote for \$1,000 to have Mr. Paul do the evaluation. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoch and Ibberson. President Dietz directed AMgr. Jackson to advise the Lions Club that the Borough has authorized this expense, and to see if they would agree to cover it.

Property

Security System Upgrade Proposal – Council reviewed a proposal from Knight Security to upgrade our security system. The matter was tabled until the March Council meeting.

Public Works Truck Tires Quotes – Council received prices from Stave Jones for tires for two of the trucks. The hand-written quotes from three vendors indicated price per tire. AMgr. Jackson was directed to have Mr. Jones provide vendor re-quotes with totals for tires, mounting, balancing and disposal of the old tires included. Sunbury Motors and Hegins Valley Lines are also to be contacted in addition to the other vendors.

Public Safety – Chairman Ibberson had nothing to report.

Streets

Handicapped Parking Request – AMgr. Jackson reported that she received an application for a handicapped parking spot at 400 Market Street. This matter was tabled until the February Committee meeting.

Economic Development – President Dietz had nothing to report.

Acting Manager's Report – Written report was provided to all Cl'ms.

Unfinished Business

Borough Ordinance No. 1-20 – Zoning Ordinance Amendment – This ordinance amends the zoning regulations regarding commercial signage. Motion by Cl'm Boyer, seconded by Cl'm Hoch to adopt Borough Ordinance No. 1-20. Motion carried.

Borough Ordinance No. 2-20 – Parking Meter Enforcement – This ordinance suspends parking meter enforcement on Saturdays. Motion by Cl'm Hoch, seconded by Cl'm Ibberson to adopt Borough Ordinance No. 2-20. Motion carried.

Council Seat Appointment – Council reviewed Adam G. Hoke's letter of interest and resume. Motion by Cl'm Boyer, seconded by Cl'm Hoch to appoint Adam Hoke to one of the vacant Council seats. Motion carried. President Dietz directed AMgr. Jackson to invite Mr. Hoke to the February 26 Committee of the Whole meeting and to notify Dauphin County of the appointment and remaining vacancy on Council.

HRG Invoice – Center Street Erosion Control Project – Council reviewed the latest invoice for \$1,000. Motion by Cl'm Ibberson, seconded by Cl'm Snyder to submit the invoice from HRG to Dauphin County for payment. Motion carried.

New Business

Dauphin County Treasurer Return of Uncollected Real Estate Taxes – AMgr. Jackson reviewed the final return of uncollected 2019 real estate taxes with Council. The return indicates \$27,842.91 in uncollected real estate taxes and \$2,784.29 in penalties, for a total of \$30,627.20. Motion by Cl'm Hoch, seconded by Cl'm Ibberson to ratify President Dietz's signature which exonerates the Dauphin County Treasurer from collecting the remaining taxes of \$30,627.20 and to pass the uncollected taxes on to the Dauphin County Tax Claim Bureau for collection. Motion carried.

HRG Invoice – Center Street Erosion Control Project – Council reviewed the latest invoice for \$1,000. Motion by Cl'm Hoch, seconded by Cl'm Ibberson to submit the invoice from HRG to Dauphin County for payment. Motion carried.

RET Associates Invoice – VFW's Gaming Grant – Council reviewed the RET's invoice for \$5,460. Motion by Cl'm Hoch, seconded by Cl'm Ibberson to submit the invoice from RET to Dauphin County for payment. Motion carried.

Dauphin County Tax Assessment Proposal for Missing Shade Tree Tax Levy – AMgr. Jackson reported to the Council that Dauphin County Tax Assessment has neglected to include the Shade Tree Tax levy on the 2020 real estate tax notices. Council reviewed a proposal from Director Steve Howe regarding their solution. The Tax Assessment Office proposes to prepare separate invoices for the Borough's collection for the 1,169 property owners at no charge to the Borough. Additionally, they will waive one half of the Borough's invoice for preparation and mailing of the 2020 tax notices. They will also provide an Excel Spreadsheet detailing the parcel numbers, owner's name, property address, and tax amounts being 2% Discount, Flat, 5% Penalty, and 10% Penalty amounts. Motion by Cl'm Boyer, seconded by Cl'm Ibberson to accept the proposal,

pending review and comment on a letter of explanation, prior to the invoices being distributed. Motion carried.

MIS Proposal - Public Works Computer – Council reviewed a proposal from MIS for a desktop computer for the Public Works Crew Leader. Motion by Cl'm Hoch, seconded by Cl'm Ibberson to approve the purchase as quoted. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoch and Ibberson. AMgr. Jackson was directed to have MIS run the network cable and set up an email address.

Cyber Security Training – Council reviewed an invitation from EMC Sean Grimm for AMgr. Jackson to attend a presentation on cyber security. Council authorized Jackson to attend this training on February 20, 2020.

Communications – All communications were made available to Cl'ms.

Organization Reports

Upper Dauphin COG – Cl'm Dietz reported that there was no quorum at the January meeting. Guests were representatives from the Dauphin County Planning Commission and Sen. John DiSanto's aide, John Fulponi, who spoke on grant opportunities at the State. Election of officers will be held at the February meeting.

Millersburg Planning Commission – There was no February meeting. Elections will be held at the March meeting.

Millersburg Area Pool Association – No report.

Millersburg Fire Company – December 10, 2019 meeting minutes were provided to all Cl'ms.

Millersburg Area Authority – December 9, 2019 meeting minutes were provided to all Cl'ms.

Dauphin County Tax Collection Committee – September 18, 2019 summary meeting minutes were provided to all Cl'ms as well as a memo to the governing body.

Millersburg Ferry Boat Association – No report.

Dauphin Lebanon County Borough Association – The group met in January.

Zoning Hearing Board – No report.

Upper Dauphin Industrial Development Authority – No report.

Millersburg Civil Service Commission – No report.

Millersburg Borough Safety Committee – No report.

The next meeting will be February 26, 2020 at 7:00PM. The meeting was recessed to the call of the Chair at 9:57PM.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary