

**Millersburg Borough Council Committee of the Whole
Minutes**

January 27, 2016

Millersburg Borough Council Chambers

Present: Committee Chairs Chris Dietz, Gary Ibberson, Kathy Wolfe, Brent Boyer, Joy Breach, John Hoffman Jr., and Trudy Paden. Mayor Rick Ibberson and Borough Manager Chris McGann were also present.

The meeting came to order at 7 p.m.

Streets Committee:

2016 Paving: The Committee discussed the 2016 paving project. Council budgeted for base repairs and paving on the 500 block of Moore Street as well as the associated engineering services. The Committee would also like to address reports of problems on the 1000 block of Union Street if money is available. The Committee directed McGann to assess the repair needs on the Union Street section. The Committee directed McGann to place on the February agenda bid notice and approval of the engineering contract. The request for bids will include the Moore Street section and any necessary work on the Union Street section as an alternate project.

Disaster Declaration: The Committee discussed the recent snow storm and associated snow removal effort. The community's response to the Borough's effort has been generally positive. President Dietz and Mayor Ibberson signed a disaster declaration for the Borough that McGann prepared. This will be necessary for receiving recovery funds if Dauphin County is included in federal disaster declaration. McGann was directed to place this item on the February agenda to formalize the action.

Streets Committee Action items:

2016 Street Paving Project Bid Notice
Brinjac Contract
Disaster Declaration

Parks Committee:

Ferry Boat Rates: The Ferry Association has established their proposed rates for 2016. The Committee elected not to request any changes to the Ferry Association board's proposed rate schedule. McGann was directed to place this item on the agenda.

Fountain Damage Quotes: Chairman Boyer reported that he has been in communication with the companies that submitted bids for the work. He still has a few questions for the contractors. He expects to have a recommendation for the February meeting.

Parks Committee Action Items:

2016 Ferry Boat Rates
Fountain Damage Bid

Finance and Risk Management Committee:

Flood Insurance Quotes: The Committee reviewed proposals for flood insurance on both the Riverfront Welcome Center and the MYO Park restrooms. The committee would like to insure both buildings for \$50,000 through The Flood Insurance Program, a syndicate of Lloyd's of London. The cost of each policy will be \$591.50. McGann was directed to place this item on the February agenda.

Finance and Risk Management Committee Action Item:

Flood Insurance Quotes

Other Business:

RFPs for Zoning: The Planning Commission is finalizing work on the zoning ordinance. The ordinance should be ready for adoption by the May Council meeting. When Council adopts the zoning ordinance, they will also need to make several other appointments. These include a Zoning Hearing Board, a solicitor for the zoning hearing board, a stenographer for hearings and a zoning administrator. At the recommendation of the Planning Commission, the Committee of the Whole decided to solicit requests for proposals for the solicitor and stenographer. There will be further discussion of possibly using a third party company for administration of the ordinance. The Committees also asked the Planning Commission to recommend the qualifications of an effective member of the Zoning Hearing Board. McGann will take this request to the Planning Commission.

Email Addresses: The Committee authorized McGann to retain The Stoeffler Group to set up email addresses for Council members. The cost is \$50 per hour with an estimated two hours of work. No action is required, but Mr. Stoeffler will attend the February Committee meeting to brief the Council members on using the new email addresses for Borough business.

BL Companies Invoice: The Committee directed McGann to place the invoice on the February agenda. This invoice is covered by the Ferry Association's Gaming Grant and will be sent to Dauphin County for payment.

Rhoads & Sinon Invoice: The Committee directed McGann to place the invoice on the February agenda. This invoice covers arbitration services for the police contract.

Recycling Permits: The Committee discussed the non-residential permit further and made some modifications to the permit. Approval of this item will be on the February agenda.

Old Business:

BL Companies Invoice
Rhoads & Sinon Invoice
Recycling Permit

New Business:

Zoning RFPs

There being no further business, the Committees adjourned at 9:45 p.m.

Respectfully Submitted

Christopher McGann
Millersburg Borough Manager

DRAFT