

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

February 24, 2016

Millersburg Borough Council Chambers

Present: Committee Chairs Chris Dietz, Gary Ibberson, Kathy Wolfe, Joy Breach, and Trudy Paden. Parks Chair Boyer was present between 7:30 p.m. and 8:30 p.m. Borough Manager Chris McGann was also present.

The meeting came to order at 7 p.m.

**Streets Committee**

Street Sweeper: McGann reported that he expects to have a proposal for the street sweeper rental for the meeting.

Streets Committee Action item:

Street Sweeper Rental

**Parks Committee**

SGP River Towns Proposal: Susquehanna Greenways Partnership has invited Millersburg to consider participating in the River Towns program. The Committee is interested in hearing a presentation on the program. McGann will ask representatives from SGP to attend a committee meeting, possibly in April or May.

American Flag Light: The Committee directed McGann to have the flag on the “Island” lit between October and March each year. This is to eliminate the problem of the light attracting bugs.

Facility Use Request – Teener Baseball: McGann noted that the usual agreement has been signed. He also explained the situation with the roster and insurance. This will be an action item. The recommendation is to approve contingent upon receipt of the insurance certificate and roster. The league’s current insurance is valid through April 16 of this year.

Park Restroom Schedule: McGann reported that he plans to have the MYO Park restroom open earlier than expected. The plan is to have that facility open by March 17 to accommodate the High School’s first game. The Committee did not object to lending a bathroom key to the High School so that a Borough employee does not have to unlock and relock the bathroom. All other restrooms will be open by March 25 to accommodate the Easter egg hunts that are scheduled for the various parks. At that time, Borough employees will tend to the restroom. There was a discussion about the possibility of pipes freezing and this will be monitored and addressed if it becomes a problem.

Parks Committee Action Item:

Facility Use Agreement – Teener Baseball

### **Finance and Risk Management Committee**

Flood Insurance Quotes: McGann filed the paperwork to purchase private insurance on the Riverfront Welcome Center. He made one error at the last meeting. The minimum available deductible on the policy is \$2,000, not \$1,000 as reported. This will be corrected for the record at the next Council meeting. In addition, our agent discovered that we are unable to cancel a policy through NFIP and the private insurer will not write a policy on a building with an existing policy. We will have to wait until the policy on the MYO restrooms expires in July to switch this coverage. The Committee directed McGann to confirm that the coverage on the two buildings was not “bundled.”

#### Finance and Risk Management Committee Action Item:

Revisit Flood Insurance

### **Other Business**

State Street Storm Sewer Project: The Committee reviewed several items related to this project. HRG is starting the process of securing easements for the project. One item was several letters drafted by HRG requesting easements from 11 property owners. The letters are on Borough letterhead. The Committee objected to the tone of the letter and elected to add additional language to the letters offering an explanation of the contents of the letter. The Committee further directed McGann to contact all of the property owners to give them a head’s up that HRG will be in contact and to explain the process. HRG has also provided two sample resolutions for Council to consider. The first would designate authorized signers on documents related to the project. The second would authorize HRG to start the process of negotiating easements on behalf of the Borough as well as authorizing condemnations if necessary. It was made clear that HRG ***does not*** expect to recommend any property condemnations and the condemnation process would only be an absolute last resort. These items will be reviewed by the Borough Solicitor. The Committee also directed that Brinjac be cc’ed on all communications related to the project. Finally, the Borough is waiting for the grant agreement that would fund the construction of the project. If this comes through, it will be an agenda item.

RLAA Request: McGann reviewed TetraTech’s proposal to the Borough. {TetraTech was retained by Dauphin County to provide technical support to municipalities pursuing Community Rating System (CRS) designation.} TetraTech would perform a Repetitive Loss Area Analysis (RLAA) for the Borough. This project would give the Borough 140 points toward CRS. The RLAA would be revisited annually in order to receive the CRS credit. The Committee would like to know if an engineer’s stamp is required on the flood plain management plan that would be produced during the RLAA process. McGann will find out.

Zoning Ordinance: As part of the adoption process, the Council will need to schedule a public hearing on the zoning ordinance. McGann has developed a proposed schedule for adoption of the ordinance. This proposal is currently under review by the consultant at Dauphin County Planning Commission. If the date works with the requirements of the Pa. Municipal Planning Code, McGann plans to recommend that Council hold the hearing on March 30.

New Business Action Items:

Resolution: Signature Authorizations

Resolution: Easement Authorizations

Grant Agreement

RLAA Request

Zoning Ordinance Public Hearing Date

**Employee Relations**

Employee Manual: The majority of the meeting was devoted to finalizing the revisions to the employee manual. By the conclusion of the meeting, all of the outstanding items were addressed by the committee. McGann will finalize the draft for action at the Council meeting.

Employee Relations Committee Action Items:

2016 Revisions to Employee Manual

There being no further business, the Committees adjourned at 10:37 p.m.

Respectfully Submitted

Christopher McGann  
Millersburg Borough Manager