

March 9, 2016
Regular Meeting – Council Chambers
Millersburg, Pennsylvania

Call to Order – President Dietz called the Council meeting to order at 7:02PM with CI’ms Boyer, Breach, Hoffman, Ibberson, Paden and Wolfe present. Manager McGann and Secretary Jackson were also present. Borough Solicitor Terry Kerwin arrived at 8:10PM. The invocation was given by President Dietz, followed by the Pledge of Allegiance.

Guests – Shaun Campbell, Lindsay Green, Judy Snyder, Larry Snyder, Dawn Staub, David Sassaman.

Approval of Minutes – Motion by CI’m Wolfe, seconded by CI’m Paden to approve the minutes from the February 10 and February 24, 2016 meetings as presented. Motion carried.

Public Comment – Judy Snyder of 620 Union Street complained about her neighbor at 618 Union Street. Her complaints included late night parties on the front porch, discarding cigarette butts on the sidewalk and street, locking a ten year old child out of the home at 9:00PM, operating a vehicle with no muffler, a suspected physical assault, a suspected abused pit-bull and use of profanity. President Dietz stated that all of this information would be forwarded to the Borough Police Department. The Snyders reported that the Millersburg Police and the State Police have been called numerous times. President Dietz referred the Snyders to a child abuse hotline and the Dog Warden and directed Manager McGann to investigate the littering complaint regarding the cigarette butts. Mr. Campbell, Ms. Green, Ms. Staub and Mr. and Mrs. Snyder then left the meeting.

Financial Reports – Motion by CI’m Breach, seconded by CI’m Paden to approve the Financial Report as presented. Motion carried. Council also reviewed and approved the Capital Improvement Budget Report. Motion by CI’m Hoffman, seconded by CI’m Breach to approve the Check Detail Report as presented. Motion carried with yes votes from CI’ms Boyer, Breach, Dietz, Hoffman, Ibberson, Paden and Wolfe.

Committee Reports

Employee Relations

Employee Manual – CI’ms received copies of the completed employee manual, including an employee acknowledgement. Motion by CI’m Wolfe, seconded by CI’m Ibberson to adopt the employee manual as amended February 25, 2016, pending the Solicitor’s review of the acknowledgement. Employees are to be given copies of the manual and the signed copy acknowledgements are to be placed into employees’ files. Motion carried.

CI’m Wolfe called for an executive session with the Solicitor, once he arrives.

Finance and Risk Management

Flood Insurance Proposal - Deductible Correction - Manager McGann reported that minimum deductible for flood insurance on the Welcome Center is \$2,000, not \$1,000 deductible. Also, the flood insurance coverage on the MYO restrooms cannot be purchased until July 2016, since NFIP will not cancel any policies in force and a private company will not write coverage on a building with a current NFIP policy.

Parks and Recreation

Chairman’s Update – CI’m Boyer reported that he has instructed Manager McGann to have the Public Works crew open the parks and restrooms and work is on-going. Park Clean-Up Days will be scheduled shortly.

Plans are being made for the concrete work in Market Square and Riverfront Parks and the trail repair in Riverfront Park.

Daniel Miller Fountain Update – Manager McGann reported that the insurance company has not made a determination on the claim yet. Council directed Manager McGann to respond to all the companies that submitted proposals for the repair work.

Facility Use Agreement - Teener Baseball – The organization requested the use of MYO Park baseball field for practices and games from April 1 to July 31, 2016. Special requirements were reviewed. The user fee would be waived. Motion by Cl'm Breach, seconded by Cl'm Paden to approve the agreement, contingent upon receiving the proper certificate of insurance and team roster. Motion carried.

Diseased Trees For Removal – It was determined that one ash tree at the south side of the ferry landing in Riverfront Park is infested with the emerald ash borer. A second tree approximately 25 feet away is also suspected to be infested. Council directed Manger McGann to have Snyders Tree Service quote removal and proper disposal of both trees. Motion by Cl'm Boyer, seconded by Cl'm Paden to approve \$3,500 maximum for removal of the two ash trees, stump grinding, debris removal and proper disposal of same. Motion carried with yes votes from Cl' ms Boyer, Breach, Dietz, Hoffman, Ibberson, Paden and Wolfe. If the cost is more than \$3,500, Manager McGann is to contact President Dietz.

Trash Receptacles in Market Square and Veterans Parks - The usual containers for both of these Parks were changed out and home-made lids were put on them. Council does not like the appearance and the matter was referred to Committee to plan replacement.

Property

Hershocks Quote - 101 West Street Exterior Main Doors - Council reviewed the quote for replacement of glass only in the Police Department exterior doors and complete replacement of the double glass doors at the main entrance to the Borough offices. The total quote is \$4,795 and we have a \$500 deductible. The insurance company has not made a decision yet on full replacement or glass only replacement for the main doors. Motion by Cl'm Breach, seconded by Cl'm Ibberson to approve Hershocks quote of \$4,795 for Police Department glass and replacement of full door system. Motion carried with yes votes from Cl' ms Boyer, Breach, Dietz, Hoffman, Ibberson, Paden and Wolfe. If the insurance will not pay for full door system replacement, the matter will be discussed in Committee to determine how to pay for the expense.

Public Safety

Security Camera System – Manager McGann reported that the Borough received a donation of a used security surveillance system, 1990's vintage. Millersburg Information System quoted various options, should the Borough decide to accept the donation. The matter was referred to Committee.

Solicitor Kerwin arrived and President Dietz called an executive session at 8:12PM for discussion of an employee relations matter. Mr. Sassaman left Council Chambers. Solicitor Kerwin left the meeting at the conclusion of the executive session. President Dietz called the meeting back into regular session at 8:40PM with Mr. Sassaman returning to Council Chambers.

Borough Council Representatives for Fire Company Agreement Negotiations – The first meeting is scheduled for March 31 at 7:00PM at the Fire House. Motion by Cl'm Wolfe, seconded by Cl'm Paden to nominate Cl' ms Breach and Hoffman to serve as the Borough's representatives for the Fire Company Agreement negotiations. Motion carried.

Officer J. Castro Resignation – Chairman Ibberson reported that the Mayor received a letter of resignation from Officer Juan Castro, effective February 29, 2016. Motion by Cl'm Wolfe, seconded by Cl'm Breach to accept Officer Castro's letter of resignation, effective February 29, 2016. Motion carried.

Officer B. Palmer Hired – Chairman Ibberson reported that Officer Palmer has been sworn in but has not yet been scheduled for work. Motion by Cl'm Ibberson, seconded by Cl'm Wolfe to hire Office Bret Palmer. Motion carried.

Streets

Golden Equipment - Street Sweeper Rental – Council reviewed the rental agreement from Golden Equipment for a street sweeper. The rental is scheduled for April 4-8; maximum of 37.5 hours. The cost is \$2,500 per week plus a tank of gas. Motion by Cl'm Paden, seconded by Cl'm Breach to approve the rental contract as presented. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz, Hoffman, Ibberson, Paden and Wolfe. Cl'm Hoffman noted that it may be a possibility to use some of the street sweeping debris as fill on certain Township roads.

Facility Use Agreement - Cherry Blossom Festival – Millersburg Area Working Together requested the use of Market Square and various streets on May 7 from 6:00Am to 4:00PM for the annual Cherry Blossom Festival. There would be no user fee. Special requirements were reviewed. Motion by Cl'm Breach, seconded by Cl'm Wolfe to approve the agreement, contingent upon receiving the organizations certificate of insurance. Motion carried.

Cherry Street Pothole – Cl'm Breach requested that the Public Works crew repair a large pothole in the 300 block of Cherry Street. Manager McGann advised that that work is scheduled for tomorrow.

Flower Barrels – Cl'm Wolfe requested that the Public Works crew remove the greens from the flower barrels now that the ground has thawed. The dried pieces purchased from Burrell's are to be stored for future use.

Economic Development – Chairman Dietz had no report.

Manager's Report

NPDES Permit Workshop – Manager McGann requested Council's permission to attend the workshop on April 5, from 9:00 to 11:00AM at the Dauphin County Conservation District. Motion by Cl'm Paden, seconded by Cl'm Ibberson to approve the request. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz, Hoffman, Ibberson, Paden and Wolfe.

Paving Project Pre-Bid Meeting – Manager McGann reported that there were three contractors in attendance.

Borough Manager's Vacation – Manager McGann announced that he will be taking June 24, 27 and 28 as vacation days.

Unfinished Business

Borough Manager Job Performance – Cl'm Boyer reported that Manager McGann's job performance has improved over recent weeks.

New Business

Borough Resolution No. 16-01 - State Street Storm Sewer Project Signature Authorizations – This resolution authorizes President Dietz to execute all documents related to the project and if unavailable, the duties fall to Vice President Ibberson. Motion by Cl'm Paden, seconded by Cl'm Wolfe to approve Borough Resolution No. 16-01 as presented. Motion carried.

Borough Resolution No. 16-02 - State Street Storm Sewer Project Easement Authorizations – This resolution authorizes the Borough to pursue obtaining the necessary easements. Motion by Cl'm Wolfe, seconded by Cl'm Breach to approve Borough Resolution No. 16-02 as presented. Motion carried.

Repetitive Loss Area Analysis Request – Council reviewed a letter to Dauphin County DCED stating the Borough's intention to participate in the Repetitive Loss Area Analysis portion of the Community Rating System Initiative. Motion by Cl'm Wolfe, seconded by Cl'm Paden to send the letter of request for technical assistance to be provided at no cost to the Borough. Motion carried.

Crime Wave and Police Department – Cl'm Boyer headed discussion on the recent break-ins and incidents of vandalism and available alternatives. Cl'm Boyer suggested approaching Upper Paxton Township to see if they would be willing to look at this problem together. Motion by Cl'm Breach, seconded by Cl'm Paden to direct Manager McGann to draft a letter of request to the Township as above. The letter will be reviewed at the March 23 Committee meetings. Motion carried.

PSAB Borough Management Caucus Memberships – Jackson, McGann – Motion by Cl'm Wolfe, seconded by Cl'm Ibberson to renew memberships in the Borough Management Caucus for both Secretary Jackson and Manager McGann at \$25 each. Motion carried with yes votes from Cl' ms Boyer, Breach, Dietz, Hoffman, Ibberson, Paden and Wolfe.

PSAB Executive Board – President Dietz announced that he has been named the Dauphin Lebanon County Borough Association's representative to the PSAB Executive Board.

Adecco – Solicitor Kerwin reviewed the proposal from the temporary staffing agency and had no objections. Motion by Cl'm Boyer, seconded by Cl'm Ibberson to send the Public Works crew member job description to Adecco, and to sign the contract to hire one man. The contract is to be executed tomorrow. Motion carried with yes votes from Cl' ms Boyer, Breach, Dietz, Hoffman, Ibberson, Paden and Wolfe.

Communications – All communications were made available to Cl' ms. There was nothing requiring Council action.

Organization Reports

Upper Dauphin COG – Cl'm Paden reported. Election of officers was held and the officers remained the same as 2015. Dues for 2016 remained the same. Millersburg Borough is hosting an LTAP class on April 21. A secondary salt supplier was discussed. Anyone interested in flagger recertification should contact the COG Secretary. Most municipalities have submitted their reimbursement requests for their snowstorm expenses. COG is requesting support for House Bill 1747. The speaker was Leah Eppinger from Tri-County Regional Planning Commission. Cumberland County has withdrawn from the Tri-County organization. County comprehensive surveys will be mailed out in March. There is statewide urgent care facility money available to expand facilities. COG may be pursuing a joint Gaming Grant application for a street sweeper or a sign installer. The March meeting will be hosted by Gratz; April by Berrysburg; May by Mifflin Township and September by Upper Paxton Township at the Ned Smith Center.

Millersburg Planning Commission – Manager McGann reported that they meet tomorrow night and will be finalizing the zoning ordinance and preparing the timeline. Both items will be reviewed at the March 23rd Committee meeting.

Millersburg Area Pool Association – No report.

Millersburg Fire Company – Cl'm Ibberson reported that it is not known yet if the Gaming Grant application has been approved.

Millersburg Area Authority – President Dietz referred Cl' ms to their meeting minutes.

Dauphin County Tax Collection Committee – Secretary Jackson reported that the Committee will meet next week.

Millersburg Ferry Boat Association – No report.

Property Maintenance Ordinance Committee – Council will be reviewing the draft at the April 27th Committee meeting.

Next Meetings – President Dietz announced the Committee meetings will be on March 23rd. This will include review of the zoning ordinance draft. Manager McGann will have the draft documents ready on Friday.

Motion by Cl'm Ibberson, seconded by Cl'm Hoffman to adjourn the meeting at 9:50PM. Motion carried.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary