

May 11, 2016
Regular Meeting – Council Chambers
Millersburg, Pennsylvania

Call to Order – President Dietz called the Council meeting to order at 7:00PM with CI’ms Boyer, Breach, Hoffman, Paden and Wolfe present. Manager McGann and Secretary Jackson were also present. The invocation was given by President Dietz, followed by the Pledge of Allegiance.

Guests – None

Approval of Minutes – Motion by CI’m Breach, seconded by CI’m Paden to approve the minutes from the April 13 and April 27, 2016 meetings as presented. Motion carried.

Financial Reports – Motion by CI’m Paden, seconded by CI’m Boyer to accept the Financial Report as presented. Motion carried. Council also reviewed the Capital Improvement Budget Report. Motion by CI’m Wolfe, 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, Paden and Wolfe. President Dietz directed Manager McGann to research Dwayne Daniel’s Tracfone usage for the time period that he has been off work. McGann is also to change the Verizon email address from President Dietz’s to his own.

Committee Reports

Employee Relations

Dwayne Daniel Update – CI’m Wolfe reported that Principal has reinstated Mr. Daniel’s short term disability coverage.

Temporary Worker – Manager McGann reported that a worker from Workforce Resources started last Friday.

Finance and Risk Management

Liquid Fuels Audit – CI’m Breach reported that we had an audit of the 2015 liquid fuels records and there were no findings.

Parks and Recreation

River Front Clean-Up – CI’m Boyer reported that we have a massive amount of debris to be shredded and he is concerned about overspending the budgeted amount. The amount budgeted to clean up the MYO recycling site was not fully expended. Motion by CI’m Boyer, seconded by CI’m Paden to allow up to an additional \$2,000 remaining from the MYO site clean-up line item to be reallocated to the River Front clean-up line item if necessary. Motion carried; CI’m Wolfe cast a dissenting vote.

MYO Recycling Site – Council discussed separating items and agreed to create designated areas now for shrubs/branches and grass clippings. This fall an area is to be created for leaves. Clear signage is to be used. President Dietz directed Manager McGann to prepare a press release regarding the grass height ordinance requirements.

Welcome Center Concession Stand Lease – Council reviewed the lease at the Committee meeting. Manager McGann reported that the three-bay sink is not required, only a hand-washing sink which we have. PA Department of Agriculture needs to conduct an inspection of the facility. The term of the lease would be May 27 to October 30, 2016. Motion by CI’m Paden, seconded by CI’m Boyer to approve the lease, contingent upon passing inspection. Motion carried; CI’m Breach abstained due to her son being employed by Ms. Munro.

Tree Stump Carving – President Dietz reported that the Ned Smith Center will have someone carve the tree stump in Riverfront Park. The design is yet to be decided but will be forwarded to Council for approval.

Millersburg Area School District Community Input Meetings – President Dietz reported that these meetings are for citizen's to express their ideas regarding the budget concerns to the administration who will then take them to the Board. The Sports Boosters have suggested that Bradenbaugh field be used as the home field for girls softball games rather than Wiconisco Park.

Property

101 West Street Exterior Door Logos – Council reviewed Millersburg Borough, Millersburg Police Department and Millersburg Area Authority sample logos provided by FastSigns. Motion by Cl'm Wolfe, seconded by Cl'm Hoffman to approve FastSigns' quote of \$238.49 for the three logos. Motion carried with yes votes from Cl' ms Boyer, Breach, Dietz, Hoffman, Paden and Wolfe.

Surveillance Cameras – Council reviewed a letter drafted by Manager McGann thanking Mr. Snyder but declining the equipment offered due to the cost of installation. Motion by Cl'm Hoffman, seconded by Cl'm Wolfe to send the letter as presented. Motion carried.

Computer/IT Services – Manager McGann reported that he is still looking into getting prices.

Public Safety

Police Coverage Proposal to Upper Paxton Township – Manager McGann and Cl'm Boyer delivered the letter to the Township Supervisors in person at their April Workshop. No response has been received yet.

Fire Protection Services Agreement – Cl'm Breach reported that negotiations are in progress. At Manager McGann's suggestion, Breach will report to the negotiations committee that the agreement is to state that the fire company provides emergency services during an emergency or disaster at the Borough's or Township's request, as per a recommendation from FEMA and PEMA. This is for reimbursement purposes. Council directed Manager McGann to research the Borough Code for reporting requirement changes for budget and capital projects.

Streets

North Street Catch Basin Repair – Cl'm Paden reported that the Public Works crew was rebuilding a catch basin on North Street today.

Street Material Purchase – Council reviewed a quote from Crafcro for four products. Motion by Cl'm Paden, seconded by Cl'm Boyer to approve the entire purchase and to pay for the crack sealant and Detack from the Liquid Fuels budget and the two types of cold patch (sample quantities) and all shipping charges from the general fund budget. Motion carried with yes votes from Cl' ms Boyer, Breach, Dietz, Hoffman, Paden and Wolfe.

Stormsewer Mapping – Manager McGann reported that the annual licensing fee would be \$1,200 to \$1,500. We are not able to piggyback with the Authority but may be able to piggyback with Dauphin County. Council directed McGann to have more detailed information for the May 25th Committee meetings and to discuss participation through the County with the appropriate representatives.

Facility Use Agreement – Tour de Millersburg – The organization requests the use of the gazebo, Market Square, MYO and Seal Parks and various streets on August 6 and 7 from 6:00AM to 7:00PM both days for the Tour de Millersburg bike races. The user fee would be \$160 (\$55 for the Seal Park pavilion #1 rental, \$55 for the gazebo rental and \$50 towards volunteer insurance coverage). Motion by Cl'm Wolfe, seconded by Cl'm Paden to approve the agreement. Motion carried.

Facility Use Agreement – Memorial Day Parade – VFW Post #5507 requests the use of Market Square Park and various streets on May 30 from 9:00 to 11:00AM for the Memorial Day parade. The user fee would be waved. Motion by CI'm Hoffman, seconded by CI'm Wolfe to approve the agreement as presented. Motion carried.

Economic Development – Chairman Dietz reported that the recent Cherry Blossom festival was successful.

Manager's Report – Council had no questions or comments.

Unfinished Business

Zoning Hearing Board Solicitor – Manager McGann reported that the Millersburg Planning Commission reviewed three proposals and recommends Guy Beneventano of Harrisburg. Council saw no need to review the proposals further. No Zoning Hearing Board has been formed yet. Motion by CI'm Wolfe, seconded by CI'm Paden to appoint Guy Beneventano as the Borough's Zoning Hearing Board solicitor and to notify all three respondents accordingly. Motion carried.

HRG Invoice – State Street Storm Sewer Relocation Project – The Borough received an invoice for \$17,511. Motion by CI'm Boyer, seconded by CI'm Wolfe to forward the invoice to Dauphin County for payment. Motion carried.

BL Companies Invoice – The Ferry Boat Association forwarded an invoice for \$1,602.50 for payment. Motion by CI'm Wolfe, seconded by CI'm Hoffman to forward the invoice to Dauphin County for payment. Motion carried.

Zoning Ordinance Draft – Council reviewed a letter from the Dauphin County Planning Commission with their comments on the Borough's proposed ordinance. Manager McGann reported that Andrew Bomberger from the Dauphin County Planning Commission will be present at the Millersburg Planning Commission's next meeting to explain to the members items that need to be addressed. Motion by CI'm Wolfe, seconded by CI'm Paden to have the Millersburg Planning Commission review the letter from the Dauphin County Planning Commission and provide feedback to the Borough. Motion carried.

President Dietz called an executive session for employee matters at 8:55PM. Manager McGann and Secretary Jackson were excused and left Council Chambers. The meeting was called back into regular session at 9:12PM, with McGann and Jackson returning to Council Chambers.

New Business

Brinjac Proposal for Additional Services – Council reviewed a contract in the amount of \$28,150 for additional services provided at the Borough's request for the State Street Storm Sewer Relocation project. McGann reported that the money to pay this invoice is available through the County grant. Motion by CI'm Boyer, seconded by CI'm Paden to approve the contract and to forward the subsequent invoice to Dauphin County for payment, contingent upon review by the Borough Solicitor. Motion carried.

Communications – All communications were made available to CI'ns. There was nothing requiring Council action. President Dietz called CI'ns attention to the Dauphin Lebanon County Borough Association's quarterly meeting on May 24th and also stated that he will be attending the upcoming PSAB annual conference in June.

Organization Reports

Upper Dauphin COG – President Dietz reported that there was a request for patching material samples and a demonstration and discussion on the Upper Dauphin Income Tax Office. Dietz directed Manager McGann to contact Solicitor Kerwin to see if Attorney Confair is waiting for any response from the Borough on any matter related to the UDITO lawsuit.

Millersburg Planning Commission – Cl'm Wolfe reported that they meet tomorrow evening. At last month's meeting, they made revisions to the assessment permit application and Manager McGann has created a packet of various permits and instructions to guide an applicant through the process. The group is also looking ahead to see what they want to work on after zoning is finished. Possibilities were a SALDO, a riparian buffer ordinance or a historical district proposal.

Millersburg Area Pool Association – Cl'm Boyer had nothing to report.

Millersburg Fire Company – No report.

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

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

Millersburg Ferry Boat Association – No report.

Property Maintenance Ordinance Committee – Council plans to review the draft at the July Committee meeting.

Next Meetings – President Dietz announced the Committee meetings will be on May 25th.

Motion by Cl'm Wolfe, seconded by Cl'm Breach to adjourn the meeting at 9:40PM. Motion carried.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary