

Millersburg Borough Council
Minutes
June 8, 2016
Millersburg Borough Council Chambers

Call to Order – President Dietz called the Council meeting to order at 7:00PM with CI’ms Boyer, Breach, Hoffman, Ibberson and Paden present. CI’m Wolfe arrived at 7:52PM. Mayor Ibberson, 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 Paden, seconded by CI’m Breach to approve the minutes from the May 11 and May 25, 2016 meetings as presented. Motion carried.

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

Committee Reports

Employee Relations

Seminar Request – Jackson – Secretary Jackson reported that she requested permission to attend a PSATS seminar in Enola on June 9th entitled "Working with Less: Tools to Manage Municipal Budgeting Today". The cost is \$80. CI’m Wolfe granted preliminary permission to attend so that registration could be completed. Motion by CI’m Paden, seconded by CI’m Ibberson to approve Secretary Jackson’s request to attend the seminar and to pay mileage. Motion carried with yes votes from CI’ms Boyer, Breach, Dietz, Hoffman, Ibberson and Paden.

Finance and Risk Management

Borough Resolution No. 16-06 Facility Use Policy – Manager McGann reported that he made changes per Committee, Solicitor and insurance agent direction. President Dietz tabled the matter until the June 22nd Committee meetings to allow time for CI’ms to more thoroughly review the document.

Flood Insurance – MYO Restrooms – Manager McGann reported that the Borough’s current flood insurance through with NFIP will expire in July. The renewal quote from NFIP for \$17,600 in coverage with a \$2,000 deductible is \$625. An additional quote was solicited from The Flood Insurance Agency, through the Coup Agency. That quote was for \$50,000 in coverage with a \$2,000 deductible for \$556.74. Motion by CI’m Hoffman, seconded by CI’m Ibberson to approve the quote from The Flood Insurance Agency for \$556.74. Motion carried with yes votes from CI’ms Boyer, Breach, Dietz, Hoffman, Ibberson and Paden.

Parks and Recreation

Report from Committee Chairman – CI’m Boyer reported that park usage has increased. The costs for the River front clean-up are slightly over budget. The Welcome Center concession stand and restrooms had no floor drains put in them when they were built, which makes hosing down and getting the water outside difficult. President Dietz suggested asking the Public Works crew what tools might make cleaning the floors easier. Council directed CI’m Boyer to get quotes to put drains in.

Facility Use Request – MYO Music Festival – Aaron Troutman is requesting the use of MYO Park on August 27 from 8:00AM to 8:00PM for a music festival. WQLV has agreed to sponsor the event. Council

reviewed the agreement at the Committee meeting. The user fee would be \$110. The proceeds will be donated to the Borough for the Capital Improvement Fund, earmarked for parks. Motion by CI'm Paden, seconded by CI'm Boyer to approve the agreement as presented. Motion carried.

Borough Resolution No. 16-07 Stage Rental Fee – This resolution sets the fee for renting the stage at \$55 per day for calendar year 2016. Manager McGann reported that the Public Works crew inspected the stage and found the floor to be in acceptable condition, but will need to do repair work on the railing. Motion by CI'm Paden, seconded by CI'm Breach to approve Borough Resolution No. 16-07. Motion carried.

MYO Park Recycling Site Clean-Up – Council discussed using some of the excess PMHIC surplus funds to do additional clean-up at the recycling site. Motion by CI'm Breach, seconded by CI'm Boyer to spend an additional \$5,000 to have more work done. Motion carried with yes votes from CI'ms Boyer, Breach, Dietz, Hoffman, Ibberson and Paden.

Daniel Miller Fountain – CI'm Boyer reported that the foundation needs reinforcement work and he will be working on getting quotes to repair this. Boyer will also consult with the Historical Society regarding the vault underneath the fountain and the possibility of filling it in. We received the granite sample which has slightly tighter grain than the existing. The sample was provided by a sister quarry to the original supplier. Manager McGann was directed to advise Houck that the sample is acceptable.

MYO Park Rehab Project – President Dietz reported that the Commonwealth Financing Agency is scheduled to meet on June 13th. Manager McGann is working on a County grant; a pre-application meeting is on June 15th.

Millersburg Reamer Property – Manager McGann is to check with JCT Realty on the status of the property to determine if a joint grant would be a possibility for an outside party to join the Borough. Another possibility discussed was for the Borough to acquire both the building and lot and tear down the building.

Property

Computer/IT Services – The Stoeffler Group will no longer be providing IT services. Council reviewed one quote from Millersburg Information Systems. The monthly fees are \$120 and \$395 for the Borough and Police Department respectively (\$6,180 annually). Council authorized Mayor Ibberson to have MIS fix the J-Net issue for the Police Department. President Dietz directed Manager McGann to go through PSAB or UDCOG to find out who other Boroughs who have a Police Department use for IT services.

Public Safety

Fire Company Services Agreement – CI'm Breach reported that she is waiting to hear from Heather Alleman regarding the next negotiations meeting.

Resignation of Officer Andrew Bath – Officer Bath has submitted his letter of resignation effective July 1, 2016. Council tabled action until the July Council meeting.

Streets

Facility Use Agreement – St. Paul's Lutheran Church Carnival – St. Paul's requests the use of a portion of the 300 block of Congress Street on August 6 from 10:00AM to 4:00PM for a children's carnival. The \$25 user fee for the street closure would apply. Motion by CI'm Paden, seconded by CI'm Ibberson to approve the agreement contingent upon receiving St. Paul's certificate of insurance. Motion carried.

Borough Resolution No. 16-08 St. Paul's Banner Placement – This resolution is to approve St. Paul's request to erect a banner on utility poles across State Route 209. St. Paul's assumes all liability for the placement. Motion by CI'm Breach, seconded by CI'm Boyer to approve Borough Resolution No. 16-08. Motion carried.

2015/2016 Salt Bill – We received an invoice from Upper Paxton Township for salt for the 2015/2016 season for \$2,581.38. Motion by Cl'm Breach, seconded by Cl'm Ibberson to approve payment of the invoice. Motion carried with yes votes from Cl' ms Boyer, Breach, Dietz, Hoffman, Ibberson, Paden and Wolfe.

2016 Paving Project – Manager McGann reported that the paving project will begin on or about July 5th.

LTAP Assessment – Manager McGann reported that LTAP officials will be coming to assess the school zones and safe routes to school, so we can be prepared to apply for any related grants.

Economic Development – Chairman Dietz reported that Secretary Jackson will be working on delivering the tourism brochures to area businesses. Council directed Jackson to deliver a pack to the Welcome Center Concession Stand.

President Dietz called an executive session at 8:22PM for Council to discuss an employee matter. The meeting was called back in to regular session at 9:10PM.

Mayor's Report

Welcome Center Concession Stand – Mayor Ibberson reported that the stand will be open all day on July 1st.

Cl'm Boyer left the meeting.

Manager's Report – Council had no questions or comments. Manager McGann reported that he had two recent inquiries about the Daniel Miller House. The proposals will be given to Council at the June Committee meetings.

Unfinished Business

Zoning Ordinance Edits – Manager McGann reported that all comments were sent to Andrew Bomberger with the Tri-County Planning Commission. Mr. Bomberger will prepare a formal list of edits for the public hearing on June 29th. Anyone from the public wishing to review the ordinance is to be shown the draft ordinance as well as the edits supplement. President Dietz reported that we are still waiting for an answer from either Solicitor Kerwin or Attorney Beneventano regarding the sign portion. McGann reported that he had an interview with Duane Good with the Upper Dauphin Sentinel regarding the zoning ordinance background and hearing details.

Set and Advertise Zoning Ordinance Public Hearing – Council reviewed the draft notice and made one correction. The meeting will be held in the High School cafeteria, not the auditorium. Motion by Cl'm Wolfe, seconded by Cl'm Ibberson to approve advertising the hearing two times in the Upper Dauphin Sentinel. Motion carried with yes votes from Cl' ms Breach, Dietz, Hoffman, Ibberson, Paden and Wolfe.

Additional Zoning Ordinance Information – President Dietz directed Manager McGann to put the draft zoning ordinance on the Borough's website as well as the edits supplement and zoning map. A link to the zoning information is to be put on the Borough's Face Book page. Review of the zoning packet is to be on the Planning Commission's agenda for tomorrow evening. A fee schedule is to be drafted as a resolution.

HRG Invoice – State Street Storm Sewer Relocation Project - The Borough received an invoice for \$3,592.00. Motion by Cl'm Paden, seconded by Cl'm Ibberson to forward the invoice to Dauphin County for payment. Motion carried.

Final Easement for State Street Storm Sewer Relocation Project – There is one property owner who has not yet signed the easement. Council agreed to pursue the condemnation process once the stated deadline passes. Motion by Cl'm Ibberson, seconded by Cl'm Wolfe to authorize Council President Dietz to work with

Herbert, Rowland and Grubic and Solicitor Kerwin if it becomes necessary to pursue acquisition via condemnation of the property. Motion carried.

New Business

Military Banner Project Authorization to Attach to Utility Poles – Council reviewed a draft of a letter to PPL authorizing Ms. Mumma and Ms. Southard to apply for approval to hang banners on an additional 25 poles. PPL has previously approved 38 poles for attachment. Motion by CI'm Wolfe, seconded by CI'm Paden to approve the letter as presented. Motion carried.

Military Banner Project Fund Repository – Ms. Mumma and Ms. Southard have requested the Borough serve as a repository for this project. Secretary Jackson reported that she has discussed the matter with our current auditors, who have no objections as long as the proceeds benefit the Memorial Day activities. Jackson intends to open an account under the umbrella of the Borough, with a subtitle referencing the Military Banner Project. The account will need to have check-writing privileges to pay the related invoices. Motion by CI'm Breach, seconded by CI'm Paden to authorize Secretary Jackson to open the account as presented. Motion carried.

PSAB Conference Voting Member – President Dietz requested Council action to name the Borough's voting member for the conference. Motion by CI'm Ibberson, seconded by CI'm Paden to name Chris Dietz as the Borough's voting member for the PSAB conference. Motion carried; President Dietz abstained. President Dietz directed that a review of the PSAB Annual Conference is to be placed on the July Council meeting agenda.

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

Dauphin County Recycling – CI'm Wolfe reported that Dauphin County will accept plastics numbered 1-7 for recycling. This is to be publicized on the Borough's website. Individuals using the drop-off site who violate any of the rules may receive a rather stern letter from Dauphin County. If the bins are full, users should call the County to request more frequent pick-ups rather than leaving items outside the bins.

Electronics Recycling – It was reported that Upper Paxton Township is still requesting help on the second Saturday of the month for the drop-off event.

Organization Reports

Upper Dauphin COG – President Dietz reported that discussion was on MS-4. Records are to be kept per property, on any addition of impervious surface. Dietz directed Manager McGann to amend our permit to reflect what impervious surface has been added and what is planned.

Millersburg Planning Commission – No report.

Millersburg Area Pool Association – No report.

Millersburg Fire Company – Did not meet yet for this month. President Dietz thanked the Fire Company for the certificate of appreciation the Fire Company issued to the Borough at the Fire Company's annual banquet.

Millersburg Area Authority – President Dietz referred CI'ns to their meeting minutes.

Dauphin County Tax Collection Committee – Secretary Jackson reported that EIT collections have increased for the total of all the Tax Collection Districts that Keystone collects for from \$81-82,000,000 in 2012 to \$102,000,000 in 2015.

Millersburg Ferry Boat Association – No report.

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

Dauphin Lebanon County Boroughs Association – President Dietz reported that social media policy was the discussion at the recent meeting. The next meeting will be August 23rd. The location is to be determined. A speaker on MS-4 is a possibility for the program.

Next Meetings – President Dietz announced the Committee meetings will be on June 22nd.

Motion by Cl'm Ibberson, seconded by Cl'm Wolfe to adjourn the meeting at 10:10PM. Motion carried.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary