

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

June 22, 2016

Millersburg Borough Council Chambers

Present: Committee Chairs Chris Dietz, Joy Breach, Kathy Wolfe, Trudy Paden, Gary Ibberson, Brent Boyer, and John Hoffman. Mayor Rick Ibberson and Borough Manager Chris McGann were also present. Borough Solicitor Terry Kerwin arrived at 8 p.m.

Guests: Connie Deibler, Denise Glass, Jeff Stansfield.

The meeting came to order at 7 p.m.

**Guests**

Introductions: McGann introduced the first two guests and reported that they both have proposals for the Daniel Miller House. He also noted that the Borough has been trying to get a tenant in the building for 4 ½ years with no takers. Now we have two serious requests. Ms. Glass agreed to wait in the hall while Mrs. Deibler presented first.

Connie Deibler: Mrs. Deibler and two associates would like to rent the Daniel Miller House. They would like to use the facility to teach art classes in various media such as painting, pottery and fabrics approximately 6-8 times per month. They would also like to host occasional events in which wine is allowed to be consumed. They are able to get standard liability coverage and are investigating liquor liability coverage. Following her presentation, Mrs. Deibler then left the meeting and Ms. Glass entered.

Denise Glass: Ms. Glass would like to rent the Daniel Miller House for use as a pet grooming salon. She already has an established business in Harrisburg, but would like to open a second location in northern Dauphin County. Initial hours of operation would be alternating Saturdays until 2 p.m. and some weekdays until no later than 4 p.m. Most actual work with the dogs would be in the kitchen area. No state inspections or licenses are required since no animals would be boarded at the facility. Following her presentation, Ms. Glass left the meeting.

Jeff Stansfield: Mr. Stansfield, representing the Millersburg VFW, requested that the Borough serve as co-applicant for a Dauphin County Gaming Grant. The VFW would like to do several upgrades to their facility in Upper Paxton Township. The most important projects are ADA accessibility to the restrooms and replacement of the cooler. The request will be approximately \$60,000. The Committee is receptive to the proposal.

**Gaming Grant Applications**

Chairman Dietz inquired about the status of the Ferry Association's application. McGann said that representatives were scheduled for tonight's meeting. McGann was directed to contact the Ferry Association and let them know that the July 13 Council meeting is their last chance to request co-sponsorship. McGann will prepare of the necessary documents to apply for Gaming Grants for the following projects:

- Millersburg Borough MYO Park Centennial Revitalization
- VFW Renovation
- Ferry Wall Reconstruction

It was also noted that Dauphin County will request that the Borough prioritize the projects for which the Borough is applying and co-sponsoring.

**New Business: Co-Sponsorship Request: MYO Park Centennial Revitalization**

**New Business: Resolution No. \_\_\_\_ Co-Sponsorship of VFW Project**

**New Business: Resolution No. \_\_\_\_ Co-Sponsorship of Ferry Wall Project**

### **Executive Session**

Executive Session: The Committee met with Solicitor Kerwin in executive session for an employee matter.

### **Streets**

Transferable Parking Permit Ordinance: Following the executive session, the Committee briefly addressed the necessary ordinance to allow for transferable parking permits. Solicitor Kerwin said that it is legal for the Borough to do this. McGann will draft the Ordinance amendment.

Solicitor Kerwin then left the meeting.

### **Property**

Daniel Miller House: The Committee revisited the Daniel Miller House proposals and came to a consensus on one of the proposals. In addition to utilities, the tenant will be responsible for mowing the grass and shoveling the sidewalk. McGann was directed to revisit the draft lease and include those maintenance items and to ensure that the lease includes clauses about not damaging the historic structure. Chairman Dietz reported that he recently learned that Borough properties used for commercial enterprises could be liable for property tax. McGann was directed to touch base with Solicitor Kerwin on both the Daniel Miller House and the Riverfront Concession Stand.

**Property: Daniel Miller House Lease**

### **Employee Relations**

Electronics Recycling Help: The Borough has a request to provide additional assistance to Upper Paxton Township for their electronics recycling program. The committee is agreeable to the proposal. McGann will ask for volunteers among the public works crew to either work 4 hours overtime or to leave 4 hours early another day. With the timing of the Council meeting, the offer can be extended for the August event.

Part-time Holiday Pay: The question was raised recently. Are part-time, non-uniform employees eligible for holiday pay? The Committee decided against it.

**Employee Relations: Approval of Overtime Hours for Electronics Recycling**

## **Finance and Risk Management**

Resolution No. 16-06 – Facility Use Policy: The Committee did not offer any changes or corrections.

### **Finance and Risk Management: Resolution No. 16-06: Facility Use Policy**

#### **Parks**

Concession Stand Bill: McGann reviewed the first invoice that will be sent to the operator of the Concession Stand. McGann explained that the electricity bill was prorated to the days that the stand was in operation.

MAWT Donation: McGann reported that MAWT donated \$300 to the Borough. This is earmarked for shade tree maintenance.

#### **Property**

Truck Purchase: McGann presented pricing on a 2017 Ford F-350 dump truck with detachable tool box from Sunbury Motors. The committee requested additional quotes for a F-550. McGann will also confirm whether the price includes a spreader.

Computer/IT Services: McGann and Mayor Ibberson discussed the status of the police department and administration computers. Quotes have been received, but they are not apples-to-apples comparisons. McGann and Mayor Ibberson will do additional work on the quotes.

Pine Street Sidewalk: Council budgeted for a sidewalk replacement job around the Pine Street lot. Price quotes will be available Council meeting.

**Property: IT Service Quotes**

**Property: Sidewalk Repair Quotes**

#### **Streets**

Stormsewer Mapping: McGann reported that he has a price quote for the digital mapping from Dauphin County. He still needs pricing from a contractor to video the pipes. He will present a full report at the next Council meeting. He would like to apply for CDBG money for this project.

Church Street Sinkhole: McGann reported that the owner of 630 Church Street discovered a sinkhole on his property. McGann determined that this is the result of a collapsing stormsewer pipe. Repairs will be made, but the Borough will need to access private property and get the consent of the neighboring property owner as well.

#### **Zoning**

Zoning Ordinance: The committee reviewed a number of documents related to the proposed zoning ordinance.

1. Several last minute revisions were made to the ordinance at the suggestion of the Dauphin County Planning Commission and the Millersburg Planning Commission. These are minor editorial changes that have no impact on the ordinance itself. The streets hierarchy map was also received. These items are included in a draft dated June 22, 2016 that will be discussed at the June 29 public hearing.
2. Suggested regulations related to flashing signs were forwarded by Solicitor Beneventano. These will be reviewed at the public hearing.
3. Members of the Zoning Hearing Board will not be paid for meeting attendance. McGann was directed to write a job description for ZHB members.
4. The unified development permit package was reviewed. At the Solicitor's suggestion, the page titled "Assessment Permit" will be revised to become a cover page to be submitted to the Dauphin County Office of Tax Assessment. This will be the only submission to the County and all other documents will be for internal use.
5. The suggested fee schedule was reviewed. The "Assessment Permit" fee will be dropped. The Committee will continue to consider the rest of the fee schedule.

**Old Business: Advertise for ZHB members**

**Old Business: Advertise Ordinance No. \_\_\_\_\_ (Zoning)**

#### **Health Insurance Benefits**

Health Insurance Benefits: The Committee reviewed a number of documents from the health insurance consortium. Much of the discussion revolved around the number of days that benefits will be offered in the event that an employee takes various forms of leaves of absence.

**Employee Relations: Security Officer Appointment**

**Employee Relations: Privacy Officer Appointment**

**Employee Relations: Eligibility Continuance**

**Employee Relations: Business Associate Agreement**

**Employee Relations: Premium Plan Agreement**

**Employee Relations: Summary of Group Health Plan**

There being no further business, the meeting adjourned at 10:50 p.m.

Respectfully Submitted

Christopher McGann  
Millersburg Borough Manager