

Millersburg Borough Council
Minutes
July 13, 2016
Millersburg Borough Council Chambers

Call to Order – President Dietz called the Council meeting to order at 7:06PM with CI’ms Boyer, Breach, Ibberson, Paden and Wolfe present. Manager McGann and Secretary Jackson were also present. Mayor Ibberson arrived at 7:15PM. Solicitor Kerwin arrived at 8:15PM. The invocation was given by President Dietz, followed by the Pledge of Allegiance.

Guests – Michael Maiden

Announcement – CI’m Paden announced that Charlie Isenberg will be exhibiting his wild bird carvings at the Ned Smith Center in the education room on July 30th, the day of the annual festival and all are invited.

Approval of Minutes – Motion by CI’m Wolfe, seconded by CI’m Ibberson to approve the minutes from the June 8, June 22 and June 29, 2016 meetings as presented. Motion carried.

Guests – Mike Maiden, President of the Ferry Boat Association, was present to request that Council cosponsor the Ferry Boat Association’s Gaming Grant application for reimbursement for the 2016 wall repair expenses. They are considering requesting up to \$20,000. President Dietz reported that this matter is slated for action later on the agenda. CI’m Boyer expressed his thanks to Mr. Maiden for the work the Ferry Boat Association is doing. Mr. Maiden then left the meeting.

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 Paden, seconded by CI’m Boyer to approve the Check Detail Report as presented. Motion carried with yes votes from CI’ms Boyer, Breach, Dietz, Ibberson, Paden and Wolfe.

Committee Reports

Employee Relations

Employee Manual – CI’m Wolfe reported that there will be a number of additions for discussion at the July Committee meetings.

Principal Life Insurance Company Field Underwriting Questionnaire – Council reviewed responses to two questions from the underwriting department for our life insurance. Motion by CI’m Wolfe, seconded by CI’m Breach to authorize President Dietz to sign the underwriting questionnaire and for Secretary Jackson to return the document to Gunn-Mowery. Motion carried.

Overtime Hours for Electronics Recycling – Manager McGann reported that Upper Paxton Township is requesting help for their electronics recycling event and proposes sending a Public Works crewmember, who would possibly be incurring overtime hours. Motion by CI’m Wolfe, seconded by CI’m Breach to send one man up to two times per year. Motion carried with yes votes from CI’ms Boyer, Breach, Dietz, Ibberson, Paden and Wolfe.

The following six items are Benecon compliance issues relating to the Borough’s health insurance program.

Security Officer Appointment – CI’m Wolfe reported that the computer check needs to be done only on the Borough Secretary’s computer and no others. Motion by CI’m Wolfe, seconded by CI’m Paden to appoint Secretary Jackson as the security officer for the Borough. Motion carried.

Privacy Officer Appointment – Motion by Cl'm Wolfe, seconded by Cl'm Paden to appoint Secretary Jackson as the Privacy Officer. Motion carried.

Eligibility Continuance During a Leave of Absence – Council reviewed the policy. Motion by Cl'm Wolfe, seconded by Cl'm Paden to approve the policy as presented. Motion carried.

Business Associate Agreement – Council reviewed the agreement. Motion by Cl'm Wolfe, seconded by Cl'm Paden to authorize President Dietz to sign Exhibit A and for Secretary Jackson to return the document to Benecon. Motion carried.

Premium Only Plan Description and Adoption Agreement – Council reviewed the agreement. Motion by Cl'm Wolfe, seconded by Cl'm Paden to authorize President Dietz to sign the agreement and for Secretary Jackson to return the document to Benecon. Motion carried.

Summary of Group Health Plan – Council reviewed the document. Motion by Cl'm Wolfe, seconded by Cl'm Ibberson to authorize President Dietz to sign the agreement and for Secretary Jackson to return the document to Benecon. Motion carried.

Finance and Risk Management

Borough Resolution No. 16-06 Facility Use Policy – Manager McGann reported that there were no further changes to the document. Motion by Cl'm Breach, seconded by CL'M Ibberson to adopt Borough Resolution No. 16-06 as presented. Motion carried.

Parks and Recreation

Acquisition of Millersburg Reamer Property – Cl'm Boyer reported on the property status and Millersburg Area Authority's offer of assistance. An in depth discuss followed.

Facility Use Agreement – Healthy Kids Running Series – Coordinator Abby Sharbaugh is requesting the use of MYO Park on Sundays from September 25 through October 23 from 5:00 to 6:00PM for the children's running program. The user fee would be waived. Motion by Cl'm Paden, seconded by Cl'm Ibberson to approve the agreement as presented. Motion carried.

Invoice from Houck – Council reviewed Houck's invoice for \$30,676.75 for disassembly work done in May and fabrication of the new column. Motion by Cl'm Breach, seconded by Cl'm Paden to pay the invoice in full as presented. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz, Ibberson, Paden and Wolfe.

Flyway Construction – President Dietz questioned Manager McGann regarding the status of Flyway completing the bollard replacement and chain repairs. McGann will contact Flyway to inquire.

President Dietz called an executive session at 8:15PM for discussion of an employee matter, a real estate matter and a continuing legal matter. President Dietz called the meeting back into regular session at 9:33PM.

Acquisition of Millersburg Reamer Property – Motion by Cl'm Boyer, seconded by Cl'm Paden that Millersburg Borough is willing to offer, subject to various contingencies, the sum of \$20,000 for the purchase of three parcels of ground, those tax parcel numbers being 45-17-005, 45-17-006 and 45-17-007, currently owned by the Forney family. President Dietz is authorized to sign an agreement of sale for the \$20,000 sale price. Settlement cost and expenses not to exceed \$2,000. Agreement of sale would provide for settlement on or before July 31, 2016, with an option by the Borough to extend the settlement date by an additional twenty days. The offer to purchase is contingent upon the Millersburg Area Authority entering into a similar agreement under terms that are acceptable to the Borough. The execution for a lease for the parcel of ground being purchased by the Millersburg Area Authority, being tax parcel number 45-17-10. The terms of the lease to be mutually satisfactory to the Council and to the Authority, to be voted on and

approved at a future Council meeting. The \$20,000 payment is to come out of the General Fund Reserve account. Motion carried with yes votes from CI'ms Boyer, Breach, Dietz, Ibberson, Paden and Wolfe. Solicitor Kerwin was authorized to work with JCT agent Deb Goudy, the Authority's Solicitor Dale Ketner and CI'm Boyer to continue this process. Formal approval will take place at the August 10th Council meeting. Solicitor Kerwin will notify JCT. Kerwin then left the meeting. Manager McGann suggested that the Millersburg Planning Commission should be consulted about plans for the building.

River Front Park Equipment Update – CI'm Boyer reported that the chains on the ferry boat anchors are now welded together. President Dietz asked the status of the broken swing. CI'm Boyer will follow up on repair and reinstallation.

Property

Computer/IT Services Quotes –Three quotes were received. Mills Information Systems, LLC, in Etters PA quoted \$950 and \$3,800 for 8 months for the Borough and Police Department respectively. Larry Rank of Halifax submitted a proposal for various services at varying rates. Millersburg Information Systems, Ltd. quoted \$120 and \$395 per month for 2016 for the Borough and Police Department respectively. This would be an on-going monthly commitment and prices could be renegotiated. Motion by CI'm Wolfe, seconded by CI'm Ibberson to sign the service contract with MIS for monthly costs of \$120 non-uniformed side and \$395 police side for the balance for 2016 and to renegotiate. Motion carried with yes votes from CI'ms Boyer, Breach, Dietz, Ibberson, Paden and Wolfe.

Pine Street Property Sidewalk Repair Quotes – Manager McGann reported that we received three quotes. Schlegel Concrete and Construction in Dalmatia quoted \$7,000, Robert Koppenhaver in Spring Glen quoted \$14,186 and Level Construction quoted \$10,439. The matter was tabled for further review.

Daniel Miller House Lease – Solicitor Kerwin suggested several amendments to the draft. Council previously entertained two proposals for use. Motion by CI'm Paden, seconded by CI'm Ibberson to approve the lease with amendments and to award the lease to Artistically Mine. Motion carried. The lease will be effective when the last tenant signs. Terms are first year rent-free. Rent will be negotiated after then end of the first year. Manager McGann will advise both parties who presented proposals of Council's decision.

Public Safety

NIMS Training – CI'm Paden and Manager McGann took a NIMS training webinar prior to tonight's meeting. McGann plans to organize classroom training through UDCOG which Millersburg Borough will host.

Streets

Paving Project – Manager McGann reported that soft spots were discovered during the project and they were repaired at an additional cost. Items to be completed are installation of a mirror and replacement of grate covers.

Street Closure Request – Don Chubb – Mr. Chubb is requesting the closure of a portion of the 200 block of Dougherty Street from August 12-19 for a dumpster placement for a demolition project at 283 Moore Street. The user fee of \$25 has been paid. Motion by CI'm Paden, seconded by CI'm Ibberson to approve the request as presented. Motion carried.

Borough Ordinance No. 1-16 – Transferrable Parking Permits & Legal Notice – This ordinance will allow a permit to be transferred from one vehicle to another for metered spaces. Council reviewed drafts of the ordinance and the legal notice advertising same. Solicitor Kerwin reviewed both and approved them. Motion by CI'm Breach, seconded by CI'm Boyer to advertise Borough Ordinance No. 16-01. Motion carried with yes votes from CI'ms Boyer, Breach, Dietz, Ibberson, Paden and Wolfe.

Economic Development – President Dietz had nothing to report.

Mayor's Report

Resignation of Officer Andrew Bath – The Borough is in receipt of Officer Bath's letter of resignation effective July 1, 2016. Officer Bath has accepted a position with Harrisburg City and was sworn in July 5, 2016.

The fireworks event was quite successful. There was recent vandalism at MYO Park.

Manager's Report – Written report was distributed to CI' ms.

CDBG Application for Storm Sewer Mapping – Manager McGann requested Council authorization to apply for Community Development Block Grant funds for the storm sewer mapping project, at \$130,300. This includes \$3,600 local effort match in kind for Borough expenses. Motion by CI'm Breach, seconded by CI'm Ibberson to submit the application. Motion carried.

Unfinished Business

PSAB Annual Conference Review – President Dietz reported that he sent his notes on the conference to the Borough officials via email. One of the presentations was on signs and this topic may be an idea for the program portion of the August DLCBA meeting.

Borough Ordinance No. 2-16 and Zoning Hearing Board – Council reviewed the draft of the legal notice advertising the zoning ordinance as well as a list of duties and responsibilities of Zoning Hearing Board members. Manager McGann reported that he will also prepare a press release regarding the search for Zoning Hearing Board members. Motion by CI'm Wolfe, seconded by CI'm Paden to advertise Borough Ordinance No. 2-16. Motion carried with yes votes from CI' ms Boyer, Breach, Dietz, Ibberson, Paden and Wolfe.

New Business

Co-Sponsorship Request: MYO Park Centennial Revitalization – Council reviewed a draft letter to the Dauphin County Gaming Advisory Board requesting that the Dauphin County Commissioners sponsor the Borough's application for the 2016-2017 grant cycle. McGann intends to apply for up to \$300,000 for various upgrades to MYO Park. Motion by CI'm Boyer, seconded by CI'm Paden to approve the letter. Motion carried.

Borough Resolution No. 16-09 – Co-Sponsorship of VFW Project – This resolution indicates the Borough's support for the VFW's Dauphin County Local Share Municipal Grant application for funds to repair the local social club building.

Borough Resolution No. 16-10 – Co-Sponsorship of Ferry Wall Project – This resolution indicates the Borough's support for the Ferry Boat Dauphin County Local Share Municipal Grant application for funds to construct a permanent ferry wall.

Motion by CI'm Wolfe, seconded by CI'm Boyer to approve both of the above resolutions. Motion carried.

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

Organization Reports

Upper Dauphin COG – Secretary Jackson reported that there were two guest speakers at the June meeting. Tim Reardon, Executive Director of the Tri-County Regional Planning Commission spoke about concepts to

promote healthy communities. The other guest was Keith Kepler, Director of Dauphin County Solid Waste Management and Recycling who spoke about changes to the recycling program which affect Upper Dauphin County residents.

Millersburg Planning Commission – Manager McGann reported that the group meets tomorrow. Their guest will be Gerald Duke, new Director of Dauphin County Planning Commission.

Millersburg Area Pool Association – No report.

Millersburg Fire Company – Cl'm Breach reported that the various representatives met to make modifications to the fire protection services agreement. Project still in process. Mayor Ibberson reported on the status of last year's gaming grant. They are getting a sample of the new threads before proceeding to outfit the 352 hydrants.

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

Dauphin County Tax Collection Committee – Secretary Jackson reported that the group is on break for the summer.

Millersburg Ferry Boat Association – President Dietz referred Cl'ms to their meeting minutes.

Property Maintenance Ordinance Committee – Cl'm Boyer reported that work on this will resume soon.

Dauphin Lebanon County Boroughs Association – President Dietz reported that the next meeting will be August 23rd at the City Line Diner.

Next Meetings – President Dietz announced the next meeting which will be July 27, 2016 at 7:00PM.

The meeting was then recessed to the Call of the Chair at 10:40PM.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary