

Millersburg Borough Council Minutes
November 9, 2016
Millersburg Borough Council Chambers

Call to Order – President Dietz called the Council meeting to order at 7:05PM with Cl’ms Breach, Ibberson, Paden and Wolfe present. Mayor Ibberson, Manager McGann and Secretary Jackson were also present. The invocation was given by President Dietz, followed by the Pledge of Allegiance.

Guests – Harry A. Bricker III and Nathan Troutman.

Approval of Minutes – Motion by Cl’m Paden, seconded by Cl’m Ibberson to approve the minutes from the October 12, October 26, and October 31, 2016 meetings as presented. Motion carried.

Public Comment – President Dietz recognized Harry Bricker who addressed the Council regarding Borough Code of Ordinances Chapter 10, Part 1, §10-102, stating that the ordinance should read “any property”. Mr. Bricker also stated that the time given to remedy a situation should be five days instead of 48 hours, to match Chapter 10, Part 2, §10-201. President Dietz advised Mr. Bricker that Council would review the language in Committee meetings. Mr. Bricker thanked Council and then left the meeting.

President Dietz recognized Nathan Troutman, with Deibler, Straub and Troutman. Mr. Troutman did a brief review of our insurance coverages and his recommendations and addressed various questions from the Council. Mr. Troutman left the meeting following his presentation.

Financial Reports – Motion by Cl’m Paden, seconded by Cl’m Wolfe to accept the Financial Report as presented. Motion carried. The Capital Improvement Report was reviewed. Motion by Cl’m Paden, seconded by Cl’m Wolfe to approve the Check Detail Report as presented. Motion carried with yes votes from Cl’ms Breach, Dietz, Paden and Wolfe. Cl’m Ibberson abstained regarding check #12789, payable to the Millersburg Fire Relief Association, due to his current position as Treasurer of the Association.

Committee Reports

Employee Relations

New Public Works Hire – Cl’m Wolfe reported that Mr. Hooper has accepted the Borough’s offer of employment. Motion by Cl’m Wolfe, seconded by Cl’m Paden to hire Daniel Hooper at \$13.00 per hour pending completion of pre-employment background checks, a physical, drug-screening and child abuse clearance. Motion carried with yes votes from Cl’ms Breach, Dietz, Ibberson, Paden and Wolfe.

Employee Manual Update – Manager Overtime – Council reviewed the drafted language prepared by Manager McGann and made one amendment. Motion by Cl’m Wolfe, seconded by Cl’m Breach to include the new language in the 2017 edition of the Employee Manual and to distribute the manual to employees.

2017 Medical, Dental and Vision Policies – Motion by Cl’m Wolfe, seconded by Cl’m Paden to approve Capital Blue Cross PPO 1000/2000, United Concordia Dental Option II and Davis Vision Option D for full time employees for 2017. Additionally, eligible employees will be permitted to upgrade their dental and/or vision coverages at their expense via a payroll deduction. Motion carried with yes votes from Cl’ms Breach, Dietz, Ibberson, Paden and Wolfe.

Finance and Risk Management

2017 Budget Preparation – Chairman Breach reported that we will be working on the budget later in the meeting.

2015 Audit – Secretary Jackson reported that Zelenkofske Axelrod has advised that they will be finishing up the 2015 audit soon. New pension plan reporting requirements have extended their time to prepare final documents.

Parks and Recreation

Facility Use Agreement – Millersburg Ferry Boat Dry Docking – The organization requests the use of Riverfront Park between Pine and Keystone Streets from October 30, 2016 to May 29, 2017 to dry dock the ferry boats. The user fee would be waived. Motion by Cl'm Paden, seconded by Cl'm Wolfe to approve the agreement, contingent upon the Borough receiving the Ferry Boat Association's certificate of insurance. Motion carried.

Facility Use Agreement – Healthy Kids Running Series – The organization requests the use of MYO Park on Sunday evenings from April 2 to May 7, 2017 for the children's running program. The user fee would be waived. Motion by Cl'm Wolfe, seconded by Cl'm Paden to approve the agreement as presented. Motion carried.

Event Agreement – MAWT Christmas Lighting & Concert – The organization requests the use of Market Square Park, Veterans' Park and the Bandstand on November 25, 2016 from 4:00PM to 10:00PM for the annual Christmas lighting program and concert. The user fee would be waived. Motion by Cl'm Paden, seconded by Cl'm Wolfe to approve the agreement, contingent upon the Borough receiving MAWT's certificate of insurance. Motion carried.

Daniel Miller Fountain Update – Manager McGann reported that the repairs to the fountain are completed, the sidewalk was re-done and is finished. Houck will issue a \$500 credit for landscaping and re-seeding the grass which our Public Works crew will do next spring.

Property

Tires - 2011 F-550 – Council reviewed a quote from Klinger & Stehr for six tires for the 2011 Ford F-550 truck for \$1,183.98. Motion by Cl'm Ibberson, seconded by Cl'm Paden to purchase the tires from Klinger & Stehr as quoted. Motion carried with yes votes from Cl'ms Breach, Dietz, Ibberson, Paden and Wolfe.

Public Safety – Chairman Ibberson had nothing to report.

Streets – Chairman Paden had nothing to report.

Economic Development

HHRVB Invoice for Community Partner Dues – President Dietz reviewed the invoice for 2017 membership dues. Motion by Cl'm Wolfe, seconded by Cl'm Paden to pay the invoice for \$200 as presented. Motion carried with yes votes from Cl'ms Breach, Dietz, Ibberson, Paden and Wolfe. Council directed Manager McGann to make arrangements with Hershey Harrisburg Visitors Bureau to track hits on the site.

Shop Small/Tourism Brochure – President Dietz would like to purchase new tourism brochures and balloons for signage for the participants in the Shop Small event utilizing the remaining \$800 in the economic development line item of the budget and the Council President's compensation. Motion by Cl'm Wolfe, seconded by Cl'm Ibberson to approve the expenditures as presented. Motion carried with yes votes from Cl'ms Breach, Dietz, Ibberson, Paden and Wolfe.

Mayor's Report

Laptop Purchase Update – Mayor Ibberson reported that there is a problem with Dauphin County's firewall which needs to be addressed before proceeding with purchasing the new laptop. MIS is working on fixing the issue.

President Dietz called an executive session at 8:35PM to discuss a legal matter. The meeting was called back into regular session at 8:38PM.

Manager's Report – Written report was distributed to CI'ms. Manager McGann will review the recent PSAB webinar information in Committee. LTAP classes are scheduled for November 10th, December 13th and January 23rd.

Unfinished Business

Millersburg Fire Company Service Agreement – Council was reminded of the joint meeting between the Fire Company, Upper Paxton Township and Borough officials on November 16th at 7:00PM at the Fire House.

Communications – All communications were made available to CI'ms. There was nothing requiring Council action. Council directed Manager McGann to research our agreement with Light-Heigel for building code administration services. McGann is also to contact Mifflin Township to find out the name of their secondary building codes administrator.

Organization Reports

Upper Dauphin COG – President Dietz reported that the October meeting was hosted by Lykens Township. Marty Sowers of Light-Heigel spoke about building code legislation.

Millersburg Planning Commission – President Dietz referred CI'ms to their meeting minutes.

Millersburg Area Pool Association – No report.

Millersburg Fire Company – CI'm Ibberson reported that elections are coming up.

Millersburg Area Authority – President Dietz referred CI'ms to their meeting minutes and mentioned the stewardship program with the Ned Smith Center.

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

Millersburg Ferry Boat Association – It was reported that the boats are dry docked.

Property Maintenance Ordinance Committee – No report.

Dauphin Lebanon County Boroughs Association – President Dietz reported that the recent meeting went well. The program was a presentation on signage requirements for zoning. He will forward the information to the Planning Commission. The next meeting will be in either January or February.

The meeting continued with preparation of the 2017 budget.

Next Meeting – President Dietz announced that the next meeting will be November 22nd at 7:00PM.

Motion by CI'm Paden seconded by CI'm Breach to adjourn the meeting at 9:58PM. Motion carried.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary