

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

November 22, 2016

Millersburg Borough Council Chambers

Present: Committee Chairs Chris Dietz, Gary Ibberson, Brent Boyer, Trudy Paden and Mayor Rick Ibberson. Borough Manager Chris McGann and Borough Secretary Ann Jackson were also present.

The meeting came to order at 7:00 p.m.

Community Groups Using 101 West Street

McGann reported that the VFW Auxiliary, whose members typically meet in the Council chambers approximately ten times per year, are open to changing the procedure for accessing the building on their meeting nights.

Facility Use Agreement – Jelly Bean Junction II/Bradenbaugh Park

McGann reviewed the day care's request for an agreement to allow the kids to play at Bradenbaugh Park. This would be a long-term agreement stating that the day care may use the park until 4 p.m. when softball practice and games typically start. This agreement is necessary due to state regulations mandating that day cares own or have formal access to a certain square footage of grassy area per child. After discussion, it was agreed to waive any user fees as the YMCA, which operates this day care facility, is a non-profit organization.

Conflict of Interest Abstention Memo

Acting on advice from a recent webinar presented by the Pennsylvania State Association of Boroughs (PSAB), McGann created a form that Council members would fill out when abstaining from a vote. When an elected official abstains from a vote, the state Ethics Act requires that official to submit to the person taking the minutes a memo stating the reason for the abstention. This form serves that purpose. This will be an action item for the next business meeting.

Fire Protection Agreement

The updated Fire Protection Agreement was presented and reviewed by Committee members. This agreement calls for a fire protection tax rate of .75 mills in 2017 and 2018 and a rate of .80 mills in 2019. The difference in revenue generated between the 2016 rate of .478 mills and the rates for 2017-2019 is to be placed in a separate fund to specifically pay for fire apparatus. The latest draft was approved at a special meeting of the fire company earlier this evening. McGann will ask Solicitor Kerwin to review the draft and the agreement will be on the agenda at the next business meeting.

Ordinance Updates

At the last business meeting, a citizen highlighted what he believes are problems with the wording in two Borough ordinances. Discussion on this matter was tabled to a later meeting.

Dauphin County Commissioners Letter

The Borough received a letter this week outlining the issues surrounding the Gaming Grant funding. After discussion, McGann offered to write letters to Rep. Helm and incoming state Senator John DiSanto expressing Millersburg Borough's desire to see the General Assembly resolve this issue expeditiously. McGann also mentioned that media reports have discussed the possibility of shifting the responsibility of allocation from the County to the Commonwealth Financing Authority. McGann was also directed to draft a letter to Mr. DiSanto inviting him to consider opening a district office in Millersburg and possibly sharing space with Rep. Helm's district office.

2017 Budget

The balance of the meeting was dedicated to discussions surrounding the 2017 budget. A key budget cut was elimination of the codification project for 2017-2018. It has been 12 years since the last codification. After discussion, it was decided that a priority project for 2017 will be to thoroughly review every Borough ordinance and make any necessary changes prior to tackling codification. McGann was directed to have this item on the Committee Meeting agenda until the project is completed. The real estate tax rate for 2017 was set at 5.25 mills.

A special meeting will be necessary to tentatively adopt the three budgets, approve the tax levy and approve the necessary advertising. Secretary Jackson was asked to prepare the necessary advertising for a special meeting on Nov. 29 as well as the tax ordinance.

The following action items will be on the agenda for the Dec. 14 meeting:

Parks: Facility Use Agreement – Jelly Bean Junction II

Finance: 2017 General Fund Budget, Liquid Fuels Budget and Capital Improvement Budget

New Business: 2017 Tax Ordinance

New Business: Conflict of Interest Memo

New Business: 2017 Meeting Schedule

New Business: HRG Invoice

New Business: Houck Contracting Invoice

New Business: Fee Schedule for 2017

New Business: Wage Certifications

New Business: Organization Appointments

There being no further business, the meeting adjourned at 10:05 p.m.

Respectfully Submitted,

Christopher McGann
Millersburg Borough Manager.