

**Millersburg Borough Council Minutes
December 14, 2016
Millersburg Borough Council Chambers**

Call to Order – President Dietz called the Council meeting to order at 7:05PM with Cl’ms Boyer, Hoffman, Ibberson and Paden 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 – None.

Approval of Minutes – Motion by Cl’m Ibberson, seconded by Cl’m Paden to approve the minutes from the November 9, November 16, November 22 and November 29, 2016 meetings as presented. Motion carried.

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

Committee Reports

Employee Relations – No report.

Finance and Risk Management – No report.

Parks and Recreation

Report from Chairman – Cl’m Boyer reported that the Public Works crew has completed clean up at the Millersburg Reamer property on the bank beside the railroad tracks.

Daniel Miller Fountain – Manager McGann reported that LTAP held a recent class on Roadside Safety Features. He questioned the instructor regarding ideas to protect the fountain. The bollards previously approved by the Council and the Historical Society are no longer being pursued. LTAP is providing specs on appropriate bollards.

Borough Facility Use Agreement – Jelly Bean Junction II – Due to stricter enforcements of existing requirements, the Northern Dauphin YMCA requests the use of Bradenbaugh Park for child recreation and play space weekdays until 4:00PM. Motion by Cl’m Ibberson, seconded by Cl’m Paden to approve the agreement with no user fee contingent upon receiving the appropriate certificate of insurance. Motion carried.

Property

Authority Conference Room Heater Replacement – Manager McGann reported that Lehman’s provided a quote for \$2,282.92 to replace the heater and air conditioning unit in the Authority conference room. The current unit has a bad compressor. Motion by Cl’m Hoffman, seconded by Cl’m Paden to approve the expense of \$2,282.92 to replace the unit and to discuss options for the Secretary’s office. Motion carried with yes votes from Cl’ms Boyer, Dietz, Hoffman, Ibberson and Paden.

2017 Ford Truck – Cl’m Hoffman reported that the prior quote from Sunbury Motors was missing the spreader, plow and hydraulics. The updated quote is \$70,837.00, which reflects \$3,000 trade-in for the 1996 truck without the spreader and plow. Council directed Manager McGann to obtain loan rates from the three local banks for their review. Motion by Cl’m Hoffman, seconded by Cl’m Paden to advertise the 1996 truck, spreader and plow for sale via sealed bids due January 11, 2017. Ad is to be placed in the Lancaster Farmer,

the Upper Dauphin Sentinel and on the Borough's website. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoffman, Ibberson and Paden. The truck is to be placed in the Pine Street lot for inspection.

Public Safety

2017 Humane Society Contract – Council reviewed and discussed the proposed agreement. Motion by Cl'm Paden, seconded by Cl'm Ibberson to approve the proposed fees (\$250 contract fee and \$633.27 to be put on account) and to include emergency animal rescue services and pick up services options. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoffman, Ibberson and Paden.

Streets – No report.

Economic Development

Town Photos – President Dietz reported that the PA Visitors Bureau has a program that will feature towns as possible movie sets, if they are provided with a description and pictures of the area. He will be working on trying to build up stock photos of scenes around Millersburg. If photos are requested from the public, photo release forms will need to be in place.

Mayor's Report

Funds Transfer for Police Car Purchase – Sunbury Motors has quoted \$30,497 for the car. Detailing and equipment transfer expenses bring the total to \$40,500. Motion by Cl'm Hoffman, seconded by Cl'm Paden to transfer \$11,500 from the excess part-time officer wages line item into the Capital Improvement account. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoffman, Ibberson and Paden.

Laptop Purchase Update – Mayor Ibberson reported that this is still being worked on. The issue with Dauphin County's firewall is not resolved yet.

President Dietz called an executive session at 7:55PM to discuss a personnel matter. The meeting was called back into regular session at 8:15PM.

Manager's Report – Manager McGann reported on unpermitted stormwater issues at three locations in the 700 block of Church Street. Stone parking areas were constructed at all three sites, without proper permitting. The owner of 755 Church will remove the required amount of stone to be below the maximum allowance of impervious surface. As directed by the Planning Commission, McGann will be contacting the owner of 763 and 765 Church Street to discuss obtaining proper permits or partial removal of stone.

Unfinished Business

Conflict of Interest Abstention Form – Council has previewed the draft form. The memo style form is to be completed whenever a Councilmember abstains from voting. Completed forms are to be retained by the Borough Secretary. Motion by Cl'm Paden, seconded by Cl'm Ibberson to approve the form for use. Motion carried.

Millersburg Fire Company Service Agreement – Council reviewed the final version (draft dated December 6, 2016). The agreement has a three year term and provides for the following fire protection tax rates: 2017: 0.75 mills; 2018: 0.75 mills; 2019: 0.80 mills. Motion by Cl'm Boyer, seconded by Cl'm Paden to approve the agreement. Motion carried.

New Business

2017 Budgets – The General Fund budget was presented in the amount of \$963,584; Liquid Fuels budget in the amount of \$103,348.58; and the Capital Improvement budget in the amount of \$100,762.85. Motion by

Cl'm Hoffman, seconded by Cl'm Ibberson to approve the three budgets as presented. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoffman, Ibberson and Paden.

Borough Ordinance No. 3-16 – 2017 Tax Levies – This ordinance sets the 2017 general real estate tax at 5.20 mills and the fire protection tax at .75 mills. Motion by Cl'm Ibberson seconded by Cl'm Boyer to approve Borough Ordinance No. 3-16 as presented. Motion carried.

2017 Wage Certifications – Council reviewed the Non-Uniformed employee proposed wages and the Police proposed wages (as per current contract). Motion by Cl'm Ibberson, seconded by Cl'm Hoffman to approve both 2017 wage certifications as presented, effective December 25, 2016. Motion carried.

2017 Meetings Schedule – Council agreed to keep the regular meeting night as the second Wednesday of every month and Committees of the Whole monthly on the fourth Wednesday, with the exception of November; Committees will meet on Tuesday, November 21. All meetings will begin at 7:00PM. Planning Commission plans to meet on the first Wednesday of every month beginning at 6:00PM. Motion by Cl'm Paden, seconded by Cl'm Ibberson to advertise the 2017 meeting schedule as agreed upon. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoffman, Ibberson and Paden.

Borough Resolution No. 16-16 – 2017 Fee Schedule – Council reviewed the draft resolution as prepared by Manager McGann. Motion by Cl'm Ibberson, seconded by Cl'm Hoffman to approve Borough Resolution No. 16-16. Motion carried.

HRG Invoice – Council reviewed invoice for \$449. Motion by Cl'm Paden, seconded by Cl'm Ibberson to approve forwarding the invoice to Dauphin County for payment. Motion carried.

Houck Contracting Invoice – We received the final invoice from Houck in the amount of \$30,020 for repair work completed on the Daniel Miller fountain. Cl'm Boyer noted that final caulking work needs to be done and will provide language to Manager McGann for a note to include with Houck's final payment. Motion by Cl'm Ibberson, seconded by Cl'm Paden to approve paying the invoice as presented. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoffman, Ibberson and Paden. Council directed Manager McGann to request our \$500 deductible from our insurance carrier.

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

Organization Reports

Upper Dauphin COG – President Dietz reported that the November meeting was hosted by Wayne Township. Special guest speakers were Dauphin County Tax Claim Bureau representatives and Representative Sue Helm. COG agreed to form a committee to work on an RFP for joint UCC inspector/s. January's meeting will be hosted by Halifax Township.

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

Appointment to Four-Year Term – Jane Woodside's term will expire at the end of the year and she has agreed to be reappointed. Motion by Cl'm Ibberson, seconded by Cl'm Paden to reappoint Jane Woodside to serve on the Millersburg Planning Commission. Motion carried.

Historic District Proposal – Manager McGann explained that as a component of a grant application process, we would first need to do an eligibility survey and requested Council's approval. Motion by Cl'm Hoffman, seconded by Cl'm Paden to authorize Manager McGann to participate in the eligibility survey. Motion carried.

Millersburg Area Pool Association – No report.

Millersburg Fire Company – Cl'm Ibberson reported that elections were held and that there were a number of changes in officers. Secretary Jackson requested a list of the current officers.

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

Appointment to Fill Vacancy (One-Year Term) – Due to Board member Dale Hoover's death, the Authority Board Chairman requested appointment of David Bellis.

Appointment to Five-Year Term – Matthew Riland's term will expire at the end of the year. We received notification from the Board Chairman that Mr. Riland has agreed to be reappointed. Motion by Cl'm Ibberson, seconded by Cl'm Hoffman to reappoint Matthew Riland to a regular term and David Bellis to the vacancy left by Mr. Hoover's passing. Motion carried.

Dauphin County Tax Collection Committee – Secretary Jackson reported that the Committee met in November. Keystone's report again was that EIT collections are ahead of 2015. The 2017 budget was approved as well as the 2017 meeting schedule, for bi-monthly meetings.

Property Maintenance Ordinance Committee – Cl'm Boyer reported that additional edits have been made and fine-tuning continues.

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

Dauphin Lebanon County Boroughs Association – President Dietz reported that the next meeting is scheduled for January 31, 2017. The program will be MS4 stormwater issues.

Millersburg Borough Civil Service Commission – Minutes of their Reorganizational meeting were provided.

Appointment to Six-Year Term – George Wright's term will expire at the end of the year and he has agreed to be appointed. Motion by Cl'm Ibberson, seconded by Cl'm Hoffman to reappoint George Wright to another term on the Civil Service Commission. Motion carried.

Upper Dauphin Industrial Development Authority

Appointment to Fill Vacancy (Four-Year Term) – A vacancy exists due to Board member Dale Hoover's death. Board Solicitor Jeff Engle has requested Council appoint an individual to complete the remainder of Mr. Hoover's term. President Dietz directed Secretary Jackson to provide a listing of the current membership to all Cl'ms and to question Solicitor Engle regarding special knowledge base or skills a candidate should have as they move through the process.

Appointment to Five-Year Term – Tamie Laudenslager's term will expire at the end of this year and Solicitor Engle has notified us that she has agreed to continue serving. Motion by Cl'm Boyer, seconded by Cl'm Ibberson to reappoint Tamie Laudenslager to serve another term on the Upper Dauphin Industrial Development Board. Motion carried.

Next Meeting – President Dietz announced that the next meeting will be January 11th at 7:00PM.

Motion by Cl'm Hoffman seconded by Cl'm Ibberson to adjourn the meeting at 9:30PM. Motion carried.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary