

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

January 25, 2016

Millersburg Borough Council Chambers

Present: Committee Chairs Chris Dietz, Gary Ibberson, Brent Boyer, Kathy Wolfe, Joy Breach. Mayor Rick Ibberson and Borough Manager Chris McGann were also present.
Guest: George Connor, Dauphin County DCED.

The meeting came to order at 7:05 p.m.

Future of the Millersburg Reamer Building

Mr. Connor attended the meeting to discuss the Dauphin County Land Bank program and how it could help Millersburg Borough with the rehabilitation of this property. Mr. Connor reported that he has already applied for Gaming Grant funds to do the demolition work based on prior discussions with Borough officials. These funds are typically awarded in February or early March. There was a lengthy discussion about what sorts of buildings could replace the current structure following demolition. Ultimately, it will be up to the Borough Council to decide whether the site will be residential, commercial or industrial. If it is residential, the Council will have the final say on what type of housing will be built. If a commercial or industrial use is selected, Mr. Connor will work to secure a potential buyer or tenant prior to construction. Mr. Connor will provide the Borough with a draft agreement to allow for the demolition of the existing building. This agreement will also include a timeframe for Council to decide the final use of the property. Mr. Connor then left the meeting.

Police Car Purchase

Mayor Ibberson reported that he will be holding off on a proposal for the purchase of a new police vehicle for several months.

Executive Session

An executive session was held to discuss several employee matters.

Employee Benefits

McGann reported that agents representing New York Life approached him about offering supplemental life insurance to Borough employees. Based on a previous conversation with Chairwoman Wolfe, he will survey employees to see if there is sufficient interest from employees for both supplemental life and health insurance. If there is interest, then the Borough will seek competitive quotes for one or both services.

Preferred Provider Panel

There are different preferred provider panels for employees for covered Borough employees and the volunteer firefighters. This is because the fire company is covered by SWIF rather than KMIT. The committee decided to direct SWIF to add the providers listed on the KMIT panel.

Medical Expense Reimbursement Plan

The MERP contract is ready for renewal. There are no changes from 2016. This will be placed on the agenda for the next business meeting.

2015 Audit Report

The draft report for the 2015 audit is finally complete. Committee members reviewed and had no comments. Unless Secretary Jackson has additional comments, Committee members directed that the final report be printed. The auditors will be invited to discuss the report at the next business meeting. In conjunction with that appearance, action on the legal notice will be on the agenda for the same meeting.

Reamer Building Parking

There was a brief discussion about the plans for parking at the vacant lot behind the former Millersburg Reamer Company. The lot was recently leased by the Borough with the intent to provide parking. Jersey Shore, PA has a similar kind of turf parking lot. McGann will contact that community to see what kind of rules they have for parking.

Facility Use Agreements

There will be a number of facility use agreements for the business meeting agenda. Two items were clarified:

1. Park restrooms will be open by March 20 to accommodate high school baseball.
2. The user fee for the Ned Smith Festival will be the usual rate of \$110 to cover the cost of renting two pavilions.

Riverfront Bollards Paint

McGann reported having no success finding a suitable paint for the bollards. Several other options were suggested and McGann will follow up.

Exterior Lights

McGann presented specs for a proposed set of exterior lights on the Borough Building. Committee members asked for additional information including color (black is preferred), wattage and color temperature (a traditional yellowish is preferred to the blueish light that LED bulbs typically produce. The Committee members would also like to see how the size of the fixtures compares to the building.

Security Camera

The Committee would only like a single camera pointed toward the main entrance.

Spring Clean Up and Street Sweeping

Spring cleanup will be held April 8 with street sweeping scheduled for the week leading up to the event. McGann will make the appropriate arrangements and these items will be on the agenda for the next business meeting.

Property Maintenance Ordinance

The most current draft of the proposed Ordinance was provided for the Committee's review. Revisions will be made to the draft ordinance to better define a "weed" and to

make allowances for properly maintained mulch piles. The Committee would like to act on the legal advertisement at the next business meeting with a goal to adopt the ordinance in March. Additionally, there was discussion about the proposed fee structure, enforcement procedures and duties of the appeals board. McGann and Chairman Boyer will revisit these issues. The Committee would like these issues resolved prior to the effective date of the ordinance. The Council may set an effective date later than the adoption date.

The following action items will be on the agenda for the Feb. 8 meeting:

Employee Relations: MERP Contract

Finance and Risk Management: Advertise 2015 Audit Report

Parks: Facility Use Agreement – Little League

Parks: Facility Use Agreement – High School Baseball

Parks: Facility Use Agreement – Teener Baseball

Parks: Facility Use Agreement – Girls Softball

Parks: Facility Use Agreement – Ned Smith Festival

Streets: Spring Clean Up Date and Dumpster Rental

Streets: Street Sweeper Rental

Streets: Facility Use Agreement – Cherry Blossom Festival

New Business: Advertise Ordinance No. ____ Property Maintenance Agreement

There being no further business, the meeting adjourned at 11 p.m.

Respectfully Submitted,

Christopher McGann
Millersburg Borough Manager.