

Millersburg Borough Council Minutes
February 8, 2017
Millersburg Borough Council Chambers

Call to Order – President Dietz called the Council meeting to order at 7:10PM with Cl’ms Boyer, Breach, Ibberson, Paden and Wolfe present. Manager McGann and Secretary Jackson were also present. The invocation was given by President Dietz, followed by the Pledge of Allegiance.

Guests – Kim Stank, Jared Wolfgang

Approval of Minutes – Motion by Cl’m Wolfe, seconded by Cl’m Paden to approve the minutes from the January 11 and January 25, 2017, meetings as presented. Motion carried.

Public Comment – Kim Stank and Jared Wolfgang from Zelenkofske Axelrod LLC gave a presentation on the Borough’s 2015 financial statement and answered questions from the Council. In ZA’s letter to management, reference was again made regarding segregation of Secretarial duties to the fullest extent possible. This matter was referred to the Finance Committee for further review. Motion by Cl’m Wolfe, seconded by Cl’m Paden to accept the 2015 financial report as resented. Motion carried. Ms. Stank and Mr. Wolfgang then left the meeting.

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

Committee Reports

Employee Relations

Gunn-Mowery Benefits Renewal Documents – Secretary Jackson reported that Gunn-Mowery confirmed that the Administrative Services Agreement, the Medical Expense Reimbursement Plan and the Section 125 Premium Only Plan January 1st renewals came through with no changes. President Dietz’s signature is required on each of the documents. Motion by Cl’m Wolfe, seconded by Cl’m Paden to authorize President Dietz to sign the Administrative Services Agreement, the MERP Plan and the Section 125 POP Plan. Motion carried.

Finance and Risk Management

2015 Audit Notice – Motion by Cl’m Beach, seconded by Cl’m Wolfe to advertise the appropriate information from the 2015 audit, as required by law. Motion carried with yes votes from Cl’ms Breach, Dietz, Ibberson, Paden and Wolfe. (Cl’m Boyer had stepped out of Council Chambers.)

2016 Audit – ZA will begin the 2016 audit next week.

Parks and Recreation

Facility Use Agreement – Little League – The organization would like to use Seal Park baseball field for games and practices from March 13 to October 31, 2017. Council directed Manager McGann to advise them that they are to contact the Millersburg Borough Police for assistance with the Opening Day parade. Motion by Cl’m Wolfe, seconded by Cl’m Breach to approve the agreement as presented with no user fee. Motion carried. McGann also was directed to contact Nathan Troutman to inquire about our deductible amount. If our premium is reduced by having the higher deductible, Council wants to set the deductible at \$1,000 and subsequent agreements specifying the insurance deductible shall reflect that amount.

Facility Use Agreement – High School Baseball – The organization requests the use of the MYO baseball field for practices and games from March 1 to June 10, 2017. Motion by Cl'm Breach, seconded by Cl'm Wolfe to approve the agreement as presented with no user fee. Motion carried.

Facility Use Agreement – Teener Baseball – The organization requests the use of MYO Park baseball field for practices and games from April 3 to November 1, 2017. Motion by Cl'm Wolfe, seconded by Cl'm Paden to approve the agreement with no user fee, contingent up on receiving the required certificate of insurance and team roster. Motion carried.

Facility Use Agreement – Girls Softball – The organization requests the use of Bradenbaugh Park softball field for practices and games from March 1 to October 31, 2017. Motion by Cl'm Wolfe, seconded by Cl'm Ibberson to approve the agreement with no user fee, contingent upon receiving the required certificate of insurance and team roster. Motion carried.

Facility Use Agreement – Ned Smith Festival – The organization requests the use of MYO and Riverfront Parks for the annual wildlife festival on July 29, 2017 from 5:00AM until 7:00PM. The user fee was set at \$110 to cover the pavilion rentals. Vendor fees apply. Motion by Cl'm Wolfe, seconded by Cm Paden to approve the agreement as presented. Motion carried.

Welcome Center Concession Stand Lease – Council discussed setting the rate for 2017. Ms. Munro has indicated interest in renting for 2017 but Council directed that she must pay last year's final invoice prior to signing the 2017 lease. Council directed Manager McGann to add to the lease that all invoices for the season must be paid in full by December 31st of the current year. Ms. Munro has asked if she would be permitted to put a vending machine outside the Concession stand. Council directed McGann to add a provision to the lease that if a vending machine is placed on the property it must be covered under the lessee's insurance. Council gave a deadline of February 17, 2017 for Ms. Munro to sign the 2017 lease.

Master Parks Project Grant – Manager McGann reported that we received some preliminary information from DCNR. The sample RFP for a consultant was received. Council will need to establish a Steering Committee of 7-9 people. This will be discussed at the February Committee meetings.

Property – No report.

Public Safety – Chairman Ibberson had nothing to report.

Streets

Spring Clean Up Date & Dumpster Rental – Manager McGann reported that he would like to set the date for April 8 from 7:00AM to 1:00PM. Heim's Disposal has quoted three 40-yard dumpsters at \$225 each and \$73.90 per ton for disposal. Motion by Cl'm Wolfe, seconded by Cl'm Paden to approve the date and associated costs as presented. Motion carried with yes votes from Cl'ms Breach, Dietz, Ibberson, Paden and Wolfe (Cl'm Boyer had stepped out of Council Chambers.)

Street Sweeper Rental – Manager McGann reported that we have not received the contract yet from Golden Equipment. Heim's Disposal quoted \$175 for a 15-yard dumpster and \$73.90 per ton for disposal of the street sweeper debris. Motion by Cl' Wolfe, seconded by Cl'm Ibberson to approve Heim's quote as presented. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz, Ibberson, Paden and Wolfe.

Facility Use Agreement – Cherry Blossom Festival – MAWT requests the use of Market Square and various Borough streets on May 6, 2017 from 5:00AM to 4:00PM to hold the annual Cherry Blossom Festival. Motion by Cl'm Wolfe, seconded by Cl'm Ibberson to approve the agreement as presented with no user fee. Motion carried.

Daniel Miller Fountain Bollards – Cl'm Boyer reported that the Historical Society contacted Ed Black. PennDOT will not allow bollards to be installed around the fountain.

Economic Development – Chairman Dietz had nothing to report.

Manager's Report – Written report provided to all Cl'ms.

State Street Storm Sewer Project – Manager McGann explained the funding shortfall to Council. Council directed McGann to go through prior emails from Brinjac Engineering to review cost quotes. Dauphin County DCED is looking for additional funding.

New Business

Borough Ordinance No. 1-17 Property Maintenance – Cl'm Boyer presented the final version of the Property Maintenance Code. Council made one revision to Section 101.2. Council also reviewed drafts of the flow chart, Complaint Form, Appeal Form and resolutions appointing Appeals Board members, adopting the Appeal Form, applicable fees and the fee schedule. The legal notice announcing adoption for March 8, 2017 was reviewed. Motion by Cl'm Ibberson, seconded by Cl'm Boyer to advertise the notice for adoption in the Upper Dauphin Sentinel. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz, Ibberson, Paden and Wolfe.

Ned Smith Center Gaming Grant Invoices – The Ned Smith Center has paid their invoices and is requesting that the Borough approve their request for reimbursement from Dauphin County. Motion by Cl'm Wolfe, seconded by Cl'm Ibberson to send the invoices to Dauphin County for reimbursement via the Gaming Grant. Motion carried.

Solicitor Guy P. Beneventano Invoice – Council reviewed the invoice for \$1,475 for services to the Zoning Hearing Board. Motion by Cl'm Wolfe, seconded by Cl'm Paden to approve the invoice for payment from the Zoning Solicitor line item of the budget. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz, Ibberson, Paden and Wolfe.

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 January meeting was hosted by Halifax Township. Jerry Feaser from Dauphin County Elections Bureau was the speaker. Officers were elected as follows: Chris Blose, Chairman, Chris Dietz, Vice Chairman and Robyn Loesch, Secretary/Treasurer. Council directed Secretary Jackson to ask Ann Smeltz if she would be willing to run as Tax Collector with the intention of naming the Dauphin County Treasurer as Deputy. COG also discussed purchasing ice melter in bulk.

Millersburg Fire Company – President Dietz reminded Cl'ms about the Meet & Greet event.

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

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

PSAB – President Dietz plans to attend the Annual Conference in May. Motion by Cl'm Breach, seconded by Cl'm Paden to nominate President Dietz as the Borough's voting delegate. Motion by Cl'm Ibberson, seconded by Cl'm Breach to close nominations. Motion carried. Motion to elect President Dietz as voting delegate carried. Council directed Secretary Jackson to look up appointment dates for President Dietz and Cl'm Ibberson to see if they are eligible for 10-year service awards offered by PSAB.

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

Motion by Cl'm Ibberson seconded by Cl'm Breach to adjourn the meeting at 10:03PM. Motion carried.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary