

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

Feb. 22, 2017

Millersburg Borough Council Chambers

Present: Committee Chairs Chris Dietz, Gary Ibberson, Brent Boyer, Joy Breach, Trudy Paden, and John Hoffman. Borough Manager Chris McGann was also present.

Guest: Nikki Moyers, Director of Program Development for Med Staffers of Carlisle

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

Medicinal Marijuana Dispensary Proposal

Nikki Moyers, representing Med Staffers of Carlisle attended the meeting to discuss a proposal on behalf of her company. Med Staffers is pursuing licenses to operate medicinal marijuana dispensaries at various locations around the state. Only 27 licenses will be issued for the state and only four will be in the 13-county south central region. It appears that the licensing process will be highly competitive. Ms. Moyers noted that products offered would not be psycho-active and the facility would not actually produce the marijuana plant. (The 12 growing licenses will be administered separately.) This facility would likely be coupled with a vocational training center for adults with mental disabilities. Ms. Moyers originally approached the Dauphin County Department of Community and Economic Development about possible locations in northern Dauphin County. DCED referred her to Millersburg since the Borough currently owns a vacant factory building. The PA Department of Health has set a narrow window for license applications and any applicant would need a conditional lease on a specific property in order to make an application. There was an extensive discussion about the proposal, particularly about the economic impact of such a facility and Ms. Moyers addressed Committee members' specific concerns. The existing building would likely be torn down and replaced with a smaller facility and greenhouses. Ms. Moyers then left the meeting and McGann will follow up with her regarding the specifics of the property.

Discussion on the Medicinal Marijuana Dispensary Proposal

After Ms. Moyers left, Committee members continued discussion on the proposal. The consensus was the Committee members are generally supportive of the proposal. McGann was directed to work with Solicitor Kerwin on a conditional lease agreement in order to satisfy the licensing application requirements. The agreement would be revisited based on the outcome of the licensing application process. Due to the short application window, this will need to be an action item for the March Business meeting. Chairman Boyer then left the meeting.

Voluntary Supplemental Life and Supplemental Health Insurance for Employees

McGann reported that a number of employees have expressed an interest in both programs. McGann was directed to collect additional information on rates and plans to offer to our employees as an optional benefit.

Accident Insurance Policy

McGann reviewed the current situation with this policy. We should know the Tour de Millersburg's intentions in time for the Business meeting. At that time, Council will decide on the desired level of coverage for this policy.

Audit Information

Secretary Jackson requested direction for the 2016 audit report. Information on the employee pension plans is not required to be included in the final report. If this information is included, there will be a delay in finalizing the audit report because the relevant information from the PA Municipal Retirement System (PMRS) is generally not available until the autumn. The Finance and Risk Management Committee decided not to include that information in the 2016 audit report.

RFP 2017-2019 Audit

The 2016 audit represents the third and final year of the Borough's contract with Zelenkofske Axelrod. The Committee would like to issue a request for proposals for the next three annual audits.

Civic Organization Signs

McGann was directed to explore the possibility of posting the signs/logos on the opposite side of Market Street from the "Welcome to Millersburg" sign. The borough owns this particular lot. Specifically, McGann will need to determine if PennDOT approvals would be needed for a billboard type sign that would recognize the various civic organizations operating in Millersburg.

Riverfront Concession Stand Lease

The Committee received the lease agreement, which has been signed by the tenant. This agreement will be on the agenda for the Business meeting. The rent will be \$50 per month plus utilities. Committee members did express some concern about the placement of any vending machines. Specifically, vending machines should not obstruct the signage or block the water fountain. McGann will work with the tenant to appropriately place any vending machines.

Exterior Lights 101 West Street

The Committee reviewed the latest spec sheet. They also took a brief field trip outside of the building. Three locations were selected for lights. They would also like to see a color drawing of the proposed light.

Fire Proof Filing Cabinet

The Committee reviewed two options for a fire proof filing cabinet to be purchased from the capital improvement fund. The cabinet totaling \$1,947.69 was selected. This will be an agenda item for the Business meeting.

Proposed Thanksgiving Day 5K Run

Committee members would like to know if the organizer has a specific beneficiary in mind. McGann will also check with the Mayor about police staffing.

2017 Paving Project

The Committee would like to address the 300 block of Cherry Street this year. McGann will make the appropriate arrangements for bidding the project.

Street Sweeper Rental

We have received the contract for the 2017 rental. This will be an agenda item for the Business meeting.

Storm Sewer Inlet Markings

McGann shared some sample markers. One local organization may be interested in funding the project if that organization's logo can be incorporated into the design. McGann would also like to incorporate a reference to the Stormwater Management Ordinance which forbids foreign materials in the catch basin. McGann was authorized to proceed with the proposal, but Council will have to approve the final design.

Market Street Parking

While there was support for painting parking stalls in the 400 block of Market Street, the Committee would like to know what law governs parking improperly when parking spaces are marked.

Post Office Parking

The Streets Committee would like to monitor the parking situation at this location until the next Committee meeting before making a final determination.

Website Redesign and Hosting

Committee members decided to place Susquehanna Design and Printing's proposal on the Business meeting agenda. Jurisdiction over the website was assigned to the Economic Development Committee. The Committee would like to explore the possibility of including an online payment option on the new site.

Junior Council Program

McGann will approach Millersburg Area High School to see if there are any interested students. He also noted that he has been asked to speak to the 9th grade civics class again. The students that he spoke to in 2015 and 2016 would be eligible to serve in this capacity. (Someone from the group he spoke to in 2016 would be eligible at the beginning of the 2017-2018 school year as the program is for juniors and seniors.)

State Street Storm Sewer Project

McGann reported that George Connor with Dauphin County Department of Community and Economic Development is in contact with Commonwealth officials to see if more money is available for this project.

Zoning and Codes Officer

McGann informed Committee members that he is not very comfortable with this particular responsibility. He also reported that he has spoken with approximately a dozen other municipalities in Dauphin and Perry Counties. He only found one municipality in

which the municipal manager is also responsible for issuing zoning permits. He asked the members to consider a part-time person to handle this responsibility or outsource it to a third party.

Rental Inspection Ordinance

It was noted that Council would like the same citizen's committee that worked on the property maintenance ordinance to also work on a rental inspection ordinance. McGann reported three key observations:

1. The best way to approach the ordinance is to first decide the scope of inspections. This could range from simply confirming the presence of smoke detectors to checking the entire rental unit for any code violations.
2. The ordinance should require adequate notice to tenants prior to inspections.
3. Elizabethville Borough has a rental inspection ordinance. Rather than citing non-compliant landlords, the Borough lists properties that have passed inspection on their website. Any other rental agreements are at the tenant's own risk.

Daniel Miller House Rent

The current lease on the Daniel Miller House will expire on July 17, 2017. McGann reminded the Committee that the intent was to offer the property rent-free for one year and then revisit the rate. After discussion, the Committee recommended a dollar figure to offer the current tenants.

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

Finance and Risk Management: Accident Insurance Policy

Finance and Risk Management: 2017-2019 Audit RFP

Parks: Riverfront Concession Stand Lease

Property: Fire Proof Filing Cabinet

Streets: 2017 Paving Project

Streets: Street Sweeper Rental

Economic Development: Website design proposal

Unfinished Business: Adoption of Borough Ordinance No. 1-17: Property Maintenance Code

Unfinished Business: HRG Invoice

There being no further business, the meeting adjourned at 9:34 p.m.

Respectfully Submitted,

Christopher McGann
Millersburg Borough Manager.