

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

March 22, 2017

Millersburg Borough Council Chambers

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

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

Borough Management Caucus

The Committee has no objections to covering the \$25 annual cost each for Manager McGann and Secretary Jackson to participate in this program. The recommendation will be to approve this request.

Accident/Volunteer Policy

Aegis Security Co. has agreed to waive the age provision as previously presented. The recommendation will be to cover 60 volunteers at \$5 each for a total premium of \$300.

Civic Organization Signs

McGann reported that he recently learned this proposed sign at the Pine Street lot, along Route 147, is allowable if it remains outside of PennDOT's right of way. McGann will research exactly where the ROW ends. He also suggested that the Council secure the zoning permits for this sign.

Parking Signs

The Committee reviewed a proposed set of rules for parking at the leased lot at Keystone and River Streets. These rules will be posted on signs to be installed at the lot. The Committee added one additional item to the list of proposed rules and suggested reviewing the parking rules that are posted at the Wiconisco Creek Park. The additional item would indicate that the Borough is not responsible for theft from or damage to vehicles parked at this location. Additionally, a wooden rectangle sign will be added to the support posts of the main sign to announce when parking will be reserved for events. The cost of the signs is \$550 and installation will be \$473, though installation would be reduced to \$218 if the Borough is able to borrow a posthole digger.

MYO Park Project

Currently, there is \$400,000 in grant and local funding to do this project. The consultant on the project has revised the scope of work several times to reflect the available grant funding at various times. The current \$400,000 proposal is different from the scope of work originally approved by DCNR, who awarded \$200,000 of the grant funding. As a result, McGann need to submit a revised scope of work for DCNR's review. The Committee discussed which items they consider the highest priority. Chairman Boyer will take the lead on revising the scope of work. President Dietz mentioned a possible source of additional grant money and McGann will research possible grants from Lowes and Home Depot.

Master Parks Plan

The Borough also received a DCNR grant to perform a master parks plan to cover Seal, Market Square/Veterans and Bradenbaugh Parks. McGann developed a preliminary request for proposals, including the scope of work, for a consultant on the project. Chairmen Boyer and Hoffman will take the lead in reviewing this scope of work. DCNR will also need to approve the RFP before it is issued. Additionally, a local study committee will need to be formed. McGann suggested this be done via resolution, which he will draft. McGann also recommended several organizations which could be invited to appoint representatives to the local study committee. McGann was directed to reach out to the various groups to gauge their interest. The school district will also be invited to appoint a high school student to serve as an ex-officio member of the committee.

Bradenbaugh Park Batting Cage

The Committee will allow this project to proceed. It was noted that the necessary concrete pad is slightly less than 1,000 square feet. Additional impervious surface would trigger requirements for stormwater review. Since the park is physically located in Upper Paxton Township, the township's permit requirements apply to any building in this park. The batting cage may not be placed in the area that is reserved for the bird sanctuary. McGann reported that insurance coverage for the replacement cost will be approximately \$40 per year.

Facility Use Agreement -- Fireworks

The Committee reviewed the signed agreement. It is recommended that the user fee be waived.

Office Copier

McGann reported that the seven year old copier has been having mechanical difficulties for several weeks. Coincidentally, McGann had an unsolicited sales visit from a representative of a competing company. The Committee would like the following specifications on any proposed new copier:

1. Black and white only printing, but the ability to scan color.
2. A new unit is preferred, but prices on reconditioned machines will be considered if the cost savings is significant.

Based on the pricing, the Committee will decide whether to find money in this year's budget or wait for the 2018 budget.

School Campus Pedestrian Zones

This item will be forwarded to the Local Study Committee for inclusion in the master parks plan. The major items covered in this study directly relate to possible changes at Seal Park.

RML Truck Traffic

McGann relayed two complaints about truck traffic in the area of Race, Pine and Chestnut Streets. After discussion, McGann was directed to draft a letter to RML outlining the Borough's concerns. Additionally, McGann will contact LTAP for a traffic review of the area.

Thanksgiving Day 5K Run

The Committee recommends denying this request due to staffing limitations on the holiday. However, the organizer will be invited to propose a different date that is not Thanksgiving weekend.

2017 Paving Project

President Dietz and Chairman Boyer related that they had an impromptu meeting with Anne Anderson, representing Brinjac. Due to concerns expressed at the last business meeting, work will not be done on Cherry Street this year and the hole will instead be patched. The Committee is now looking at a wearing course on the Bowman Street/Light Street loop and repairs to a culvert on Race Street. There was also some discussion of how to address the Boyd Street stormsewer pipe system. McGann also reminded the Committee that the contract with Brinjac to do the engineering work was not yet approved and this item will need tended to.

Storm Sewer Inlet Markers

McGann reported that the Ned Smith Center has agreed to pay for this project. There is no plan for installation at this time. The Committee would like to see a mockup of the markers before moving ahead with the project.

Post Office Parking

The Committee declined to make any changes to the parking at the location at this time. However, the postmaster will be invited to a future meeting to make this case if he would like to proceed.

Sidewalks

There was a considerable discussion of the condition of many sidewalks in the borough as well as locations where sidewalks are formally ordained but do not currently exist. Some sidewalks were ordained as long ago as 1865. Chairwoman Paden will take the lead on sidewalk maintenance issues and any necessary ordinance updates.

Junior Council Program

Due to the large number of ongoing projects, it was decided not to pursue this item unless a high school student expresses a strong desire to participate.

State Street Storm Sewer Project

McGann briefly presented a slideshow presentation that he developed while working with President Dietz. This presentation will be used to lobby for the necessary funds to complete the project.

Daniel Miller House Lease

The Committee reviewed the proposed lease as presented. Rent for the second year of the lease, beginning July 18, 2017, will be \$50 per month. McGann reviewed the other minor changes from the last lease agreement. McGann reported that, at the request of the tenants, he had Dauphin County correct the property address. The address is now 100 Walnut Street. Previously it was listed at 303 Walnut Street.

Constables Election 2021

The Committee concluded that only one constable will be necessary.

West Street “No Parking” Petition

McGann received a petition from a number of residents of the 100 block of Pine Street and the Committee members viewed photographs of the area. The residents would like both sides of West Street between Pine Street and the dead end posted “no parking” on both sides. This is to allow easier passage of vehicles, particularly emergency vehicles, to the rear of those properties. This proposal will require an ordinance update. The Committee agreed to proceed with the ordinance.

Grosser Excavating Invoice

Grosser Excavating’s invoice for their assistance with the recent snow storm totals \$2,340. This item will require Council review and approval. McGann reported that he has been in contact with Emergency Management Coordinator Sean Grimm regarding disaster declarations, but no decision at the County or State level has been made at this time. If a disaster is declared, the Borough may be able to recover some of the snow removal costs.

Facility Use Request – Senator DiSanto Satellite Office

State Senator John DiSanto has requested the use of the Council Room for a satellite office on the second and fourth Tuesdays of the month. The Committee recommends waiving any user fees. Additionally, the insurance requirement will be waived due to the Commonwealth’s Sovereign Immunity law.

US Census LUCA Operation

McGann reviewed the specifics of this initiative and Dauphin County’s offer of assistance. It was decided to take up the County on their offer due to staffing limitations. The Borough will offer all necessary assistance to the County as they pursue the project.

Snow Storm

The Committee reviewed the Borough public works crew’s performance during the recent snow storm. No major problems were reported. It was noted that the Borough sidewalks were not cleared for several days after the storm. This was a matter of prioritizing jobs. It was also noted that the Borough’s Facebook page was particularly useful for communicating with residents during and after the storm.

RFP – Code Inspections

Chairman Boyer had requested that McGann draft a request for proposals for third-party zoning, property maintenance and UCC administration and the draft RFP was presented. The Committee asked McGann to research if there were any agreements or procedures in place from the last time an RFP for UCC administration was released. The Committee would like to see more detailed information on how administration would work internally. These procedures would be shared with bidders so that the bidders would know up front what would be expected of them. This matter will be revisited.

Illegal Drug Use

Chairman Hoffman reported that there were two recent drug overdoses in the span of three days at a particular house on his block. Trafficking and use of illegal drugs, particularly opiates, has been a major concern in the region and across the country. Chairman Hoffman would like the Council to continue dealing with this problem.

The following action items will be on the agenda for the April 12 meeting:

Employee Relations: Borough Management Caucus

Finance and Risk Management: Accident/Volunteer Policy

Parks: Parking Sign

Parks: MYO Park Project Revised Scope of Work

Parks: Resolution No. _____ Creating the Local Study Committee

Parks: RFP – Master Parks Plan Consultant

Parks: Facility Use Agreement – Fireworks

Streets: Brinjac Contract – 2017 Paving Project

Streets: Advertise Ordinance No. _____ -- West Street “No Parking”

Streets: Grosser Excavating Invoice

Property: Facility Use Request – Senator DiSanto Satellite Office

There being no further business, the meeting adjourned at 10:25 p.m.

Respectfully Submitted,

Christopher McGann
Millersburg Borough Manager.