

**Millersburg Borough Council Minutes**  
**April 12, 2017**  
**Millersburg Borough Council Chambers**

**Call to Order** – President Dietz called the Council meeting to order at 7:03PM with Cl’ms Boyer, Breach, Hoffman and Ibberson present. Manager McGann and Secretary Jackson were also present. The invocation was given by President Dietz, followed by the Pledge of Allegiance.

**Guests** – Carole Casner, Judy Fite, Beverly Lettich, Gerald Lettich

**Approval of Minutes** – Motion by Cl’m Breach, seconded by Cl’m Hoffman to approve the minutes from the March 8 and March 22, 2017, meetings as presented. Motion carried.

**Public Comment**

Carole Casner addressed the Council regarding the condition of the Bricker property at 787 Church Street. Complaints included multiple containers of muddy water, trash, odor of human waste, untrimmed bushes and trees, the house being a fire hazard and non-functioning rear door. Issues at Ms. Casner’s property include damage from tree roots and rodents in her swimming pool. Council directed Manager McGann to send a letter to the property owner of 787 Church Street, enumerating the issues which can be addressed under the Borough’s nuisance ordinances. The violations are to be documented with photos. Additional issues may be addressed after June 1<sup>st</sup> when the Property Maintenance ordinance becomes effective. The Dauphin County Fire Marshall is to be contacted for additional guidance.

Judy Fite had complaints about the property at 781 Church Street including leaves, trash on the back deck and high weeds. Manager McGann is to investigate. Gerald Lettich questioned what Council could do about barking dogs and roaming cats. President Dietz said the addresses where the dogs live would be needed to proceed and the Borough does not have a leash law for cats.

President Dietz thanked the residents for attending; they then left the meeting.

**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 Breach seconded by Cl’m Ibberson to approve the Check Detail Report as presented. Motion carried with yes votes from Cl’ms Boyer, Breach, Dietz, Hoffman and Ibberson.

**Committee Reports**

**Employee Relations**

**PSAB Borough Management Caucus Memberships** – Motion by Cl’m Hoffman, seconded by Cl’m Boyer to pay \$25 each to renew the annual membership through PSAB for Secretary Jackson and Manager McGann. Motion carried with yes votes from Cl’ms Boyer, Breach, Dietz, Hoffman and Ibberson.

**MERP Amendment** – At Cl’m Wolfe’s direction, Secretary Jackson requested an amendment to the Medical Expense Reimbursement Plan to allow members 90 days to submit a claim following the end of the coverage period, rather than 60 days. Motion by Cl’m Breach seconded by Cl’m Boyer to approve the amendment. Motion carried.

**Finance and Risk Management**

**Accident Insurance Policy (Volunteer Insurance)** – The age limitation has been waived. Motion by Cl’m Breach, seconded by Cl’m Hoffman to approve renewing the coverage for 60 volunteers at a total premium of \$300. Motion carried with yes votes from Cl’ms Boyer, Breach, Dietz, Hoffman and Ibberson.

President Dietz called an executive session at 7:45PM to discuss legal matters. Manager McGann and Secretary Jackson left Council Chambers. The meeting was called back into regular session at 8:10PM with Manager McGann and Secretary Jackson returning to Council Chambers.

### **Parks and Recreation**

Parking Sign for River Street Lot – Cl'ms reviewed the quote from US Municipal for three custom signs for \$550. Manager McGann estimated the installation per Steve Jones at \$472.97. Motion by Cl'm Boyer, seconded by Cl'm Hoffman to approve the purchase and installation for \$1,100. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz, Hoffman and Ibberson.

MYO Park Project Revised Scope of Work – Cl'ms discussed the revised scope and associated costs which were prepared by the consultant to coincide with the \$400,000 available for this project. President Dietz reported that it is anticipated that the Millersburg Rotary Club will be making a \$5,000 donation towards shade trees and flowering trees; therefore, those funds could be reallocated to something else. The matter was tabled until the readjustments are incorporated. Manager McGann will need to submit the revised scope to DCNR once it is finalized.

Borough Resolution No. 17-05 Creating the Local Study Committee – This resolution creates a local study group to produce a Master Parks Plan for Market Square/Veteran's Park, Seal Park and Bradenbaugh Park. Motion by Cl'm Breach, seconded by Cl'm Boyer to approve the resolution. Motion carried. Parks Committee Chairman Boyer was named to the Committee; President Dietz volunteered to serve as the additional Council member.

Request for Proposals – Master Parks Plan Consultant – Council reviewed the proposed RFP for a consultant for the Master Parks Plan. Motion by Cl'm Hoffman seconded by Cl'm Boyer to approve the RFP as presented. Motion carried. This document will be forwarded to DCNR for their review. Motion by Cl'm Breach, seconded by Cl'm Hoffman to advertise the RFP once in the Patriot News in the most cost effective manner after receiving approval from DCNR. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz, Hoffman and Ibberson.

Facility Use Agreement – Fireworks and Concert – The Millersburg Fire Company requested the use of Riverfront and MYO Parks for a fireworks display and concert on July 3 from noon until midnight. The rain date will be July 14. Special requirements were reviewed. Motion by Cl'm Hoffman, seconded by Cl'm Breach to approve the agreement as presented. Motion carried.

MYO Clean-Up – Cl'm Boyer reported that he would like to purchase stone to fill in the road into the recycling site. Motion by Cl'm Hoffman, seconded by Cl'm Ibberson to spend \$800 from the Shade Tree maintenance line item of the budget (455.501). Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz, Hoffman and Ibberson.

### **Property**

Facility Use Agreement – DiSanto Mobile Office – Senator DiSanto requested the use of Borough Council Chambers on the second and fourth Tuesday of every month from 1:00 to 4:30PM for mobile office hours. The user fee and insurance requirement would be waived. Motion by Cl'm Hoffman, seconded by Cl'm Ibberson to approve the agreement as presented. Motion carried.

Daniel Miller House Lease Agreement – Cl'ms reviewed the proposed renewal lease agreement for the Daniel Miller House. The current tenants would like to remain. Manager McGann reported that the only change is the rent, from zero to \$50 per month. Motion by Cl'm Breach, seconded by Cl'm Hoffman to approve the lease as presented. Motion carried.

**Public Safety** – Chairman Ibberson had nothing to report.

## **Streets**

**Brinjac Engineering Contract for 2017 Paving Project** – Manager McGann reported that the proposed project has been changed from work on Cherry Street to applying wearing course on Bowman and Lights Streets. Brinjac’s contract is for construction document preparation. Motion by Cl’m Breach, seconded by Cl’m Hoffman to approve the Brinjac’s contract for \$4,100. Motion carried with yes votes from Cl’ms Boyer, Breach, Dietz, Hoffman and Ibberson.

**Borough Ordinance No. 2-17 West Street “No Parking”** – This ordinance establishes “No Parking” on both sides of West Street between Pine and Apple Streets. Motion by Cl’m Hoffman, seconded by Cl’m Ibberson to advertise the ordinance one time in the Upper Dauphin Sentinel, for adoption at the May 10 Council meeting. Motion carried with yes votes from Cl’ms Boyer, Breach, Dietz, Hoffman and Ibberson.

**Grosser Excavating Invoice** – Council reviewed Grosser’s invoice for \$2,340 for snow hauling services on March 15 and 16. Manager McGann noted that we did not budget anything for snow removal services and that we are not likely to get any assistance from PEMA or FEMA since there was no disaster declaration by the Governor. Motion by Cl’m Hoffman, seconded by Cl’m Ibberson to approve paying the invoice. Motion carried with yes votes from Cl’ms Boyer, Breach, Dietz, Hoffman and Ibberson.

**Holiday Parking Meter Bags** – Council reviewed a quote provided by Walt Boyer Promotional Items and agreed on a custom design incorporating either a wreath or Christmas tree and “Happy Holidays”, printed on both sides. Manager McGann will request samples from Mr. Boyer. Motion by Cl’m Boyer, seconded by Cl’m Hoffman to place an order for 500 bags for \$710 once the design is chosen. Motion carried with yes votes from Cl’ms Boyer, Breach, Dietz, Hoffman and Ibberson. The expense will be covered by unexpended funds resulting from Cl’m Boyer declining his compensation.

**Facility Use Agreement – Memorial Day Ceremony and Parade** – The VFW Post 5507 requested the use of Market Square Park and various streets for a Memorial Day Ceremony and Parade on May 29 from 7:00AM until noon. The user fee would be waived. Motion by Cl’m Hoffman, seconded by Cl’m Breach to approve the agreement as presented. Motion carried. Council also directed Manager McGann to draft a letter for their review to be sent the VFW Commander and membership, reminding them to choose positive speakers who will uphold the meaning of Memorial Day and refrain from person agendas and political commentary.

## **Economic Development**

**Tourism Brochures** – President Dietz reported that Secretary Jackson will be distributing the brochures to the participating businesses and directed Manager McGann to update the website landing page to correct the fireworks date.

**Borough Website** – Manager McGann reported that Susquehanna Design & Printing will be attending the April Committee meetings to demonstrate the new website for everyone.

**PSAB Award** – President Dietz reported that PSAB held a communications competition recently. Millersburg Borough won first place for our Facebook page in the social media category and he congratulated Manager McGann for the award.

Cl’m Boyer left the meeting.

**Mayor’s Report** – Cl’ms were referred to the police statistical report.

**Manager’s Report** – Written report provided to all Cl’ms. President Dietz stated that he will be taking the topic of parking meter certification to the PSAB annual conference. Manager McGann reported that Steve Jones is doing self-study to become certified in pesticide application. Council directed Manager McGann to have a draft resolution prepared for the April Committee meetings opposing cutting CDBG funds.

## **New Business**

Borough Resolution No. 17-06 Police Use of Radar – This resolution asks the PA General Assembly to change the Motor Vehicle Code to allow municipal police to use radar.

Borough Resolution No. 17-07 Caps on Small Games of Chance – This resolution asks the PA General Assembly to raise the payout limits on small games of chance. Motion by Cl'm Breach, seconded by Cl'm Ibberson to approve both resolutions. Motion carried.

Intergovernmental Cooperation Agreement and Memo of Understanding – This agreement provides for the Dauphin County Landbank Authority to demolish the former Millersburg Reamer building. This matter was tabled.

Property Access Agreement – The Dauphin County Landbank Authority has contracted with TRC Companies to perform the Phase I environmental assessment on the former Millersburg Reamer property. The assessment would identify any environmental concerns. Motion by Cl'm Ibberson, seconded by Cl'm Hoffman to approve the agreement for TRC to enter the property and complete the assessment. Motion carried.

Request for Proposals – UCC, Property Maintenance, Zoning – Council reviewed the RFP for administration of UCC, property maintenance and zoning issues. Council directed Manager McGann to add language stating that the Borough reserves the right to refuse all proposals. Motion by Cl'm Hoffman, seconded by Cl'm Breach to advertise the RFP in the Patriot News and to adjust the due date accordingly if necessary. Motion carried with yes votes from Cl'ms Breach, Dietz, Hoffman and Ibberson.

**Communications** – All communications were made available to Cl'ms. There was nothing requiring Council action. Council discussed RML's letter of response regarding delivery truck traffic. Manager McGann reported that a representative from LTAP cannot come to investigate this matter until July. President Dietz will consult Solicitor Kerwin and PSAB for possible solutions. Manager McGann reported that the Dauphin County Planning Commission advised that they have opened a 45-day review period for the new Dauphin County Comprehensive Plan.

## **Organization Reports**

Upper Dauphin COG – The March meeting was cancelled due to snowstorm.

Millersburg Planning Commission – Manager McGann reported that a number of permits were approved. Officers were appointed as Chairman Kathy Wolfe, Vice-Chairman Jane Woodside and President Pro Tempore Dana Bellis. McGann will have the Planning Commission's 2016 annual report ready for the May Council meeting.

Millersburg Pool Association – No report.

Millersburg Fire Company – Cl'm Ibberson reported that they have had to do engine repairs.

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

Dauphin County Tax Collection Committee – Secretary Jackson reported that the Committee will meet in May.

Millersburg Ferry Boat Association – No report.

Dauphin Lebanon County Boroughs Association – President Dietz announced that the next meeting will be on April 25 and the speaker will address storm sewer maintenance and repair and funding possibilities.

Zoning Hearing Board – No meeting.

Upper Dauphin Industrial Development Authority – No report.

**Next Meeting** – President Dietz announced that Committee meetings will be April 26<sup>th</sup> and the next Council meeting will be May 10<sup>th</sup>.

The meeting was recessed to the Call of the Chair at 9:40PM.

Respectfully submitted,

Ann Bowman Jackson  
Borough Secretary