

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

April 26, 2017

Millersburg Borough Council Chambers

Present: Committee Chairs Chris Dietz, Gary Ibberson, Brent Boyer, Trudy Paden, and Kathy Wolfe. Mayor Rick Ibberson, Borough Manager Chris McGann and Borough Secretary Ann Jackson were also present.

The meeting came to order at 7:33 p.m. following a business meeting.

Anthony Levan, Susquehanna Design and Printing

Mr. Levan attended to review progress on the Borough's new website. Committee members accepted the general layout and design of the main page and the mobile version. Several tweaks were suggested. Committee members were asked to direct further revision ideas to McGann who will forward those ideas to Mr. Levan. McGann was directed to work on a list of search terms and share that with Council for any further revisions. SDP will host the site on their servers and the company will take care of securing the domain name. A backup of the website will also be created and maintained. There was also a discussion of emails for elected officials and staff members. McGann outlined his concerns and technical problems that would need to be addressed. Mr. Levan will work on solutions to ensure that all elected officials receive timely email alerts and that all incoming and outgoing official messages use the "@millersburgpa.org" domain. He will also work on a system to archive such messages. Mr. Levan left after the presentation.

Fire Department Banquet

Secretary Jackson reminded Committee members about the upcoming banquet on May 13. RSVP deadline is April 29. There was a delay in getting the invitations to the Borough for the elected and appointed officials. Secretary Jackson then left the meeting.

Executive Session

The Committee went into executive session at 8:09 p.m. for personnel and legal matters. The Committee came back into regular session at 8:22 p.m.

Pine Street Lot

McGann was directed to ask the Boy Scouts if they can move their trailer and shed, currently located at the Pine Street Lot, to a less conspicuous location.

Ferry Boat Rates

Per the arrangement with the Ferry Association Board, the annual rates are subject to review and approval by the Borough Council. The proposed rates for 2017 were reviewed and the item will be on the agenda for the business meeting. The rate for extended length vehicles was dropped. There is no increase in rates for motorcycles or golf carts. There is a proposed \$2 rate increase for cars, standard size pickup trucks and horse & buggy and a \$1 rate increase for walk-on passengers.

MYO Park Project

Committee Chair Boyer will be working with Ann Yost on the final revisions to the scope of work.

Grosser Invoice

The invoice for work at the MYO Park recycling site will be on the agenda for the next business meeting. There was a discussion about the current and near future plans for the site.

Master Parks Plan RFP

The RFP was recently approved by DCNR. McGann still needs some documents from Solicitor Terry Kerwin to pass along to DCNR. Chairman Boyer then left the meeting.

2017 Paving Project

Core samples were taken and the data passed along to Brinjac Engineering. Borough Engineer Anne Anderson has not yet completed her recommendations. McGann hopes to have that ready for the May business meeting. If so, the intention is to seek approval to go out to bid on the project.

Route 147 Bridge Replacement

PennDOT is planning to replace the culvert on Route 147 adjacent to the former NAPA store in 2021. Some private property may need to be used for redirecting traffic during the construction. McGann reported that he was contacted by the engineer on the project, Gannet-Fleming. The engineer is particularly concerned about the NAPA building as it is built on a culvert adjacent to the highway culvert. Light-Heigel will be inspecting the building on Friday to see if there are any structural concerns about this building. Chairwoman Paden then left the meeting.

Roster Requirements

McGann suggested dropping the roster requirements for sports leagues using Borough facilities. After a brief discussion, it was agreed that this requirement is not necessary and the requirement will be dropped from future agreements. However, McGann was directed to ask the leagues for a number of participants at the beginning of their seasons.

User Fees

There was a discussion about the need to charge user fees prior to events rather than after the fact. It was decided that, moving forward, one particular user will have to pay user fees in advance due to a specific situation regarding payment.

Exterior Lights – 101 West Street

McGann showed the committee members an artist rendition of the proposed exterior lights. Committee members approved the general design, but directed McGann to do some additional research on appropriate wattage levels. An electrician has been contacted to quote an installation price. McGann will also research the history of the existing lamp posts to see if they have any historical value.

Office Copier

Quotes are still being gathered. Chairman Dietz mentioned that copiers are one of the items that fall under Co-Stars contracts and McGann will pursue that program with the various vendors.

2016-2017 Road Salt Invoice

There were no comments on the invoice, which covers the Borough's road salt purchases for the 2016-2017 winter season. Payment of the invoice will be an action item.

Core Samples

McGann proposed hiring New Enterprise Stone and Lime to perform a number of core samples on streets that are scheduled for maintenance work in future years. The cost is \$75 per hour with an estimated 10 hours of work. This is an acceptable Liquid Fuels expense. The core samples will be used to refine the necessary scope of work on the future street projects. The long range plan will be posted on the Borough website.

State Street Storm Sewer Project

Chairman Dietz updated the committee on the progress of this project. At this time, the Borough is asking Dauphin County to reconsider their decision to not pay \$33,000 in outstanding fees to Brinjac.

Non-Discrimination Policy

The Committee reviewed the proposed policy, which essentially mirrors the policies found in the employee manual. Chairwoman Wolfe directed McGann to research whether a similar policy exists. This item will be an agenda item as a resolution.

Fee Schedule Amendment

McGann requested that the Committee make amendments to the fee schedule regarding zoning fees, specifically fees charged for alterations to existing structures. His proposed fees were accepted and he was directed to draft a resolution to that effect for action at the next business meeting.

IT Services Contracts

Millersburg Information Systems (MIS) has proposed new monthly rates to provide computer services for the Administration and the Police Department. Both rates are lower than the current rates based on the amount of services used. The Administration rate would be \$110 per month, down from \$120 and the Police Department rate would be \$320 per month, down from \$395. In order to take advantage of the lower rates for the May billing cycle, McGann was directed to sign and return the contracts right away. The contracts will be on the business meeting agenda for ratification. McGann also reported that MIS intends to revisit the rates again this fall in anticipation of the 2018 budget.

HB 1071

McGann reported that state Rep. Vitalie's office contacted him regarding this legislation. After some discussion, the Committee opted not take action on this matter.

Nuisance Letter – 787 Church Street

Due to the nature of this matter, McGann asked the Committee to review the letter before it is sent out. Several revisions were made and Solicitor Kerwin will be asked to review the document before it is sent out.

Pennsylvania Borough News Magazine

Chairman Dietz reviewed the latest issue of Pennsylvania Borough News. He asked McGann to submit upcoming Millersburg events to the magazine’s “Borough Events Listing” feature. He also asked McGann to review an article outlining various grant programs for street projects.

The following action items will be on the agenda for the May10 meeting:

Parks: Ferry Boat Rates

Parks: Grosser Invoice – Clean Up

Property: Exterior Lights (Tentative)

Streets: Upper Paxton Township Invoice – Road Salt

Streets: 2017 Paving Project – Advertise for Bids

Streets: Core Samples

New Business: Resolution No. 17-09 -- Non-Discrimination Policy

New Business: Resolution No. 17-10 -- Fee Schedule Amendment

New Business: MIS Contracts

There being no further business, the meeting adjourned at 9:57 p.m.

Respectfully Submitted,

Christopher McGann
Millersburg Borough Manager.