

Millersburg Borough Council Minutes
May 10, 2017
Millersburg Borough Council Chambers

Call to Order – President Dietz called the Council meeting to order at 7:18PM with CI’ms Breach, Ibberson and Paden present. Manager McGann and Secretary Jackson were also present. The invocation was given by President Dietz, followed by the Pledge of Allegiance.

Guests – None

Approval of Minutes – Motion by CI’m Paden, seconded by CI’m Breach to approve the minutes from the April 12 and April 26, 2017 meetings as presented. Motion carried.

Public Comment – None

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

Committee Reports

Employee Relations

Manager McGann reported that he and CI’m Wolfe took a webinar recently regarding employee discipline for safety violations. As a result of this webinar, McGann and Wolfe also reviewed the safety section of the Borough’s employee manual and will have a number of proposals regarding safety issues ready for the May Committee meetings.

Manager McGann reported that we received notification that East Coast Risk Management will be taking over our workers compensation safety program administration. In meeting with our new representative, McGann learned that the Borough is moving in the right direction as far as claims and safety records.

Finance and Risk Management

Chairman Breach had nothing to report.

Parks and Recreation

Grosser Excavating Invoice – Manager McGann reviewed the invoice from Grosser’s Excavating for \$4,042.50. The Pine Street lot clean-up was \$350; the MYO compost site grading was \$1,500 and the MYO compost site clean-up ran slightly over budget, at \$2,192.50. Motion by CI’m Paden, seconded by CI’m Ibberson to pay the invoice as designated by Manager McGann. Motion carried with yes votes from CI’ms Breach, Dietz, Ibberson and Paden.

2017 Ferry Boat Rates – Council reviewed the proposed rate schedule as established by the Ferry Boat Association Board. Motion by CI’m Breach, seconded by CI’m Paden to approve the rates as presented. Motion carried.

Seal Playground Mulch – Manager McGann requested approval to purchase playground mulch for Seal Park from R & R Portable Storage for \$1,280. Motion by CI’m Ibberson, seconded by CI’m Paden to approve the purchase. Motion carried with yes votes from CI’ms Breach, Dietz, Ibberson and Paden.

MYO Park Gaming Grant Agreement – Manager McGann reported that we received the agreement for the \$100,000 gaming grant for the MYO Park renovations. McGann noted that one requirement is that an audit be provided within 120 days of the project completion. Council directed McGann to get clarification on the audit requirement. Solicitor Kerwin has not yet reviewed the agreement. Motion by Cl'm Breach, seconded by Cl'm Ibberson to approve the agreement pending Solicitor Kerwin's approval. Motion carried.

WQLV Wine Festival – Manager McGann reported that the radio station representatives have chosen to postpone the festival set for May 13th due to the weather forecast. They have expressed interest in rescheduling for either July 1st or August 26th. President Dietz reported that the Rotary Club and Metal Industries are both planning community events for August 26th, so McGann was advised to recommend July 1st. Once the new date is decided an amendment to the original agreement will be prepared for Council action.

Master Parks Plan Project – Manager McGann reported that we received approval from DCNR to distribute RFP's for the project. McGann reported that five firms are interested so far. DCNR recommended posting the RFP using a free service and Council agreed to proceed.

MYO Park Renovations Project – President Dietz announced that we are waiting for Cl'm Boyer to finalize the specs with Ann Yost.

Riverfront Park Macadam Repairs – Manager McGann reported that Flyway Excavating did repairs to the macadam around the bollards this week and the project went well.

Property

Exterior Lights – This matter was tabled. No installation quotes have been received to date from either Lehman's or Imhof's. President Dietz reported that he got to see samples of the actual lights we will be getting at the vendor's booth at the PSAB Annual Conference.

Public Safety – Chairman Ibberson had nothing to report.

President Dietz called an executive session at 7:46PM for a personnel issue. The meeting was called back into regular session at 7:55PM.

Settlement Fee – Motion by Cl'm Breach, seconded by Cl'm Ibberson to pay the settlement fee to Officer Rush to resolve the grievance. Motion carried with yes votes from Cl'ms Breach, Dietz, Ibberson and Paden. The check is to be released to Officer Rush upon return of all Borough issued property. His employment with Millersburg Borough will end at that time.

President Dietz reminded Cl'ms about the Fire Company banquet on May 13th.

Streets

Upper Paxton Township Invoice for Road Salt – Council reviewed the invoice received for \$2,412.30 for road salt for this past season. Motion by Cl'm Paden, seconded by Cl'm Breach to approve paying the invoice for \$2,412.30 to Upper Paxton Township. Motion carried with yes votes from Cl'ms Breach, Dietz, Ibberson and Paden.

2017 Paving Project – Advertise for Bids – Council reviewed Brinjac's Opinion of Probable Construction Costs for work on the 300 block of Cherry Street, the intersection of Race and Cherry Streets and the 800 block of Union Street. Council also reviewed the Notice to Bid. Motion by Cl'm Paden, seconded by Cl'm Ibberson to place the notice in the Upper Dauphin Sentinel in the May 16th issue. Motion carried with yes votes from Cl'ms Breach, Dietz, Ibberson and Paden. Manager McGann announced that the Pre-Bid meeting is scheduled for June 5th and bid award for June 14th.

Core Samples – Manager McGann requested approval to have New Enterprise do 25 core samples for \$750 to be paid from Liquid Fuels funds. Motion by Cl'm Paden, seconded by Cl'm Breach to approve the expenditure. Motion carried with yes votes from Cl'ms Breach, Dietz, Ibberson and Paden.

Economic Development

The New Yorker Article – President Dietz reported that he was interviewed recently for an article which appeared in the The New Yorker, regarding what the federal government can do to assist small towns with economic development. Manager McGann will send the link to all Cl'ms.

Manager's Report – Written report provided to all Cl'ms. McGann reported that the Millersburg Area Authority will now begin charging the Daniel Miller House tenants for their water use in July.

Cardboard Rental Sign – Cl'm Ibberson reported a cardboard rental sign at the corner of Market and North Streets. Manager McGann will follow-up.

Unfinished Business

Borough Ordinance No. 2-17 West Street "No Parking" – This ordinance will prohibit parking on West Street between Pine and Apple Streets. One letter of opposition was received from residents at 178 Pine Street. President Dietz tabled this matter for further discussion at the May Committee meetings. Manager McGann was directed to have the Ambulance Chief inspect the area and report on the ambulance call that was the catalyst in this matter.

New Business

Borough Resolution No. 17-09 – Non-Discrimination Policy – This policy is a statement of non-discrimination for employees, officials, vendors and contractors for the Borough. Solicitor Kerwin has approved it. Motion by Cl'm Ibberson, seconded by Cl'm Breach to approve Borough Resolution No. 17-09. Motion carried.

Borough Resolution No. 17-10 – 2017 Fee Schedule Amendment – The amendment deals with various zoning permit fees. Motion by Cl'm Breach, seconded by Cl'm Paden to approve Borough resolution No. 17-10. Motion carried.

Millersburg Information Systems Contracts – Direction was given to Manager McGann on April 27th to sign new lower contracts for IT services from Millersburg Information Systems for the Police Department and administrative offices. The new monthly rates are \$320 for the Police Department and \$110 for the administrative offices. Motion by Cl'm Ibberson, seconded by Cl'm Paden to approve the new rates and sign the contracts. Motion carried.

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 April meeting was held in Lykens. The presentation was on the Co-Stars program. The program for the May meeting will be presented by a representative from the Dauphin County Planning Commission. Flagger training will be held on May 31st.

Millersburg Planning Commission – Manager McGann reported that there was no meeting.

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

Millersburg Fire Company – Cl'm Ibberson had no report.

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.

Dauphin County Tax Collection Committee – Secretary Jackson reported that the May meeting has been postponed until June 21st.

Dauphin Lebanon County Boroughs Association – President Dietz reported that the group met on April 25th. The program was on storm water pipe repair.

Zoning Hearing Board – No meeting.

Upper Dauphin Industrial Development Authority – Secretary Jackson reported that the group met today. President Dietz directed Jackson to request Board meeting minutes.

Millersburg Civil Service Commission – Harry Chubb has resigned his position on the Civil Service Commission due to health issues. Motion by Cl'm Paden, seconded by Cl'm Ibberson to accept Mr. Chubb's resignation. Motion carried. President Dietz directed Manager McGann to send a thank you letter to Mr. Chubb.

Cherry Blossom Festival Detour Incident – Cl'm Breach reported that a tractor trailer's cab got stuck on Keystone Street under the railroad bridge during the Chery Blossom Festival. The established detour is West Street and it is believed that the driver strayed off the marked detour. Cpl. Wise reported the incident to Norfolk Southern Railroad.

Next Meeting – President Dietz announced that Committee meetings will be May 24th.

Motion by Cl'm Ibberson, seconded by Cl'm Paden to adjourn the meeting at 9:45PM. Motion carried.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary