

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

June 28, 2017

Millersburg Borough Council Chambers

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

Guests: Kara Latshaw, Millersburg Pool Association; Ed Fegley, Commonwealth Code Inspection Services, Inc.; Erick Wolochuk, Property Maintenance Appeals Board.

The meeting came to order at 7 p.m.

**Co-Sponsorship: Gaming Grant**

Ms. Latshaw attended the meeting to request municipal co-sponsorship for their Dauphin County Local Share Municipal (Gaming) Grant application. In order for a non-profit organization to apply, the organization must secure a municipal sponsor. The pool is planning to replace the deteriorating wading pool with a splash pad. The grant application will be for \$80,000 and the project cost is \$150,000. The balance of funds comes from local fundraising and Ms. Latshaw has been researching other grant opportunities. The scope of work could be scaled back based on available funding. McGann will draft the appropriate letter and formal action to support the grant will be on the agenda for the business meeting. Ms. Latshaw then left the meeting.

**Codes Services**

Mr. Fegley attended the meeting at Council's invitation to discuss the various services that his company provides. Council is exploring its options for third-party administration of UCC, zoning and property maintenance. Rental inspection services could be needed if Council pursues such an ordinance. A number of issues were raised and addressed including cost and response time. Mr. Fegley stated that his company's response time would typically be 24-48 hours. Emergency situations could be addressed immediately if possible, or within 24 hours if immediate response is not possible. Mr. Fegley offered the possibility of being available approximately one day a week to meet with permit applicants in Millersburg. Mr. Fegley and Mr. Wolochuk left following the presentation.

Committee members asked for some additional items prior to proceeding:

1. McGann is to contact Solicitor Kerwin to discuss amendments to the property maintenance ordinance regarding notice provisions as well as updated enforcement mechanisms.
2. McGann will update his first draft of a comparison of Commonwealth Code's rates and the rates offered by the Borough's current UCC inspector.
3. A contract scope will be developed.
4. A list of issues with the current UCC inspector will be developed.

**Risk Management Assessment Update/Safety Procedures**

Committee members reviewed several safety policies to be inserted in the Employee Manual. A safety consultant from Ark Safety has reviewed and offered some minor

adjustments to the draft policies as presented. These changes will be made and a final version will be prepared for action at the business meeting.

### **Island Work Proposal**

Following the damage to the Daniel Miller Fountain in November, 2015 there have been discussions about ways to protect the Fountain from further damage. A proposal for bollards was previously rejected as being unsafe for drivers. The Historical Society of Millersburg and Upper Paxton Township contacted HE Black and Associates to design an alternate proposal. The HE Black proposal includes making the island shorter and installing a rumble area at the north and south ends. The proposal also calls for 18 inch curbs around the island. These proposals came from HE Black's discussions with PennDOT. Ultimately, Committee members decided not to pursue this design. They felt that the design would not be a good fit in relation to the rest of the park and the Borough does not have the money for it anyway. McGann was directed to compose a formal letter advising both HE Black and the Historical Society of the Committee's decision.

### **MYO Park Work**

Chairman Boyer reported that he has been in touch with the consultant about revising the scope of work. McGann stated that DCNR will need to approve any changes to the scope of work. Chairman Dietz also noted that a grant from the Rotary Club to pay for trees must be used by next June.

### **Master Parks Plan**

Our consultant on this project would like to start work in August and proposed dates of Aug. 15 or 17 for the initial meeting. It was decided to schedule the initial meeting for Aug. 17.

### **Riverfront Clean Up**

Chairman Boyer reported that the debris along the river bank was cleaned up this morning. McGann was also directed to have the public works crew clean up the tow path in advance of the Ned Smith Festival as a tree identification walk along the path is scheduled for the festival.

### **Upper Paxton Township Letter**

McGann presented a draft version of a letter to the township. This is in response to a letter that the Township sent to the Borough. It regards unleashed dogs on the Rail-Trail. McGann was directed to have Solicitor Kerwin review the letter before sending it out.

### **Groundhogs**

Chairwoman Wolfe reported that a resident of the 100 block of Pine Street recently made a complaint concerning groundhogs. The groundhogs live on Borough-owned property along Keystone Street and they are threatening his vegetable garden. Chairwoman Wolfe has been working on her own time to trap and remove the animals using a live trap that is owned by the Borough. So far three groundhogs and an opossum have been captured and removed.

### **Apple Street**

McGann reported that work on the 100 block of Apple Street is scheduled for after the fireworks. He has also received requests to do similar work on the 300 block of Apple Street. Unlike the 100 block, the 300 block is not a part of the Liquid Fuels map. Before making a final determination, the Committee asked McGann to research if there is a right of way listed on any deeds and if this is a formally abandoned street.

### **2017 Paving Project**

Chairman Dietz asked McGann to ensure that the paving project will not affect the Rotary Club's event on Aug. 26.

### **State Street Storm Sewer Project**

Chairman Dietz provided an update. At the moment, the Borough is waiting for a final ruling from Dauphin County on whether or not the County will cover a \$33,000 overage on the engineering. The Borough expects a response by the end of this week.

### **Rental Inspection Ordinance**

McGann provided the committee members with some documents about this project. It was decided to hold off on the ordinance for now until the property maintenance administration and enforcement is fully in place.

### **Trash Service**

An on-going property maintenance issue is accumulations of trash. The Borough is aware of numerous instances of residents who do not have trash service for one reason or another. Several ideas were discussed, but no action was recommended. Possible solutions would be a single waste hauler (or multiple cooperating companies) receiving the sole contract to operate in the Borough or to provide trash service on the municipal level.

### **Dauphin County Illegal Dumping Task Force**

After a brief discussion, it was decided not to allow McGann to serve on this task force on Borough time. This is because a direct benefit to the Borough was not identified.

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

**Employee Relations: Employee Manual Updates (Safety Regulations)**

**Property: Exterior Lights**

**Public Safety: Well Drilling Ordinance**

**New Business: Municipal Co-Sponsorship Letter**

There being no further business, the meeting adjourned at 9:35 p.m.

Respectfully Submitted,

Christopher McGann  
Millersburg Borough Manager.