

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

July 26, 2017

Millersburg Borough Council Chambers

Present: Committee Chairs Chris Dietz, John Hoffman, Gary Ibberson, and Kathy Wolfe. Mayor Rick Ibberson and Borough Manager Chris McGann were also present.

Guests: No Guests

The meeting came to order at 7:24 p.m. following a business meeting.

State Street Storm Sewer Project Update

President Dietz reported that he has been communicating with Dauphin County Chief Clerk Chad Saylor regarding the project. At this time, HRG is reviewing the scope of work to try to get the scope of work under budget. Once that work is done a stakeholder meeting will be requested. President Dietz also reported that the County was able to get an extension on the deadline to spend the available grant funding. He also reported that, if the outstanding financial issues are not resolved, there is a possibility that the grant funding could be redirected to repair a sinkhole in Harrisburg City.

Property Maintenance

Manager McGann was given a list of properties to investigate for possible violations. He was also directed to include in warning letters that the fee for an appeal is \$250. Contracts with a third party company to assist with property maintenance, zoning and UCC are still being finalized and the contracts are expected to be ready for Council action at the business meeting.

Borough Trees

There was a general discussion about trees within the Borough, particularly downtown shade trees. Several deficiencies in the current shade tree ordinance were identified. McGann and Wolfe will work on proposed revisions to the ordinance. In particular, Philadelphia City's ordinance is to be reviewed.

Center Street Trees

The Borough recently received a complaint about the condition of the trees on the north side of Center Street between Seal Street and Johnson Street. This land, including the sidewalk and trees, is school district property. However the Borough holds a long-term lease on the swimming pool property at the western end of this area. McGann was directed to compose a friendly letter to the school district asking them to perform maintenance on the trees.

Driver Records

KMIT and EMC Insurance have both suggested that the Borough adopt a policy of monitoring employees' driver records, particularly those who drive as a part of their jobs. There was a discussion about the Borough's exposure if an unlicensed driver is allowed

to drive Borough vehicles. EMC offers a monitoring service and they also provided a proposed policy that Council could adopt that would require employees to submit to driver monitoring. The monitoring service is call SuperVision and would cost approximately \$300 per year. The purpose is to give the Borough notifications if employees have received recent moving violations. McGann was directed to see if other municipalities have similar policies. If this seems to be a common type of policy, McGann will prepare a policy for inclusion in the employee manual and finalize the projected costs of SuperVision.

Supplemental Insurance

McGann reminded the Committee members on the background of this issue. Some months ago, he was approached by New York Life to offer supplemental life insurance to employees via payroll deductions on a voluntary basis. He was directed to research other options. Our insurance agent recommended AFLAC for both supplemental life and health insurance and referred the Borough to a local AFLAC agent. McGann reported that he was turned off by New York Life's sales tactics. Several committee members commented favorably on AFLAC's service. McGann also reported that he surveyed employees and discovered that there was some interest in both types of supplemental insurance. Council would like to take formal action authorizing AFLAC to offer their services to our employees.

Social Media Archive Proposal

McGann reported that he received a sales call recently for a service that archives social media data, such as Facebook posts. He noted that open records and records retention laws apply to social media. There was a brief discussion about the relative merits of the service, but the committee could not justify the \$199 per month cost.

Certificates of Deposit

One of our CDs will mature in August and another will mature in September. Additionally, there is money deposited in the general fund reserve from a previous CD. CD interest rates have not yet recovered from their historic lows. The Committee would like the CDs set up so that one matures every year. To that end, they would like to have two CDs established to mature in staggered years. Further, the intent is to do business with local banks rather than online or out-of-town institutions. However, credit unions seem to offer better rates. McGann was directed to see if a Borough is eligible for credit union membership and if so, to check on the requirements.

Trash Collection Ordinance

McGann was directed to review both the current Borough ordinance and the County's ordinance on solid waste disposal and offer any proposed amendments to the Borough ordinance. The Committee's ultimate goal is to ensure that every property has regular (at least weekly) trash disposal service.

Comcast Franchise Agreement

McGann and the Committee members held a brief, preliminary discussion about the agreement, which will expire in February, 2020. Comcast has sent their initial request for

negotiations on the agreement. A consensus was reached on the various provisions that the Borough will request as part of the negotiations. There was also discussion of retaining outside counsel to assist with the negotiation process. McGann noted that he has suggested this in the past, but he had not planned for such an expense until the 2018 fiscal year. The Committee members were also given a number of documents related to the agreement and the possible future of the cable industry. The Finance and Risk Management Committee was assigned to handle the negotiations.

PSAB Webinar

McGann was directed to locate an archived webinar, produced by the Pennsylvania State Association of Boroughs, that relates to managing a police department and to pay any associated costs. The members would like to review this webinar at a future committee meeting.

Subdivision

McGann reported that today he received a subdivision request for several parcels on the 200 block of Moore Street. The Borough has 30 days to offer comments to the Dauphin County Planning Commission. The item will be reviewed by the Borough Planning Commission and their comments will be presented to Council for any further comments.

The following action items will be on the agenda for Aug. 9 meeting:

Employee Relations: Driver Record Policy

Employee Relations: SuperVision Program

Employee Relations: Supplemental Health and Life Insurance

Finance and Risk Management: Disposition of CDs

New Business: Moore Street Subdivision

New Business: CCIS Contracts

There being no further business, the meeting adjourned at 10:01 p.m.

Respectfully Submitted,

Christopher McGann
Millersburg Borough Manager.