

Millersburg Borough Council Minutes
August 9, 2017
Millersburg Borough Council Chambers

Call to Order – Vice President Ibberson called the Council meeting to order at 7:04PM with Cl’ms Boyer, Hoffman, Paden and Wolfe present. Manager McGann and Secretary Jackson were also present. The invocation was given by Vice President Ibberson, followed by the Pledge of Allegiance. Cl’ms Breach and Dietz arrived at 7:16PM and 7:23PM respectively.

Guests – Jason Turns, Burch and Associates; and Eric Wolochuk.

Public Comment – Vice President Ibberson recognized Jason Turns of William A. Burch & Associates. Mr. Turns presented Ann Smeltz’s subdivision and land development plan for 264 Moore Street. The Millersburg Planning Commission reviewed the plan and had no comments. The Dauphin County Planning Commission reviewed the plan and noted that a notation about the property not being in a floodplain was not included. Burch has corrected that by adding said notation. Three parcels are involved. Mrs. Smeltz’s intention is to divide Lot #2 and add a portion of it to Lot #1. The remainder of Lot #2 would then be combined with Lot #3 into one parcel. Motion by Cl’m Boyer, seconded by Cl’m Paden to approve the new subdivision and land development plan for 264 Moore Street without further comment. Motion carried. Mr. Turns then left the meeting.

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

Financial Reports – Motion by Cl’m Paden, seconded by Cl’m Boyer to accept the Financial Report as presented. Motion carried. Council reviewed the Capital Improvement Year to Date Report. Motion by Cl’m Paden seconded by Cl’m Breach to approve the Check Detail Report as presented. Motion carried with yes votes from Cl’ms Boyer, Breach, Hoffman, Ibberson, Paden and Wolfe.

Committee Reports

Employee Relations

Supplemental Health and Life Insurance – Motion by Cl’m Wolfe, seconded by Cl’m Paden to approve offering a supplemental health and life insurance program to Borough employees at their cost processed via payroll deductions. Motion carried.

SuperVision Program – Tabled to August 23rd Committees of the Whole meeting.

Driver Record Policy – Tabled to August 23rd Committees of the Whole meeting.

Finance and Risk Management

Disposition of Certificates of Deposit – This meeting will be recessed to the Call of the Chair so that Council can take action on the CD that matures on August 20th when the meeting is recalled on August 23rd.

Parks and Recreation

Report from Chairman – Cl’m Boyer reported that there will need to be a second clean-up of the River front.

Event Recycling Effort – Cl'm Wolfe questioned why we had no recycling containers for participants' and spectators' use during last weekend's bike race. Council directed Manager McGann to contact the County for appropriate recycling containers for placement at the river and in the downtown area accordingly.

Property

Sunbury Motors Invoice – Manager McGann reported that we received an invoice for an air conditioning repair on the 2011 truck for \$1,116.63. Cl'm Hoffman reviewed the invoice and had no issues. Motion by Cl'm Hoffman, seconded by Cl'm Ibberson to pay the invoice to Sunbury Motors at \$1,116.63. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz, Hoffman, Ibberson, Paden and Wolfe.

Secretary's Office Carpeting – Cl'm Hoffman reported that the carpeting is worn out. The Public Works Crew is to lift a corner to see what is underneath and possibly remove the old carpeting.

Disposition of Borough Property – Cl'm Hoffman reported that the Quill freebies of a sitting mat, a candle and cookware will be donated to the Upper Dauphin Human Services and that he directed Secretary Jackson to take the old two-line answering machine, postage scale, tape recorder and old erased cassettes to Electronics Recycling.

Office Copier – Cl'm Hoffman reported that Council should be considering replacing the copier and directed Manager McGann to get quotes.

Courtesy Short-Term Parking Sign at 101 West Street – Cl'm Hoffman directed Manager McGann to reinstall the new sign that was knocked down when the CAT bus hit the lamppost.

President Dietz called an executive session at 7:40PM for an employee relations issue. Mr. Wolochuk left Council chambers. The meeting was called back into regular session at 7:59PM with Mr. Wolochuk returning to Council chambers.

Public Safety – Cl'm Ibberson had no report.

Streets

Debris on Norfolk Southern Rail Road Property- 400 Block of Market Street – President Dietz directed Manager McGann to send the appropriate violation letter to NSRR.

Pine/West Street Parking – Council reviewed Mrs. Moyer's email and again discussed this issue. Council directed Manager McGann to find out the truck owner's name to ask him to park elsewhere and to explain Council's next step. A line would be painted on West Street to indicate the parking area and the truck owner is to park within that line to allow for other vehicles to be able to drive past. If this method is unsuccessful, Council will proceed with passing the "No Parking" ordinance. Further McGann is to contact the Fire Company and Ambulance Association to find out if either of them has any problem areas within the Borough. Lastly, McGann is to replace all missing "No Parking" signs according to the Borough Ordinance specified areas.

Economic Development

HHVB Partnership Renewal – Motion by Cl'm Wolfe, seconded by Cl'm Breach to renew the Borough's membership for 2018. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz, Hoffman, Ibberson, Paden and Wolfe. Council directed Manager McGann to update the content and add a link to the Tourism brochure. The Borough's website is to have a link back to HHVB's Millersburg site.

Tour de Millersburg – Cl'm Dietz reported that there were 252 racers, the second highest amount on record. The traffic control for the race is to be notified that in the future, the northbound lane of State Route 147 is to remain closed during the entire awards presentation.

Manager's Report – Written report provided to all Cl'ms. McGann highlighted the Safe Routes to School program and stated that anyone on Council is welcomed to attend the informational meeting once it is scheduled.

Unfinished Business

CCIS Contracts – Cl'm Boyer reported that there are three agreements with Commonwealth Code Inspection Service, one each for Zoning, UCC and Property Maintenance code administration. They each have a one year term, a 90-day back out and an option to renew.

President Dietz called an executive session at 8:56PM to discuss an employee/legal matter. Officer Trego arrived and Mr. Wolochuk and Secretary Jackson left Council chambers. The meeting was called back into regular session at 9:01PM with both Mr. Wolochuk and Ms. Jackson returning to Council chambers.

President Dietz directed Manager McGann to forward the three proposed CCIS contracts and the three related Borough resolutions (Resolution Nos. 17-14, 17-17 and 17-18) to Solicitor Kerwin for review.

Property Maintenance Code – Cl'm Boyer would like to change the ordinance to allow for “ticketable offenses” and to delete the 30 day appeal reference and noted that Mr. Fegley with CCIS would be able to assist with those changes.

MYO Park Renovations Project – Cl'm Boyer reported that YSM's final proposal should be forthcoming.

New Business

Dauphin County Blight Survey – Manager McGann reported that Jerry Duke, Director of Dauphin County Planning Commission, recently presented a proposal to the Millersburg Planning Commission. The proposal is for DCPC to partner with Tri-County Community Action to inventory all sites of blight within the County and to possibly use Millersburg Borough as a test site. DCPD would then take the results to DCED to help DCED be better able to focus their redevelopment funds. The survey would involve two sets of two volunteers who would photograph the façades of all properties and assess the condition. The volunteers would be covered under Tri-County Community Action's insurance and this project would be at no cost to the Borough. Millersburg Planning Commission supported the proposal. Motion by Cl'm Wolfe, seconded by Cl'm Boyer to participate in the Dauphin County Blight Survey if asked to do so. Motion carried.

Jefferson Township Letter of Support – Cl'ms reviewed a draft of the letter which supports Jefferson Township's Gaming Grant application for funds to build a salt storage shed. Motion by Cl'm Wolfe, seconded by Cl'm Paden to approve the letter as presented. Motion carried.

Borough Resolution No. 17-15 – Fair Districts – This resolution would express Council's desire for non-partisan redistricting in the Commonwealth rather than the current practice of allowing the majority party to control the process. Motion by Cl'm Wolfe, seconded by Cl'm Paden to approve Borough Resolution No. 17-15 as presented. Motion carried. Manager McGann will forward the resolution to the appropriate legislators.

Borough Resolution No. 17-16 – Volunteer/Community Service Policies – Manager McGann drafted policies to address Court-ordered and volunteer community service workers. Solicitor Kerwin and Nathan Troutman have reviewed them and approved. The matter was tabled until the August 23rd meeting.

Dispensary Status – President Dietz questioned whether or not Med Staffers is still interested in putting the Work Force training in the Pine Street property and directed Manager McGann to contact them to inquire.

Communications – All communications were made available to Cl'ms. There was nothing requiring Council action.

Organization Reports

Upper Dauphin COG – There was no meeting.

Millersburg Planning Commission – President Dietz referred Cl'ms to their draft minutes.

Millersburg Pool Association – No report.

Millersburg Fire Company – Cl'm Ibberson did not attend the last meeting and had no report.

Millersburg Area Authority – President Dietz referred Cl'ms to their minutes. The recent facilities tour was very informational.

Millersburg Ferry Boat Association – The boats are not running full-time due to the shortage of captains.

Dauphin County Tax Collection Committee – Secretary Jackson reported that there was no meeting.

Dauphin Lebanon County Boroughs Association – President Dietz reported that the group met on July 25th; Lori Yeich with DNCR was the speaker. Splash pads are becoming a trend in public swimming pools.

Zoning Hearing Board – There was no meeting.

Upper Dauphin Industrial Development Authority – There was no meeting.

Millersburg Civil Service Commission – There was no meeting.

Thank You from Upper Paxton Township – Cl'm Hoffman relayed a thank you to the Borough for sending a Public Works crew member to the Electronics Recycling event. Township representatives will be contacting COG and other municipalities to solicit help on drop-off day.

State Street Storm Sewer Project – Cl'm Boyer reported that he disagrees with the County's intention to remove Brinjac from the project as designers, while we move onto the next phase with HRG as the project engineers.

Next Meeting – President Dietz announced that the next meeting will be a legislative session followed by Committees of the Whole on August 23rd at 7:00PM.

The meeting was recessed to the Call of the Chair at 9:52PM.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary