

Millersburg Borough Council Minutes
September 13, 2017
Millersburg Borough Council Chambers

Call to Order – President Dietz called the Council meeting to order at 7:05PM with Cl’ms Boyer (arrived at 7:17PM), Hoffman, Ibberson and Paden present. Mayor Ibberson, Manager McGann and Secretary Jackson were also present. The invocation was given by President Dietz, followed by the Pledge of Allegiance.

Guests – Carole Casner, Judy Fite, Jessica Helman and Kathy Mumma.

Approval of Minutes – Motion by Cl’m Paden, seconded by Cl’m Ibberson to approve the minutes from the August 9 and August 23, 2017 meetings as presented. Motion carried.

Public Comment

President Dietz recognized Kathy Mumma who was present to give Council an update on the Veterans Banner Program. Ms. Mumma’s official statement is attached to these minutes. There were 135 banners sponsored in Phase I and 101 in Phase II. Upper Paxton Township officials have offered their employees’ assistance to erect the banners prior to Veterans’ Day and Ms. Mumma requested the Borough employees’ assistance again as well. The banners will now go north on Route 147 to Reed’s gas station, south on Route 147 to Penn-Jersey Mart, east on Route 209 to Ridgewood Park and out Route 25 to the High School. Ms. Mumma applied to PPL for an additional twenty-five poles to use for the banners installations. New updated maps indicating the locations are being prepared and will be available to the public for reference. Council directed Manager McGann to work with Ms. Mumma on a press release. Council expressed their appreciation to Ms. Mumma for her efforts. Ms. Mumma then left the meeting.

Carole Casner and Judy Fite were present to request an update on the Property Maintenance issues in the 700 block of Church Street which they reported months ago. Mrs. Fite reported two abandoned cars on private property. 779 Church Street has a junk car, broken out windows and dog feces. 781 Church Street has high grass, high weeds and dog feces. Mrs. Casner reported a broken pine tree branch at 787 Church Street hanging over her pool. Manager McGann reported that the Borough’s Code Enforcement Officer has been to the Bricker’s property twice recently and enforcement action is pending. Mrs. Casner and Mrs. Fite then left the meeting.

Financial Reports – Motion by Cl’m Paden, seconded by Cl’m Ibberson to accept the Financial Report as presented. Motion carried. Council reviewed the Capital Improvement Year to Date Report.

Update on Exterior Lights – President Dietz reported that CAT has agreed to pay only our \$500 deductible for the damaged lamppost. The Borough’s insurance, EMC, has paid \$2,145 which represents one damaged lamppost at 50% depreciation, leaving a significant shortfall to do the previously approved lighting upgrade. Solicitor Kerwin suggested sending a letter to CAT explaining the situation and the total expense to see if they may be agreeable to contributing additional money.

Motion by Cl’m Hoffman seconded by Cl’m Ibberson to approve the Check Detail Report as presented. Motion carried with yes votes from Cl’ms Boyer, Dietz, Hoffman, Ibberson and Paden.

Committee Reports

Employee Relations

MVR Policy – Council reviewed the draft amendment to the Employee Manual which states that as the employer, the Borough may pull motor vehicle reports on employees who drive as part of their job duties.

This policy will cover essentially all Borough employees and motor vehicle record reviews will be done in-house. Motion by Cl'm Ibberson, seconded by Cl'm Hoffman to approve the proposed amendment to the Employee Manual. Motion carried. Council directed Secretary Jackson to distribute copies of the amendment to employees utilizing a sign-off sheet.

Public Works Employee Annual Evaluations – Manager McGann reported that he has completed the reviews on the four Public Works employees but has not yet reviewed them with Employee Relations Committee Chairman Wolfe.

Finance and Risk Management

Liquid Fuels Audit – Secretary Jackson reported that the PA Department of Auditor General recently conducted an audit of the Liquid Fuels/Highway Aid account for the year 2016 and that there were no findings. The state's formal report to officials will be forthcoming.

2018 Budget – President Dietz directed Secretary Jackson to distribute 2018 worksheets to appropriate Committee chairs by the September Committee meetings.

Parks and Recreation

Former Millersburg Reamer & Tool Property – Cl'm Boyer reported that we received approval from the Dauphin County Land Bank to tear down the building. There will be publicity on starting the demolition, which will include the Dauphin County Commissioners. This will be a \$6,000 expense to the Borough. Manager McGann is to check the agreement specifications regarding backfilling.

Facility Use Agreement – Millersburg Midget Football Assn. – The organization is requesting the use of the MYO baseball field from August 1 through November 9, 2017 for football practice. Motion by Cl'm Boyer, seconded by Cl'm Paden to waive the user fee and to approve the agreement as presented. Motion carried.

Wine Festival – Manager McGann reported that Erick Wolochuk, owner of Max's Bar & Grille requested the use of MYO Park and both pavilions on May 12, 2018, for a wine festival. Council discussed the fact that this would be the same date and locale that WQLV would normally hold their wine festival. Council directed McGann to look for prior communication in which he advised the radio station that the 2018 date may be in jeopardy due to non-payment of their invoice for their July 2017 event. This matter was then tabled until the September 27th Committee meetings. Council further directed that for recurring events (i.e. family reunions) a standing reservation is to be given priority over a request from a new party.

Property

Office Copier – Quotes were received from Capital Business Systems and Colony Business Systems. Motion by Cl'm Hoffman, seconded by Cl'm Ibberson to purchase the Konica/Minolta copier from Capital Business Systems for \$2,450 to be paid from the excess funds in the brick repointing line item of the Capital Improvement budget. The motion also included \$380 for the annual maintenance contract to be paid from the general fund. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoffman, Ibberson and Paden.

Backhoe Servicing – Cl'm Hoffman reported that the backhoe is due for its 1,000 hour servicing. Groff's provided an estimate for the work at \$1,835 for on-site servicing. Valley Ag & Turf quoted \$1,030 - \$1240, with the unit delivered to them. Motion by Cl'm Hoffman, seconded by Cl'm Ibberson to approve having the work completed by Valley Ag & Turf at their quoted price with the Public Works crew delivering the unit. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoffman, Ibberson and Paden.

Public Safety – Cl'm Ibberson had no report.

Streets

Paving Project – Manager McGann reported that the paving work was finished on September 12th. He and Brinjac Engineer Anne Anderson have an inspection scheduled for September 19th. Two site visits during the project were completed at no charge. Cl'm Boyer cautioned that inspections must be included in the Borough's future bid documents.

Facility Use Agreement – Street Closure Request – Manager McGann reported that Andrew Duty of 268 North Street has requested Congress Street be closed from September 19-21, weather permitting for demolition of a garage. McGann will double check with the Twin Valley Players Colonnade to ensure that they have been advised of the demolition schedule by the property owner and /or contractor. Motion by Cl'm Paden, seconded by Cl'm Ibberson to approve the agreement as presented. Motion carried.

Facility Use Agreement – VFW Window Painting Contest – The organization requests the use of Borough Streets and Veterans' Park on October 16th from 11:00AM to 5:00PM for the annual window painting contest.

Facility Use Agreement – VFW Halloween Parade – The organization requests the use of Market Square and various streets on October 18th from 6:00PM to 9:00PM for the Halloween Parade. The rain date is set for Thursday, October 19th. The organizers also request that there be no throwing of candy from the vehicles, as a safety precaution and Council agreed. Motion by Cl'm Paden, seconded Cl'm Ibberson to approve both agreements as presented, to waive the user fee for both agreements and to approve the provision to prohibit throwing of candy during the parade. Motion carried.

Update on Complaints – Manager McGann reported that a picture of the debris pile on West Street has been sent to media relations at Norfolk Southern Rail Road. The complaint regarding Mr. Bakermans' garage has been turned over to CCIS.

Economic Development

Millersburg Rotary Club Tasting Tour – President Dietz reported that there were 65 Tour participants. There was positive feedback from some of the 22 participating businesses. Over \$2,800 was raised for the MYO Park Renovations Project for trees.

Borough Web Site – Manager McGann reported that the new web site will be launched September 26th.

DiSanto Outreach – Manager McGann reported that he and John Fulponi discussed possible enhancements to Capital Area Transit services. Mr. Fulpoini would like to contact CAT for clearance and then hold public hearings in Northern Dauphin County to discuss transportation issues.

Mayor's Report

Trick-or-Treat Date – Motion by Cl'm Ibberson, seconded by Cl'm Paden to set Trick-or-Treat for Tuesday, October 31st from 6:00-9:00PM. Motion carried.

Tree Removal – Mayor Ibberson reported a large dead tree in the area of the County recycling bins. The tree next to it is half-dead. Council directed Manager McGann to get prices on removal.

AED Unit – Mayor Ibberson reported that Cpl. Wise requested and received an automatic external defibrillator unit from the Fraternal Order of Police as part of a grant from Firehouse Subs Public Safety Foundation.

Manager's Report – Written report provided to all Cl'ms. McGann reported that he will be on vacation from September 18-22; however, he will be meeting with Borough Engineer Anne Anderson on September 19th to conduct the paving project inspection.

Unfinished Business

Borough Resolution No. 17-16 Volunteer Policy – Cl'ms reviewed the draft with amended language. Motion by Cl'm Hoffman, seconded by Cl'm Ibberson to approve Borough Resolution No. 17-16 setting the policy for volunteer and community service labor. Motion carried.

New Business

2018 Minimum Municipal Obligations – Secretary Jackson reviewed the MMO's with Council. For 2018, the Police Pension Plan MMO is \$1,669 and the Non-Uniformed Plan MMO is \$27,742. Motion by Cl'm Ibberson, seconded by Cl'm Boyer to approve both MMO's for 2018. Motion carried.

Borough Resolution No. 17-20 Police Pension Plan Waiver – This resolution waives the required 5% member contribution for year 2018. Motion by Cl'm Paden, seconded by Cl'm Ibberson to approve Borough Resolution No. 17-20. Motion carried.

MYO Park Renovations Project Scope of Work – Cl'm Boyer reported on YSM's proposal for \$41,700, plus construction observation on a time and expense basis. Motion by Cl'm Boyer, seconded by Cl'm Hoffman to accept YSM's project scope and submit it to DCNR. The motion was then amended to accept the contract and project scope and to have Solicitor Kerwin review the documents. Motion carried.

Brinjac Engineering Payment Arrangement – Council reviewed two invoices for engineering services for the State Street Storm Sewer Relocation Project. Motion by Cl'm Hoffman, seconded by Cl'm Ibberson to pay \$15,000 by December 31, 2017 and to pay the remaining \$18,000 by April 30, 2018. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoffman, Ibberson and Paden.

Communications – All communications were made available to Cl'ms. Tri-County Regional Planning Commission is requesting nominations for the Dauphin North Regional Planning Area. The current representative does not wish to continue serving. This matter will be referred to UDCOG at their September 21st meeting.

Organization Reports

Upper Dauphin COG – There was no meeting.

Millersburg Planning Commission – Manager McGann referred Cl'ms to their draft minutes. McGann also reported that he will be nominating the Borough's zoning ordinance for the 2018 Premier Projects.

Millersburg Pool Association – No report.

Millersburg Fire Company – Cl'm Ibberson reported that they have been busy with storm damage clean-up and training.

Millersburg Area Authority – President Dietz referred Cl'ms to their minutes.

Dauphin County Tax Collection Committee – Secretary Jackson reported that the Committee will meet next week.

Millersburg Ferry Boat Association – Manager McGann reported that no minutes were received.

Dauphin Lebanon County Boroughs Association – President Dietz reported that the next meeting will be in October.

Zoning Hearing Board – Manager McGann reported that there were no hearings.

Upper Dauphin Industrial Development Authority – No report.

Millersburg Civil Service Commission – Cl'm Ibberson reported that there was no meeting.

JMT Minutes – President Dietz reported that they will be interviewing folks and will come up with a design. This will be followed up with a public hearing.

Next Meeting – President Dietz announced that the next meeting will be Committees of the Whole on September 27th at 7:00PM.

Motion by Cl'm Ibberson, seconded by Cl'm Paden to adjourn the meeting at 9:20PM. Motion carried.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary