

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

October 25, 2017

Millersburg Borough Council Chambers

Present: Committee Chairs Chris Dietz, Gary Ibberson, Trudy Paden, and Brent Boyer (arrived at 7:38 p.m. and left at 9 p.m.). Mayor Rick Ibberson (left at 8:30 p.m.), Secretary-Treasurer Ann Jackson and Borough Manager Chris McGann were also present.

The meeting came to order at 7:10 p.m.

Humane Society Contract

McGann reported that the Humane Society has sent the proposed contract for 2018. There is currently money on our account and the only upfront cost for 2018 will be the \$250 contracting fee. Prior to approval of the contract, Council will be asked to decide whether or not to request the two optional services: Emergency Rescue Service and Pick-Up Service. There is no cost on these items unless the services are utilized. This will be an agenda item for the Business Meeting.

PSAB Webinar

Employee Relations Chairwoman Kathy Wolfe requested that McGann obtain the archive of a webinar entitled “Managing a Professional Police Department.” She would like to know if Council members would like to watch the 90 minute video during a regular meeting or at another time. Several committee members expressed an interest, but there were questions about whether the Open Meetings Law would apply if a quorum of members would gather to watch. McGann will consult with Solicitor Kerwin regarding this question.

State Street Storm Sewer Relocation

McGann reported that the semi-monthly conference call with HRG was held the previous day. Chairman Dietz was also on the call. Final plans have been received and this is the time to request any last minute changes. HRG representatives will attend the Nov. 21 meeting and request formal approval to bid the project. For this reason, the Nov. 8 meeting will need to be recessed to the call of the chair. Actual bidding will take place upon PennDOT’s approval of the Highway Occupancy Permit, which is expected by the end of December, but could come as early as November.

MYO Park Project

Chairman Boyer inquired about the status of the contract with YSM. McGann will follow up.

Reamer Property

Chairman Boyer reported that the demolition bids are due to the Dauphin County Landbank Authority tomorrow.

2018 Budget

The balance of the meeting was dedicated to discussions of the 2018 budget. Committee members made significant progress, but several items remain outstanding. The major items include employee wage adjustment and the insurance rates. Our insurance agent is scheduled to attend either the Nov. 8 or 21 meeting to discuss the renewals. Manager McGann and Secretary Jackson were directed to follow up on a number of items related to the budget. These include:

1. Develop a “help wanted” advertisement for a parking meter attendant. A pre-employment physical and background check are required for this job.
2. Check on prices to scrap the surplus police car.
3. Check on the status of the final settlement of the UDITO matter.
4. Obtain a proposal for legal services related to the cable franchise agreement.
5. Determine if flood insurance coverage is available and/or necessary for new playground equipment at MYO Park.

The following action items will be on the agenda for Nov. 8 meeting:

Public Safety: Humane Society

There being no further business, the meeting adjourned at 10:25 p.m.

Respectfully Submitted,

Christopher McGann
Millersburg Borough Manager