

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

**February 27, 2018  
Millersburg Borough Council Chambers**

Present: Committee Chairs Chris Dietz, Gary Ibberson, Joy Breach, and Brent Boyer (left at 8 p.m.). Borough Manager Chris McGann was also present.

The meeting came to order at 7:50 p.m.

**MYO Park Revitalization Project**

It was noted that a kickoff meeting for the project was held at 5:30 p.m. today. In attendance were Committee members Dietz, Boyer and Breach; Manager McGann; Millersburg resident Alicia Hoke; and Chuck Strodoski with YSM. Committee member Gary Ibberson arrived part way through the session.

**Reamer Building Update**

Chairman Boyer reported that some issues with the contractor have been resolved and demolition is proceeding. The Borough is in regular contact with Dauphin County on this project. Mr. Boyer then left the meeting due to a work commitment.

**Volunteer Policy**

McGann explained that a detail emerged with the policy after Council approved a higher premium for additional coverage. The increase in coverage is from \$5,000 to \$10,000 with an additional cost of \$30. The policy is intended to be a supplement to a volunteer's regular health insurance. Unfortunately, Medicare now requires that any other insurance pays first for medical expenses. As a result, Aegis Security Insurance Company only provides coverage of up to \$2,000 for volunteers aged 64 or older. Committee members discussed the issue and agreed with these terms. McGann will finalize the paperwork.

**Risk Assessment Score**

The Committee reviewed the latest risk assessment score, which is 92 out of 100. McGann mentioned that there are a few more items that he would like to do in order to further increase the score.

**Facility Use Agreement – Fireworks**

The signed agreement and the fire company's insurance certificate have been received. The Committee members had no additional comments or concerns.

**Future of the Reamer Building Site**

The Dauphin County Commissioners have asked the Borough Council to provide a list of priorities for the site once the demolition has been completed. The Dauphin County Land Bank is interested in developing the site in the near future. Several ideas were proposed. McGann was directed to compose a letter indicating that a low-impact business is most

preferred and residential housing would be the second priority. The Borough requests that any new construction be flood resistant and that any project receive Council's consent.

### **2018 Paving Project**

Committee members reviewed the cost projections provided by the Borough Engineer for several proposed street projects for 2018. The street maintenance project for 2018 will include base and surface repairs, catch basin replacement and installation of an ADA ramp at the intersection of Congress and Boyd Streets. The project will also include milling and paving of the 300 block of Herman Street and installation of a catch basin. McGann will have the legal notice ready for approval at the March Business Meeting.

### **Street Closure Procedure**

McGann requested permission to approve street closure requests personally in situations where gaining Council approval is not practical. Generally, this would apply to contractors who need a street closed in order to access a property that needs work. Committee members reviewed a list of considerations that McGann uses to determine if a street closure is warranted and what safety precautions would be necessary. Committee members directed McGann to create a street closure permit application incorporating the elements from a standard facility use agreement. The document is to be reviewed by the Solicitor and Insurance Agent prior to Council approval.

### **School Zone Signs**

Chairman Dietz recently had a meeting with the School District and the Township to discuss replacement of the flashing school zone signs on Route 25. Formal price quotes have not been received yet, but the initial indication is that the cost will be approximately \$16,000. The intent is to apply for an ARLE grant through PennDOT to fund the signs since purchase and installation are the responsibility of the municipality. The grant cycle opens June 1 and grants are typically awarded in early September.

### **Stock Donation**

The Borough recently received a gift of 300 shares of Mid Penn Bank stock from a Millersburg resident. The gift is to be used for the holiday display. McGann recommended that it be used to replace the aging wires and sockets. Committee members agreed and directed McGann to get pricing on the needed supplies.

### **Facility Rentals**

One of the tenants at a Borough-owned facility has an outstanding balance due. After discussion, McGann was directed to inform the individual that payment in full is due by April 30, 2018. If not paid by that time, all personal property must be removed from the facility. McGann was also directed to check on the status of another unpaid invoice from a previous event.

### **Facility Use Request – Race 4 Grace 5K Glow Run**

McGann reported that Grace United Methodist Church would like to host a Saturday evening glow run on May 12 and use Borough streets for the route. The church has hosted previous glow runs, but in those instances the only Borough street impacted was

Evelyn Drive (after the medical facilities on that street were closed) with the remainder of the course in Upper Paxton Township. Committee members expressed several specific safety concerns and McGann noted that a street closure permit for Route 25 will be required from PennDOT. McGann will follow up on these concerns before Council takes final action. A user fee of \$25 fee will apply due to the street closure.

#### **Lincoln Street Complaint**

The Borough received a complaint about parking on Lincoln Street. Specifically, parking is permitted on both sides of the street, which can obstruct traffic. McGann further reported that the public works crew has difficulty with plowing the street due to the parking situation. McGann will contact LTAP and request a traffic study to determine the best solution.

#### **Ferry Boat Rates**

We have not yet received the proposed rates for the 2018 season. The Ferry Association Board is scheduled to meet again before the Business Meeting. McGann will follow up. He was also asked to inquire about the status of a grant that the Association is pursuing.

#### **HRG Invoice**

We received the most recent invoice from HRG for the Storm Sewer Project work. This invoice totals \$447.60 and Council authorization is needed to forward to Dauphin County for payment.

#### **The following items will be on the agenda for the March 14 Business Meeting**

**Parks: Facility Use Agreement – Fireworks**

**Parks: Ferry Boat Rates**

**Property: Holiday Display Purchase**

**Streets: Facility Use Request – Race 4 Grace 5K Glow Run**

**Streets: Street Closure Permit**

**Streets: Legal Notice – 2018 Street Paving Project**

**Unfinished Business: HRG Invoice**

There being no further business, the meeting adjourned at 8:45 p.m.

Respectfully Submitted,

Christopher M. McGann  
Millersburg Borough Manager