

Millersburg Borough Council Minutes
January 10, 2018
Millersburg Borough Council Chambers

Call to Order – President Dietz called the Council meeting to order at 7:05PM with Cl’ms Boyer, Breach and Ibberson present. Manager McGann and Secretary Jackson were also present. Mayor Ibberson arrived at 7:25PM. The invocation was given by President Dietz, followed by the Pledge of Allegiance.

Guests – None.

Approval of Minutes – Motion by Cl’m Breach, seconded by Cl’m Ibberson to approve the minutes from the December 13, 2017 meeting as presented. Motion carried.

Financial Reports – Council reviewed the Financial Report and the Capital Improvement Year to Date Report. Motion by Cl’m Ibberson seconded by Cl’m Boyer to accept the Financial Report as presented. Motion carried. Motion by Cl’m Ibberson, seconded by Cl’m Breach to approve the Check Detail Report as presented. Motion carried with yes votes from Cl’ms Boyer, Breach and Ibberson. Cl’m Dietz voted yes but abstained from voting on checks number 13536 and 13357.

Committee Reports

Employee Relations

Employee Manual Updates – Manager McGann reported that he will have an update to the manual for Council review for the January Committee meetings.

Finance and Risk Management

Borough Audits – Secretary Jackson reported that Zelenkofske Axelrod is close to issuing the 2016 financial statements. J.H. Williams will be conducting the 2017 audit on January 15th and 16th.

Parks and Recreation

MYO Compost Site – Cl’m Boyer reported that Grosser’s has finished most of the clean-up but will have to return one more time. Grading could be necessary, but may be able to be accomplished using the Public Works crew.

UrXscape Landscaping Invoice – Council reviewed the invoice for \$554.60 for spring and fall planting. Some dissatisfaction was expressed by Cl’m regarding the quality of the job so better specifications will be provided for 2018. Motion by Cl’m Boyer, seconded by Cl’m Breach to pay the invoice for 2017 services at \$554.60. Motion carried with yes votes from Cl’ms Boyer, Breach, Dietz and Ibberson.

New Sign – Manager McGann reported that the new Tow Path sign arrived and will be installed at the upper end. The sign for the lower end has not been ordered yet.

Property

Reamer Property Demolition – Cl’m Boyer reported that ADM Logistics received permission from Dauphin County to proceed. The zoning and UCC permit applications are currently with CCIS for processing. The County will be doing a press event on the first day of the job. Manager McGann was reminded that he is to advise the neighboring property owners that the demolition will be taking place. Council also directed

McGann to advise George Connor that the Borough needs to be aware of all communications between the County and the ADM Logistics.

Public Safety – Chairman Ibberson had nothing to report.

Request for Meeting – Manager McGann reported that Fire Chief Doug Snyder requested discussion with the Borough regarding the new legislation regarding volunteer firefighters’ tax incentive. McGann suggested that this take place at the January Committee meeting. He will notify the Upper Paxton Township Supervisors of same.

Streets

Engineering Services Proposal – Council reviewed Brinjac’s proposal for services for the 2018 paving project. The cost is \$5,500 and can be paid from Liquid Fuels money. Motion by Cl’m Boyer, seconded by Cl’m Ibberson to approve the proposal and to pay for the expense from Liquid Fuels funds. Motion carried with yes votes from Cl’ms Boyer, Breach, Dietz and Ibberson.

Street Sweeping Project – Manager McGann reported that he would like to rent the street sweeper from Golden Equipment Company for the week of April 9-13 for \$2,600. Heim’s Disposal has quoted rental of a 15-yard dumpster for \$175 per pull and \$73.90 per ton. Motion by Cl’m Ibberson, seconded by Cl’m Boyer to rent the street sweeper and dumpster at the stated rates. Motion carried with yes votes from Cl’ms Boyer, Breach, Dietz and Ibberson.

Streets Tour – Manager McGann reported that he will be conducting a tour of the Borough streets with Joe Whitcomb from New Enterprise this Friday. Target areas will be the 100 block of Center Street, the 200 and 300 blocks of Congress Street and the Rising Sun culvert. Cl’m Dietz requested that the south side of the 1000 block of Union Street be added to the tour. It was noted that we may need to pursue getting a waiver from the cul-de-sac requirement for this block, if any work is ultimately scheduled.

Economic Development – Chairman Dietz had nothing to report.

Mayor’s Report

Parking Meter Attendant Position – Robert Sechler began his duties yesterday.

Day Care Complaint – Cpl. Wise received a complaint of an unlicensed day care center operating in the Borough and referred the complaint to the proper agency. The agency was already aware of the allegation. The day care center owner came to the Police Department to complain.

New Police Vehicle – Mayor Ibberson reported that the conversions for the new vehicle need to be gone over with **911 Rapid Response**.

Post Office Accessibility Complaint – Cl’m Breach reported that she received a complaint from a resident of the Polk Center regarding the lack of ADA accessibility at the Millersburg Post Office. Council agreed that this is a civil matter regarding a federal building.

Manager’s Report – Written report provided to all Cl’ms. Manager McGann highlighted the work he has been doing on the grant application for designating a historic district. This is a 50/50 matching grant. He will have the draft application ready for Council action for the February Council meeting. Additionally, McGann reported that he applied for two PSAB media awards for our Facebook page and website.

Unfinished Business

Lamp Post Bids – Manager McGann reported that we have not received any bids. We are still waiting for Lehman’s to relocate the one lamp post from the Union Street side of the building to the West Street side.

Police Cars Bids – We received a bid for each car. Manager McGann opened the bids. Lot 1 was for the 2001 Ford Crown Victoria. The bid was for \$355 from Eric Wise from Elizabethville. Lot 2 was for the 2004 Ford Crown Victoria. The bid was for \$455 from Eric Wise form Elizabethville. McGann reported that the scrap value would be less than \$100 for each car from Aumiller’s. It was noted that the exterior detailing needs to be done before the cars are sold. Motion by Cl’m Breach, seconded by Cl’m Ibberson to accept the two bids for \$810 total. Motion carried.

Council Vacancies – Manager McGann reported that no letters of interest have been received. Council directed Manager McGann to repeat the notice in the Upper Dauphin Sentinel.

Petition to Decrease the Size of Council – Council discussed how many signatures they have obtained so far. President Dietz encouraged them to keep circulating the petitions.

New Business

Councilman Wolfe Leave of Absence – Council reviewed Cl’m Wolfe’s request for a leave of absence. Motion by Cl’m Breach, seconded by Cl’m Ibberson to approve Cl’m Wolfe’s request for a leave of absence without pay for health reasons. Motion carried.

HRG Invoice – Council reviewed the most recent invoice for \$2,984. Motion by Cl’m Boyer, seconded by Cl’m Breach to forward it to Dauphin County for payment. Motion carried with yes votes from Cl’ms Boyer, Breach, Dietz and Ibberson.

2018 PSAB Membership & Borough News Subscription – Motion by Cl’m Ibberson, seconded by Cl’m Breach to pay \$402 for the 2018 PSAB membership dues; \$40 for the extended listing in the PSAB Membership Directory; and \$80 for eight subscriptions to the Borough News. Motion carried with yes votes from Cl’ms Boyer, Breach, Dietz and Ibberson.

Dauphin County Treasurer Return of Uncollected Real Estate Taxes – Secretary Jackson reported that the Dauphin County Treasurer has not yet forwarded the final return of uncollected 2017 real estate taxes. The most recent report, received on January 8, shows \$27,300.52 in uncollected real estate taxes and \$3,937.85 in uncollected fire protection taxes. These figures would be adjusted downward to reflect any subsequent collections until the final return is prepared. The exoneration form is time sensitive so Jackson requested Council action to approve the amount which she will verify. Motion by Cl’m Boyer, seconded by Cl’m Ibberson to approve signing the exoneration form and returning it to the Dauphin County Treasurer. Motion carried.

Spring Clean-Up – Manager McGann requested permission to set Clean Up Day for Saturday, April 14 from 7:00AM to 3:00PM. Heim’s has quoted four dumpsters at \$225 each and \$73.90 per ton. Motion by Cl’m Breach, seconded by Cl’m Ibberson to approve setting the date for Clean Up Day and the related expenses as presented. Motion carried with yes votes from Cl’ms Boyer, Breach, Dietz and Ibberson.

Borough Resolution No. 18-02 – Emergency Operations Plan Update – This resolution provides for the biennial updating of the Borough’s EOP. The updates have been prepared by EMC Sean Grimm and have only minor changes. Motion by Cl’m Boyer, seconded by Cl’m Ibberson to approve the updated plan. Motion carried. Manager McGann will invite EMC Grimm to attend a future Committee meeting.

Borough Resolution No. 18-03 – Mid Penn Bank – This resolution honors the 150th anniversary of Mid Penn Bank. Motion by Cl'm Ibberson, seconded by Cl'm Boyer to approve Borough Resolution No. 18-03. Motion carried.

Borough Resolution No. 18-04 – Ned Smith Center – This resolution honors the 25th anniversary of the Ned Smith Center. Motion by Cl'm Boyer, seconded by Cl'm Ibberson to approve Borough Resolution No. 18-04. Motion carried.

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

HRG – CDBG-DR Storm Sewer Relocation Project – Council reviewed and discussed the written status update. Manager McGann reported that the bid opening is scheduled for January 17th at HRG's offices. The award is scheduled for January 24th. There are four bidders who have indicated their intent to bid and an additional 9-12 who have expressed interest.

Organization Reports

Upper Dauphin COG – President Dietz reported that there was no December meeting.

Millersburg Planning Commission – January (draft) meeting minutes were provided. Discussion centered around the historical district designation grant.

Millersburg Pool Association – No report.

Millersburg Fire Company – Cl'm Ibberson reported that training was held for new Fire Police; Robert Sechler is the captain. Manager McGann offered to refer MAWT representatives to Mr. Sechler for Cherry Blossom Festival coverage.

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

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

Millersburg Ferry Boat Association – No minutes provided. Manager McGann will contact them to request minutes and to ask that they provide the proposed 2018 rates for Council approval.

Dauphin Lebanon County Boroughs Association – President Dietz announced that the next meeting will be January 23rd at the Perkins off of Route 81. The tentative speakers will be from Hershey Harrisburg Visitors Bureau and Lebanon County Visitors Bureau.

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

Upper Dauphin Industrial Development Authority – No meeting held.

Millersburg Civil Service Commission – Minutes of Reorganization meeting were provided to Council. Gary Ibberson is the newly elected Secretary.

JMT (Master Parks Plan) – Manager McGann reported that the community meeting will be on Saturday, February 3rd at the Millersburg High School cafeteria from 10:00AM to 1:30PM. Max's Grille & Sports Bar will be providing a catered lunch. The focus will be on community input on Bradenbaugh, Seal and Market Square Parks. Council directed Manager McGann to post the information on our Facebook page. Cl'm Dietz reported that he will be meeting with representatives from the Teener Association to discuss possible

upgrades to the MYO baseball field. Cl'm Boyer stated that a study can be done on the Swimming Pool at any time; the approximate cost range is \$20,000-\$25,000.

Millersburg Borough Safety Committee – McGann reported that the Committee met on December 29th. Secretary Jackson will provide minutes to the Council.

Forum for Local Government Officials – Manager McGann reported that he received an invitation from the Dauphin County Commissioners to attend a forum at DCNR on February 6th from 6:00-8:00PM. He will forward the email to all Council members.

Next Meeting – President Dietz announced that the next meeting on January 24, 2018.

The meeting was recessed to the Call of the Chair at 8:40PM.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary