

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

January 24, 2018

Millersburg Borough Council Chambers

Present: Committee Chairs Chris Dietz, Gary Ibberson, Joy Breach, and Brent Boyer
Mayor Rick Ibberson (left at 8:45 p.m.) and Borough Manager Chris McGann were also present.

Guests: Millersburg Fire Chief Doug Snyder; Upper Paxton Township Supervisors Ron Hepner, John Orr and Robert Stoner.

The meeting came to order at 7:36 p.m.

Firefighter Tax Relief

The guests were present to discuss Pennsylvania Act 172 of 2016. This law allows municipalities to offer local tax relief to promote volunteerism with emergency service organizations. Specifically, Act 172 allows municipalities to offer an earned income tax credit, a real estate tax rebate capped at 20 percent of the municipal real estate taxes or a combination of the two. Since the Millersburg Fire Company serves both the Borough and Upper Paxton Township and has members from both municipalities, it makes sense to involve both the Township and Borough. The Committee Members and Supervisors came to a consensus that only the EIT tax credit should be considered, starting with the 2018 tax year.

Both municipalities use Keystone Collections Group for EIT collections and McGann was directed to contact Keystone and get additional information about timelines and procedures. McGann relayed that Keystone has previously reported on Act 172 at a meeting of the Dauphin County Tax Collection Committee.

Under the provisions of Act 172, the Fire Chief is responsible for presenting both municipalities with a notarized list of the qualifying volunteers every year.

Council Members and Supervisors settled on the following qualifying criteria for the tax relief program:

- Qualifying volunteers would receive an EIT credit totaling \$250, which is capped at the individual's total tax liability. This only applies to the 0.5 percent EIT that is paid to the Borough and Township respectively.
- Firefighters would need to respond to 20 percent of calls for the year and have 16 hours of annual firefighter training to qualify.
- Administrative staff would need to attend 75 percent of meetings. Excused absences due to work commitments count as having attended a meeting.

McGann will draft the appropriate ordinance and resolution for consideration by both boards. An ordinance is required to establish the program. Qualifications may be set by

resolution, which would allow the respective boards to change the qualifying criteria without amending an ordinance. The goal is to approve advertising the respective ordinances at the boards' March meetings with final adoption at the April meetings.

Fire Company Relief Association Audit

There was an impromptu discussion of the recent audit of the Fire Company Relief Association. Council Member Ibberson also serves as Relief Association Treasurer. There were two findings of the audit. There was an issue with bonding that has been resolved. There was also an issue with inventorying equipment that is being addressed.

Chief Snyder and the Supervisors left the meeting at 8:38 p.m.

Upper Paxton Township Request

Upper Paxton recently sent a letter to the Borough requesting a contribution toward some engineering costs. The costs are related to the Township's Safe Routes to School Grant application to fund construction of sidewalks along Route 25. If approved, the contribution would represent one-third the cost (the same request was sent to the school district), totaling \$940.98. The Committee will also request that the Township hold a public meeting to discuss the project with property owners.

Financial Statements

The 2016 financial statement is finally ready for Council action. Council will need to take action to accept the financial statement and to direct that the appropriate public notice be posted. McGann was directed to contact the PA State Association of Boroughs regarding a question about including the Authority's financial information in the audit.

Legislative Update

McGann presented a list of bills currently under consideration by the General Assembly. Three of the bills were recently reported out of committee and would affect bidding requirements in certain situations. The Committee directed McGann to draft a resolution in support of the three bills and compose corresponding letters to Rep. Helm and Senator DiSanto. Four other bills were highlighted at the previous evening's meeting of the Dauphin Lebanon County Boroughs Association. Millersburg Borough has previously stated positions on the policies addressed in SB 251 (municipal use of radar for speed enforcement) and HB 1469 (third party UCC requirements). McGann will compose the appropriate letters to Rep. Helm and Senator DiSanto reiterating the Borough's stance on these items.

Employee Manual Updates

Chairman Dietz will review the proposed policy and finalize language for the February Business meeting.

Christmas Tree Lights

The Committee directed that the public works crew members recover as many strings of lights as possible. There is an ongoing problem with squirrels chewing through the light strands.

MYO Park Project – Engineering Services

The Borough's consulting firm, YSM, has presented a proposal to expand the scope of work on the engineering services for this project. The proposal is for an additional \$25,800 to account for floodplain and storm water management permitting. A representative from YSM is scheduled to attend the February business meeting to justify the request. The additional fee represents costs that a subcontractor, LandStudies, would charge to YSM. It was reported that YSM has also been asked to get a quote from the Borough's Engineer for this service.

Tree Planting Project

The Millersburg Rotary Club is sponsoring the planting of some trees for the MYO Park project. Chairman Dietz asked McGann to get specifications on tree trunk size and species from YSM so that he can place the order for the trees.

Reamer Building Demolition

Chairman Boyer reported that the contractor has secured the appropriate permits. A press event with the County Commissioners is scheduled for Feb. 6 at noon. McGann will touch base with the Commissioners' press secretary. McGann sent out notices of the work to neighboring property owners.

2018 Paving Project

McGann presented a list of potential projects for the 2018 street paving program along with some preliminary budget figures provided by New Enterprise Stone and Lime. For 2018, the Borough will plan for wearing course replacement on the 300 block of Herman Street and replacement of an inlet and pipes at Cherry and Boyd Streets and associated base and wearing course repairs. McGann will be meeting with the Borough Engineer in the near future to get a second set of project estimates and finalize the scope of work.

Council Vacancies

No letters of interest to fill the vacancies have been received. McGann was directed to contact the Solicitor and confirm the number of Council Members needed for a quorum based on the remaining members. Committee Members were also reminded to continue circulating petitions to start the process of reducing the size of the Borough Council.

Posting Policy

McGann presented a revised policy governing the posting of information on Borough-owned property and in electronic forums. McGann explained that the goal of the policy is to prohibit solely commercial advertising in government facilities and electronic forums, though there are exceptions for business sponsorship of Borough projects and sports leagues. Two changes were made to the draft as presented and Committee members were asked to provide any additional changes prior to the Business Meeting.

Historic District

The Committee decided that the grant for the historic district should only include a listing on the National Register of Historic Places and not include the certified local government program.

Flag Disposal Facility

The Stars and Stripes Project, a student group at Millersburg Area School District, would like place a collection box for used and tattered US flags at the Borough Building. The collection box would allow residents to drop off used flags for later disposal in an appropriate fashion. Committee Members were in favor of the idea and suggested that the box would be best suited on the Union Street side of the building. McGann will work with the group on details such as placement, maintenance and emptying the box.

Tow Path Sign

The Borough recently purchased an interpretative and rules sign for the MYO Park Tow Path. The sign is meant to discourage camping in the park. The sign will be posted at the northern end of the path, in the vicinity of the gate.

Millersburg Sign Permit

Per PennDOT regulations, a new permit tag will need to be added to the Millersburg Sign. This tag is rather large and very visible. The Borough does not have a choice, but Committee Members were shown the new tag.

Cherry Blossom Festival Booth

Committee members did not object to having a booth at the Cherry Blossom Festival to promote the Master Parks Plan. McGann will man the booth, but did ask Committee members to join him if they are available.

Cyber-Liability Policy

The Committee would like full Council action on the invoice since it represents a new insurance policy rather than renewals of existing policies.

The following items will be on the agenda for the Feb. 13 Business Meeting

Guest: Chuck Strodoski, YSM

Employee Relations: Employee Manual Update

Finance and Risk Management: 2016 Financial Statements

Finance and Risk Management: Cyber Liability Policy

Streets: Facility Use Requests – Cherry Blossom Festival

Unfinished Business: Resolution No. ____ -- Posting Policy

Unfinished Business: HRG Invoice

New Business: Upper Paxton Township Request

New Business: Resolution No. ____ -- Supporting HB 99, SB 801 and SB 947

There being no further business, the meeting adjourned at 10:02 p.m.

Respectfully Submitted,

Christopher M. McGann
Millersburg Borough Manager