

**Millersburg Borough Council Minutes**  
**June 13, 2018**  
**Millersburg Borough Council Chambers**

**Call to Order** – President Dietz called the Council meeting to order at 7:03PM with Cl'ms Breach, Hoch (arrived at 7:09PM), Ibberson and Rivera 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** – Charles Miller, David Roadcap, Darlene Roadcap and Sharon Young, all representing Millersburg Area Ambulance Association.

**Approval of Minutes** – Motion by Cl'm Breach, seconded by Cl'm Rivera to approve the minutes from the May 9 and May 23, 2018 meetings as presented. Motion carried.

**Public Comment** – President Dietz recognized Ms. Young and Ms. Roadcap who attended to answer any questions Council may have about the Ambulance Association's services. President Dietz expressed Council's concern for the continuation of quality service. Ms. Roadcap reported that seven individuals were hired recently and the Association is now running a full schedule. They are responding to more calls and turning things around financially. Further, Ms. Roadcap reported that there was no violation regarding calling and holding meetings. President Dietz thanked the guests for attending and all guests then left the meeting.

**Financial Reports** – Council reviewed the Financial Report. Motion by Cl'm Breach, seconded by Cl'm Hoch to accept the Financial Report as presented. Motion carried. Council also reviewed the Capital Improvement Year to Date Report. Motion by Cl'm Ibberson, seconded by Cl'm Rivera to approve the Check Detail Report as presented. Motion carried with yes votes from Cl'ms Breach, Dietz, Hoch, Ibberson and Rivera.

**Committee Reports**

**Employee Relations** – Manager McGann requested that Council be prepared to discuss employee Steve Jones' request for the Public Works employees to work four ten-hour days; discussion set for the June 27<sup>th</sup> Committee meeting.

**Finance and Risk Management** – Chairman Breach had nothing to report.

**2017 Audit** – Secretary Jackson reminded Council that representatives from JH Williams will be attending the June 27<sup>th</sup> Committee meeting to review the Borough's financial statements. Manager McGann reported that he is working with the auditors on any current loans the Millersburg Area Authority has and any effect they may have on the Borough's liability. Council directed McGann to reference state law on the matter.

**Parks and Recreation**

**Concession Stand Lease** – JoAnne Smyre is interested in leasing the stand. Council reviewed the proposed lease and directed Manager McGann to draft language that will more specifically state the invoicing and payment due terms. Solicitor Kerwin has also reviewed the lease. Motion by Cl'm Breach, seconded by Cl'm Rivera to approve the lease between the Borough and JoAnne Smyre including revisions to the due dates for rent and electricity. Motion carried.

Council also directed Manager McGann to remove the two vending machines from the front of the concession stand; Tony Shiffer was suggested as a possible contact.

Dead Trees – Mayor Ibberson reported that there are several dead trees along Keystone Street that are a safety hazard. Council directed Manager McGann to get estimates for removal.

Bollard Repair Project – Manager McGann reported that the repairs will be finished this Friday.

MYO Park Renovations Project Planning Meeting – Manager McGann reported that there is a planning meeting scheduled for Tuesday, June 19<sup>th</sup> at 5:30PM in MYO Park. In the event of rain, the meeting will be held in the Borough Building basement meeting room.

**Property** – Cl'm Rivera had nothing to report.

Pontoon/Dock Bid Opening – Seven bids were received and are recorded as follows:

Glenn Heim, Dornsife, \$1,100  
Kelly Heim, Klingerstown, \$300  
Shawn Bowman, Millersburg, \$500  
Mark Wisniski, Millersburg, \$471.08  
Shawn Coleman, Millersburg, \$211  
Rhonda Smith, Millersburg \$681.83  
James Moyer, Millersburg, \$300

Motion by Cl'm Hoch, seconded by Cl'm Rivera to dispose of the found pontoon and award the bid to Mr. Glenn Heim. Motion carried.

Pine Street Property – Manager McGann reported that he is continuing to work on the Pine Street lot and called Council's attention to that portion of his written report. Additionally, William Burch has quoted \$4,000-\$5000 to do a subdivision plan.

**Public Safety** – Cl'm Ibberson had nothing to report.

Dead Tree on Manor Drive – Mayor Ibberson reported that property at 904 Manor Drive, owned by Steve Davis, also has a dead tree that has dropped limbs, creating a safety issue. Manager McGann reported that Mr. Davis trimmed the tree last year; however, the problem persists. Council directed Manager McGann to notify Mr. Davis that the tree must be removed.

Community Oriented Policing services (COPS) Grants – President Dietz asked Mayor Ibberson the status of hiring new officers via this grant which is offered through the U.S. Department of Justice. Mayor Ibberson responded that the application period opens after July 1<sup>st</sup>.

## **Streets**

Report from Chairman Hoch – Cl'm Hoch reported that he received a copy of the email regarding a complaint of a pothole in the 300 block of Moore Street with an accompanying photo indicating re-bar sticking out of the blacktop. The pothole has been repaired by the Public Works crew. Hoch also reported that he did a town tour with Manager McGann to note the worst potholes to list for the additional repair work.

Melter/Bander Purchase – Council reviewed a quote from US Municipal Supply for a melter/applicator for \$1,733.22. Council directed McGann to research the unit's performance.

Additional Hot Mix – Nine locations were identified for the hot mix repairs. New Enterprise Stone and Lime Company, Inc. quoted \$2,775 for the material only and \$7,200 for material and labor. Motion by Cl'm Hoch, seconded by Cl'm Ibberson to approve New Enterprise's quote of \$7,200 to be paid from liquid Fuels

funds, for 20 tons of material, 9.55mm, supplied and installed. Motion carried with yes votes from Cl'ms Breach, Dietz, Hoch, Ibberson and Rivera.

Advertise Ordinance Nos. 3-18 & 4-18- Parking Restrictions – Council reviewed the legal advertisement for both ordinances and received drafts of both ordinances. Solicitor Kerwin has approved both drafts. Motion by Cl'm Hoch, seconded by Cl'm Rivera to advertise Borough Ordinances Nos. 3-18 and 4-18 one time in the Upper Dauphin Sentinel for adoption at the July 11, 2018 meeting. Motion carried with yes votes from Cl'ms Breach, Dietz, Hoch, Ibberson and Rivera. Manager McGann reported that he will have to purchase eleven new signs. Council directed McGann to obtain the appropriate quotes; McGann responded that the total amount will be within his purchasing authority.

Borough Resolution No. 18-11 Supporting an ARLE Grant – This resolution approves the submission of an Automatic Red Light Enforcement grant. Motion by Cl'm Breach, seconded by Cl'm Ibberson to approve Borough Resolution No. 18-11, which directs Manager McGann to apply for an ARLE grant for the purchase and installation of two school zone signals. Motion carried.

Economic Development – Cl'm Dietz reported that PCN channel filmed two programs (Inside PA Boroughs and Exploring PA Boroughs) locally and in their studio. Manager McGann was directed to post the air dates on the Borough's website. The Colonnade is interested in hosting a viewing party.

Mayor's Report – The May Police Department statistical reports were provided to all Cl'ms. Corporal Wise did a 6 month review for Robert Sechler; it was a good review. The Police Department has Naloxone. There is a policy for its use and the officers have taken the appropriate training. The new police vehicle is now in use. The status of the live system for writing tickets was unknown.

Manager's Report – Written report provided to all Cl'ms. McGann reported that the Borough recently received PSAB awards for our website and Facebook page. Secretary Ann Jackson was also recognized for 20 years of service. Millersburg Area Working Together has given a funding commitment towards major renovations to the gazebo in the Square. Following this year's Chery Blossom Festival, MAWT awarded \$7,550 to 16 local organizations.

### Unfinished Business

ADM Logistics Invoice – Manager McGann reported that we received the final teardown invoice for \$16,250. Motion by Cl'm Breach, seconded by Cl'm Rivera to forward the invoice to Dauphin County for payment. Motion carried with yes votes from Cl'ms Breach, Dietz, Hoch, Ibberson and Rivera.

Reamer Property Tank Removal Expense – As previously reported, ADM Logistics was invoiced \$2,668.06 by Hazelton Oil & Environmental, Inc. for pumping and removal of the underground tank on the Reamer site. The Borough previously paid \$1,200, leaving an unpaid balance of \$1,468.06. Manager McGann reported that Cl'm Boyer recommends that the Borough pay the balance due on the invoice. Motion by Cl'm Breach, seconded by Cl'm Ibberson to approve the expense of \$1,468.06 from General Fund money to ADM Logistics. Motion carried with yes votes from Cl'ms Breach, Dietz, Hoch, Ibberson and Rivera.

State Street Storm Sewer Relocation Project Change Order – Council reviewed Change Order #1 which entails expenses for an on-site redesign of the sewer lines. The charge will be passed through to Millersburg Area Authority. Motion by Cl'm Breach, seconded by Cl'm Hoch to approve Change Order #1 for \$1,250. Motion carried.

### New Business

Malone Subdivision – Council reviewed plans detailing Mr. Malone's request to remove a portion of his property at 226 Moore Street and add it to his adjacent property at 440 Boyd Street. Millersburg Planning

Commission has already reviewed and approved the plan. Dauphin County Planning Commission has reviewed the plan and required two technical items to be corrected. Motion by Cl'm Ibberson, seconded by Cl'm Breach to approve the subdivision plan with no additional comments. Motion carried.

Council discussed a site line problem at the corner of Herman and Boyd Streets and directed Manager McGann to investigate this.

K2 Consulting Services LLC Invoice – YSM, the Borough's consultant on the MYO Park renovation project, has advised that a Phase I archeological survey is necessary prior to work starting. K2 Consulting has provided a quote for a fee not to exceed \$10,875. This expense would be paid from the grant. Motion by Cl'm Rivera, seconded by Cl'm Hoch to approve the contract with K2 Consulting at a cost not to exceed \$10,870. Motion carried with yes votes from Cl'ms Breach, Dietz, Hoch, Ibberson and Rivera.

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

HRG – CDBG-DR Storm Sewer Relocation Project – President Dietz updated the Council. HRG is behind schedule by two weeks but may still finish the project on time. Construction is going well. They are now focusing on East Street. Cathy's Kline, owner of Cathy's Critters, reports that she lost business and fish, due to a water connection not being made. The claim has been referred to HRG. Council directed Manager McGann to do a pre-conference for a Gaming Grant for the extras related to the project.

Commonwealth Code Inspection Services Report – Council reviewed Ed Fegley's status report through June 8, 2018.

KMIT Report to Management – Council reviewed and discussed the Borough's unemployment compensation report and directed Manager McGann to find out if attendance at regional safety training will help the Borough's rating.

### **Organization Reports**

Upper Dauphin COG – President Dietz announced that Millersburg Borough will be hosting the upcoming meeting on June 21<sup>st</sup> at 7:00PM.

Millersburg Planning Commission – Manager McGann reported that he will distribute June draft minutes and called Council's attention to a draft ordinance regarding small cell towers. This would be an amendment to the Borough's zoning ordinance.

Millersburg Pool Association – Meeting minutes were provided to all Cl'ms.

Millersburg Fire Company – May meeting minutes were provided to all Cl'ms. Cl'm Ibberson reported that Karen Heckert has resigned as Secretary for health reasons and an election will be held to fill that vacancy. They are continuing plans for the fireworks.

Millersburg Area Authority – June minutes were provided to all Cl'ms.

Dauphin County Tax Collection Committee – Secretary Jackson reported that Joe Lazzaro's report (Keystone Collections representative) is in their packets. DCTCC approved Boyer & Ritter's 2017 audit of Keystone Collection Group. DCTCC is getting quotes to host their own website. Dauphin County does not post DCTCC's meeting minutes in a timely manner. DCTCC will negotiate with Keystone directly on the new contract. Current contract expires 12/31/19. Keystone proposes a 5 year contract extending through 12/31/24; lowering their collection rate from 1.45% to 1.40% effective 7/01/18; lowering their bond amount from \$3,280,000 to \$2,000,000; closing Vartan Way office. A special meeting is scheduled for June to

discuss negotiation results. The July 2018 meeting was cancelled. The next regular meeting is September 2018.

Millersburg Ferry Boat Association – March and April meeting minutes were provided to all Council members.

Dauphin Lebanon County Boroughs Association – President Dietz reported that the Association will meet on July 24<sup>th</sup> and that he will be sending out the invitation shortly.

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

Upper Dauphin Industrial Development Authority – There was no report.

Millersburg Civil Service Commission – No report.

JMT (Master Parks Plan) – Manager McGann reported that they are working on the public feedback received. There will be a Local Study Committee meeting in July. Manager McGann and JMT will be studying the changes in Park maintenance that will be entailed

Millersburg Borough Safety Committee – Manager McGann reported that Public Works employee Branson Smith has completed all of his required safety training and that his 60 day review will be coming up at the end of June.

**Next Meeting** – President Dietz announced that the next meeting will be on June 27<sup>th</sup>.

The meeting was recessed to the Call of the Chair at 9:22PM.

Respectfully submitted,

Ann Bowman Jackson  
Borough Secretary