

Millersburg Borough Council Committee of the Whole
Minutes
June 27, 2018
Millersburg Borough Council Chambers

Present: Committee Chairs Chris Dietz, Dave Rivera, Brian Hoch, Gary Ibberson, and Joy Breach. Mayor Rick Ibberson and Borough Manager Chris McGann were also present.

The meeting came to order at 7:58 p.m.

Gaming Grants

During the prior business portion of the meeting, Council Members heard from Edgar Cohen, representing the Millersburg Moose. The Moose requested municipal co-sponsorship to apply for a Dauphin County Local Share Municipal Grant (Gaming Grant) to fund ADA upgrades to the lodge building on Market Street. Additionally, Millersburg Borough will be applying for a Gaming Grant to fund the project alternatives for the State Street Storm Sewer Relocation project. Both grant applications will require a resolution of Council, which McGann will prepare.

Low Volume/Dirt and Gravel Roads Program

McGann further reported that he has a line on another possible source for some of the items included in the Gaming Grant request. If the traffic volume on Center Street at the project location does not exceed 500 vehicles per day, the line items related to erosion control might be fundable under the Low Volume/Dirt and Gravel Roads Program. An on-site inspection has been scheduled with Dauphin County Conservation District officials, who oversee the program for the County.

Center Street Rail Road Crossing

Chairwoman Breach asked McGann to follow up on the standing water problem at the Center Street Railroad Crossing. McGann reported that after his last interaction with railroad officials, the railroad would be checking some old paper maps to see if the storm water pipe running under the crossing is the railroad's responsibility.

Public Works Schedule

McGann relayed a request from the public works department to shift to a four-day/ten-hour schedule. After discussion, the committee approved the change on a trial basis. McGann was directed to discuss the proposal with Secretary Jackson to ensure that such a shift would not adversely affect the payroll or record keeping. The following caveats were added:

1. Schedules are to be rotated so that the shift in work hours does not result in more than one public works employee being off on any given day.
2. During a week with a holiday, work schedules will revert to a standard 8-hour work day.
3. The work schedule change will result in employees having a Monday, Wednesday or Friday off. A shift rotation is to be developed to ensure that each of the three

employees gets a different day off each week. Ideally, each employee would have a schedule that results in a Friday and the following Monday off on occasion.

MYO Project Update

Chairman Dietz reported on a recent meeting involving himself, Chairman Boyer, McGann and YSM representative Chuck Strodoski at MYO Park. The most current concept drawing was reviewed by Committee members. Plans call for the following features:

1. A playground area with the outline in the shape and style of a canal boat.
2. Impervious asphalt walking paths that are ADA compliant.
3. A pavilion structure at the site of the old canal pump house. This would include a structure reminiscent of the chimney from the pump house.
4. An architectural feature, likely an arch, located at the best visual location overlooking the river.
5. Sponsorships will likely be solicited for site amenities such as benches and trash receptacles.
6. A likely bid alternate would raise the pavilion roofs and install concrete floors.

Plans are still being finalized and Committee members are invited to add any additional input.

Art Event Proposal

The Susquehanna Valley Chapter of the Pennsylvania Guild of Craftsmen has approached the Borough about hosting an art festival in the Square in the late summer/early fall of 2019. McGann reported that he has discussed some of the particulars and the safety concerns with the organizers. Organizers have also been invited to a future Committee meeting.

Christmas Tree

Chairman Dietz directed McGann to get a price quote to remove the large Christmas tree in Veteran's Park. After discussion, McGann was also directed to contact our Christmas tree supplier to check on the availability of a 15-20 foot high tree that could either be planted temporarily or safely anchored for the holiday season. McGann added that the Lions Club may be in a position to fund the replacement/temporary tree.

Tree Trimming Quote

Committee Members reviewed a price quote from Stolfus Tree Service. Four trees are to be addressed. Two dead trees on Keystone Street will be cut down to the tree crotch and the stumps will remain. One large tree in Riverfront Park will be trimmed to remove dead branches. Finally, a smaller dead tree in Riverfront will be removed and the stump ground out. Total cost is \$2,850 and Council action is requested.

Parking Ordinances

Council is scheduled to pass Ordinance Nos. 3-18 and 4-18, which both relate to parking. McGann was directed to post the draft ordinances on the website and link to them through our Facebook page.

Storage Shed Replacement

Chairman Rivera presented an initial concept drawing to the rest of the Committee members. The plan is to build a storage shed on the Keystone Street lot and sell the Pine Street lot. Several items were discussed and the concept plan will need to be modified to address them. The following points were made during the discussion:

1. The shed will be for storage only. The main public works operations will still be based at the 101 West Street garage.
2. The steep embankment and the dying trees will need to be considered at the Keystone Street lot. The possibility of a retaining wall was discussed.
3. A survey and subdivision will be necessary at the Pine Street lot to create a right of way where a storm sewer pipe runs. The ballpark estimate is \$4,000 to \$5,000. The sale of the property will have to be a public auction, per the Borough Code.
4. Three bins for salt, anti-skid and mix should be located outside rather than inside the shed. Bins for stockpiling other materials (mulch, top soil, sand, stone, cold patch, etc.) can be inside the shed.
5. A survey of the Keystone Street lot may be advisable.
6. The final design will have to allow for the Keystone Street lot to be used for Spring Cleanup.
7. The County's recycling bins may be relocated in the near future, providing more room at the lot. The County has applied for grant funds to replace the bins and the new design of the bins will allow the collection trucks to empty the bins from the front rather than the rear.

Exploring PA Boroughs Watch Party

A viewing party for Exploring PA Boroughs has been scheduled for July 30 at the Colonnade Theater. Publicity will be the Facebook page and websites of the Borough and Colonnade as well as a press release in the Sentinel. McGann reported that he posted on Facebook this morning and the post had more than 2,500 views as of early this afternoon.

Zoning Hearing Board Appointment

Dennis Maloskey of 364 North Street has submitted a letter of interest for the vacancy on the Zoning Hearing Board. Mr. Maloskey recently moved to Millersburg and his letter indicates that he previously served on zoning hearing boards in Derry Township and Palmyra Borough. The letter also indicates that he is interested in any other positions, but McGann cautioned that Zoning Hearing Board members may not hold any other elected or appointed position in the Borough government per state law.

Federal Surplus Property Authorized Representatives

The Borough has received a request for updates from the Federal Surplus Property program. Currently McGann and Emergency Management Deputy Coordinator John Brabits are the sole authorized purchasers from the Borough. The Committee agreed to continue this arrangement.

Wedding Request

McGann reported that he received a request from a couple who would like to have a wedding in a Borough park, possibly Riverfront. They have requested a waiver of the

insurance requirement. Committee members were not in favor and suggested a single-event liability policy. There was a discussion of what would happen if someone were to have an event without prior approval. McGann reported that weddings have occurred in parks without prior approval. From an insurance and liability standpoint, the Borough can take the position that permission was not granted and thus disclaim responsibility for any incidents related to such an event.

The following items will be on the agenda for the July 11 Business Meeting:

Parks: Tree Trimming Quote

Streets: Ordinance Nos. 3-18 and 4-18

New Business: Resolution No. 18-12 -- Co-sponsorship request for Borough Gaming Grant

New Business: Resolution No. 18-13 -- Municipal co-sponsorship for Moose Gaming Grant

Organization Reports: ZHB – appointment of member

There being no further business, the meeting adjourned at 9:28 p.m.

Respectfully Submitted,

Christopher M. McGann
Millersburg Borough Manager