

Millersburg Borough Council Minutes
March 14, 2018
Millersburg Borough Council Chambers

Call to Order – President Dietz called the Council meeting to order at 7:06PM with Cl’ms Boyer (arrived at 7:13PM), Breach and Ibberson present. Manager McGann and Secretary Jackson were also present. The invocation was given by President Dietz, followed by the Pledge of Allegiance.

Guests – William Baker, Don Herrold, Scott Isenberg, Dean Riland, Leslie Smith, Tamara Spicher, Joseph Steppy, Skip Wingard, officers and Board members of the Historical Society of Millersburg and Upper Paxton Township.

Public Comment – President Dietz recognized Skip Wingard, Historical Society President. Mr. Wingard read a statement on behalf of the Historical Society expressing their position regarding the Master Parks Plan which Council is currently working on. Wingard requested that his statement be entered into the official meeting minutes. The Historical Society requested that Council keep in mind Daniel Miller’s vision for the parks to be maintained as public areas, and to preserve the existing historic theme in Market Square and Veterans’ Parks. President Dietz explained that the Master Parks Plan is a visionary document and that design changes will still maintain the traditional look of the town. The Historical Society members are invited to return to see the plans once they are drafted and give additional input. The booth at the Chery Blossom festival will have some proposals on display in an effort to gather public reaction and comment.

Mr. Wingard also asked Council to give their attention to enforcement of the speed limit on Market Street, and addressing bikes travelling the wrong way on one-way streets and not having lights or reflectors for night cycling. President Dietz stated that these complaints would be followed up on. All guests then left the meeting.

Approval of Minutes – Motion by Cl’m Breach, seconded by Cl’m Ibberson to approve the minutes from the February 13 and 27 meetings as presented. Motion carried.

Financial Reports – Council reviewed the Financial Report. Motion by Cl’m Ibberson, seconded by Cl’m Breach to accept the Financial Report as presented. Motion carried. Council also reviewed the Capital Improvement report. 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, Dietz and Ibberson.

Committee Reports

Employee Relations – No report.

Finance and Risk Management

Insurance Claim – Manager McGann reported that he has opened a claim for the vandalism that occurred in the Parks last fall. The claim includes the cost for professional services for the graffiti removal. It was also discovered that the Borough does not have insurance coverage on the street signs or the swinging bridge. McGann has requested costs from our insurance agent and will have the information available for the March Committee meetings.

Parks and Recreation

Repairs to Seal Park Water Line – Cl’m Boyer reported that the Public Works crew is installing the new water line in Seal Park. This expense has been budgeted for under park construction supplies. The repair was necessary due to a leak.

Park Clean-Up – Manager McGann reported that students from the Millersburg Conservations Club worked in the parks today and will return again on May 14th to do more clean-up.

Facility Use Agreement – Fireworks – Millersburg Fire Company No. 1 requests the use of Riverfront Park, River Street and MYO Park on July 3rd from noon until midnight for a concert, festival and fireworks display. The rain date is July 13. It was recommended that the user fee be waived. The fireworks vendor's certificate of insurance has not been received yet. Motion by Cl'm Breach, seconded by Cl'm Boyer to approve the agreement with no user fee. Motion carried.

Facility Use Agreement – Catfish Tournament – Ken Miller and Keith Casey have requested the use of MYO Park on July 21-22 for a check-in and weigh-in station for a catfish tournament. The certificate of insurance requirement has been waived as well as the user fee. Participants are able to fish between Sunbury and Duncannon and would register and weigh-in at MYO Park. Motion by Cl'm Boyer, seconded by Cl'm to approve the agreement as presented. Motion carried.

2018 Ferry Boat Rates – Manager McGann reported that the Ferry Boat Association Board had to reschedule their meeting to March 15th, so no proposed rates have been submitted yet.

Millersburg Area Authority Invoice – Council reviewed the invoice from Millersburg Area Authority for materials for the water line replacement at Seal Park. Motion by Cl'm Ibberson, seconded by Cl'm Breach to pay the invoice for \$1,926.55. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz and Ibberson.

Welcome Center Concession Stand Lease Advertisement – Council reviewed the draft legal notice and press release to advertise the availability of the Concession Stand. Motion by Cl'm Breach, seconded by Cl'm Ibberson to advertise the lease available for the Concession Stand from May 5 through October 31, 2018 two times in the Upper Dauphin Sentinel. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz and Ibberson. Council directed Manager McGann to also post the information of the Borough's Facebook page and website. President Dietz directed McGann to contact the Borough's Solicitor to ask what recourse the Borough has to collect from the 2017 renter.

Property

ADM Logistics Invoice – Council reviewed the first invoice received for demolition of the former Millersburg Reamer building. Cl'm Boyer reported that the owner did asbestos remediation through a third party and can provide documentation of same. The debris was reportedly hauled to a Hegins landfill and the Borough may wish to request that documentation also. An underground oil tank was discovered. It is filled with water and will need to be pumped out. The anticipated cost for pumping is to be presented to Dauphin County for add-on approval and the Borough must photograph the tank once it has been removed. Motion by Cl'm Ibberson, seconded by Cl'm Boyer to approve forwarding the invoice for \$16,250 to Dauphin County for payment. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz and Ibberson. Cl'm Boyer directed Manager McGann to advise Dauphin County to pay the invoice expeditiously so as not to interrupt progress.

Public Safety – Cl'm Ibberson had nothing to report

Complaints from Guest – Council discussed Mr. Wingard's complaints. Regarding the speeding vehicles on Market Street, the Public Works crew will be painting the Accu-Trac lines this spring and Cl'm Ibberson will relay to Mayor Ibberson that the officers are to be advised of Mr. Wingard's comments. Regarding bike safety, Council discussed the possibilities of distributing information through the school via announcements or a flyer.

Police Department Use of Naloxone – Council agreed that Cl'm Ibberson shall question Mayor Ibberson about the Borough police officers' training, carrying and use of NARCAN.

Action Plan for Active Shooter – Council agreed that Cl'm Ibberson shall relay to Mayor Ibberson that the Council directs the police to create a plan, take appropriate training and involve PA State Police for a school active shooter incident.

Streets

Facility Use Request – Race 4 Grace 5K Glow Run – Grace United Methodist Church is requesting the use of Evelyn Drive and additional streets on May 12 from 7:00 to 10:00PM for a 5K Race. Manager McGann is working on the required PennDOT permit to close Route 25. The user fee would be waived; however there is a \$25 street closure fee. Motion by Cl'm Breach, seconded by Cl'm Ibberson to approve the agreement as presented. Motion carried.

Street Closure Permit – Council received Manager McGann's draft of the permit. Solicitor Kerwin has approved the document. Council directed Manager McGann to draft the related ordinance including penalties.

2018 Paving Project Legal Notice – Council reviewed the draft notice. The bid documents will be available electronically or hard copy for \$50. Motion by Cl'm Boyer, seconded by Cl'm Breach to approve placing the ad one time in the Upper Dauphin Sentinel. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz and Ibberson. Council directed Manager McGann to contact Erin Letavic to ask if advertisement on PennBid would be possible at no charge.

Economic Development – Cl'm Dietz had nothing to report.

Exploring PA Boroughs – Manager McGann reported that PCN will be in town on May 31 to film a segment on Millersburg Borough for their program, Exploring PA Boroughs.

Mayor's Report – February Police Department statistical reports were provided to all Cl'ms.

Manager's Report – Written report provided to all Cl'ms. Additionally, Manager McGann reported that two grants that the Council co-sponsored have been awarded. The swimming pool was awarded \$70,000 for a splash pad and the VFW Post was awarded \$37,049 for building upgrades. Council directed Manager McGann to contact the pool's representative to meet to discuss permitting procedures. Cl'm Boyer will be researching permit requirements.

Unfinished Business

HRG Invoices – Council reviewed invoices for \$447.60 and \$1,157.00 related to the State Street Storm Sewer Relocation Project. Motion by Cl'm Boyer, seconded by Cl'm Ibberson to forward the invoices to Dauphin County for payment. Motion carried.

Borough Ordinance No. 1-18 Act 172 Volunteer Firefighter Tax Relief Legal Notice – Council reviewed the legal notice for Borough Ordinance No. 1-18 as well as the appeals section of the draft ordinance. Motion by Cl'm Breach, seconded by Cl'm Ibberson to approve the legal notice for publication in the Upper Dauphin Sentinel. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz and Ibberson. Council directed Manager McGann to forward the draft ordinance to both the Millersburg Fire Company and the Upper Paxton Township supervisors.

New Business

Borough Management Caucus Renewals – Jackson, McGann – Council reviewed the invoices for renewing Secretary Jackson’s and Manager McGann’s annual memberships in the PSAB Borough Management Caucus. Motion by Cl’m Breach, seconded by Cl’m Ibberson to renew both memberships and to pay the invoices. Motion carried with yes votes from Cl’ms Boyer, Breach, Dietz and Ibberson.

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. Additionally, Manager McGann reported that there was a pre-construction meeting today. Manager McGann was directed to get a timeline for CDBG funding. McGann is pursuing disaster funding from the Lions Club at the national level. Council also directed McGann to announce that the project is beginning via a press release, Facebook and the Borough’s website.

Organization Reports

Upper Dauphin COG – February minutes were provided to all Cl’ms. President Dietz reported that the March meeting will be hosted by Berrysburg Borough.

Millersburg Planning Commission – Manager McGann reported that there was no meeting due to a lack of quorum and that he is working on the Commission’s Annual Report to Council.

Millersburg Pool Association – No report.

Millersburg Fire Company – Cl’m Ibberson reported that the new officers are Jamie Etzweiler, President; Heather Alleman, Vice President; and Karen Heckert, Secretary. The Fire Company approved four new members. There is a current phone scam involving callers requesting money on the Fire Company’s behalf.

Millersburg Area Authority – January and February minutes were provided to all Cl’ms.

Dauphin County Tax Collection Committee – Secretary Jackson reported that the Committee will meet later this month.

Millersburg Ferry Boat Association – Manager McGann reported that the Board will meet on March 15.

Dauphin Lebanon County Boroughs Association – President Dietz reported that the Association will meet in April.

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

Upper Dauphin Industrial Development Authority – No report.

Millersburg Civil Service Commission – No report,

JMT (Master Parks Plan) – President Dietz reported that the next meeting will be on April 5 at 7:00PM.

Millersburg Borough Safety Committee – Manager McGann reported that there was no meeting.

Next Meeting – President Dietz announced that the next meeting will be on March 28th.

Motion by Cl'm Ibberson, seconded by Cl'm Boyer to adjourn the meeting at 9:09PM. Motion carried.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary