

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

March 28, 2018

Millersburg Borough Council Chambers

Present: Committee Chairs Chris Dietz, Gary Ibberson, and Joy Breach. Borough Manager Chris McGann was also present.

Guests: Nicholas Olsen, Christopher Olsen Jr., Heath Bruner. (All left at 8 p.m.)

The meeting came to order at 7:20 p.m. after representatives from MIS Computers assisted Council Members with setting up dedicated email accounts.

All guests were welcomed. The guests are students at Millersburg High School and were in attendance to fulfil a class requirement to attend a public meeting.

Dedicated Email Addresses

Manager McGann requested that all Council Members start using official email addresses for Borough business. Right-to-know requests can and often do cover email messages. Currently, council members use personal email accounts, which could require reviews of personal email accounts if a right to know request would cover such items. McGann was directed to research the records retention requirements for emails.

Phone Service

Chairman Dietz questioned a check that had been cut. The check in question was one of two covering telephone service. McGann was directed to research telephone rates.

Insurance Coverages

McGann's prepared report highlighted several gaps in the Borough's insurance coverage that were discovered during a recent insurance claim. After discussion, the following items are to be addressed:

1. Street signs and parking meters will not be added to any property coverages.
2. The flashing school zone sign will be added once it is installed.
3. The swinging bridge will need to be covered. McGann was directed to get a formal quote on \$200,000 of coverage on the structure and to check if there will be a flood exclusion. This will be an agenda item at the Business Meeting. The possibility of a formal appraisal will be explored. McGann was directed to ask Brinjac for a proposal to study the bridge's capacity.
4. It was noted that a full appraisal on the Borough's property was last done in 2009. It is recommended that this be done every ten years, so the Borough should plan for this next year.

Ferry Boat Rates

Committee members reviewed the proposed rates for the 2018 season as well as the explanations for increases. This will be an agenda item for the Business Meeting.

New Park Bench

The Borough has received a request to dedicate a bench along the river. Every bench currently has a sponsorship and Riverfront Park already has a large number of site amenities. Committee members agreed to add another wooden and concrete bench, but McGann is to check with the donor to see if they would agree to a bench in MYO Park near the river instead.

Facility Use Agreements

Facility use requests have been received from the Healthy Kids Running Series and Little League Baseball. Both items will be on the agenda for the Business Meeting.

101 West Street Issues

McGann reported that a number of heating and AC issues are currently being addressed in the building. The heating and AC unit in the Authority Manager's office is to be reviewed as well.

Building Renovations

Over the years, building repairs and maintenance have largely been performed on an as-needed basis. This has resulted in a number of unbudgeted repairs and replacements as well as ongoing repair expenses. There have also been ongoing discussions of needs at the Pine Street lot. Dauphin County Gaming Grants cover municipal buildings. The Committee agreed to allow McGann to inventory the facility needs with the intention of submitting a grant application for the upcoming grant cycle.

Parking Restrictions

The Streets Committee has discussed allowing only compact car parking at parking meters near intersections to allow for better line of sight to perform turning maneuvers. LTAP has confirmed that this is allowable. McGann will draft the appropriate ordinance language.

LTAP Study

LTAP reviewed the truck turning situation at the intersection of Center and River Streets. McGann expects a report in the next few weeks. Any recommendations will be reviewed at a future Committee Meeting.

Overnight Parking in Public Parks

The Committee reviewed a concern about residents using the parking area at Riverfront Park for personal use. Council's intent is to provide these spaces for park patrons rather than allowing nearby residents to take up the spaces. McGann will investigate the legalities and draft a proposed policy to address the situation.

Street Closure Ordinance

McGann presented a draft ordinance (Ordinance No. 2-18) for the Committee's review. This is still under legal review by the Borough Solicitor. Members were asked to review the language and provide any feedback. If the language is acceptable, advertising the ordinance will be an agenda item.

Borough Website

A new page was added to the Borough's website. This is a list of local employment resources for people looking for a job. McGann was directed to make a Facebook post announcing the service.

Ordinance No. 1-18

This ordinance will be up for final approval at the Business Meeting. Committee members were asked to review their drafts for any last minute changes.

Zoning Hearing Board Vacancy

It was noted that Brian Musa will be resigning from the Zoning Hearing Board as he will be moving to Florida. A replacement will need to be identified.

ADM Invoice

This is the second invoice for the Reamer Building demolition. Council will need to take action to approve the invoice and forward to Dauphin County for payment.

Executive Session

Committee members entered into an executive session at 8:20 p.m. to discuss two employee matters and a legal matter. No action or further discussion was necessary.

School Presentation

McGann reported that he has again been invited to speak to the 9th grade civics class at the high school. This will be on April 17.

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

Employee Relations: Public Works Hire

Finance and Risk Management: Swinging Bridge Insurance Coverage

Parks: Ferry Boat Rates 2018

Parks: Facility Use Agreement – Healthy Kids Running Series

Parks: Facility Use Agreement – Little League

Property: ADM Invoice

Streets: Ordinance No. 2-18 -- Street Closure Ordinance Legal Notice

Unfinished Business: Ordinance No. 1-18 Final Adoption

Unfinished Business: Resolution No. 18-09

New Business: ZHB Appointment

There being no further business, the meeting adjourned at 8:50 p.m.

Respectfully Submitted,

Christopher M. McGann
Millersburg Borough Manager