

Millersburg Borough Council Committee of the Whole
Minutes
May 23, 2018
Millersburg Borough Council Chambers

Present: Committee Chairs Chris Dietz, Dave Rivera, Brian Hoch, and Joy Breach. Borough Manager Chris McGann was also present.

Guest: JoAnne Smyre

The meeting came to order at 7:20 p.m.

Concession Stand Lease

Ms. Smyre presented a proposal to lease the Concession Stand for the 2018 season. The rental costs and the insurance, certification and licensing requirements were reviewed. A three-bay sink will need to be purchased and installed. Ms. Smyre indicated that she has connections to secure a sink for a limited cost. The operation will offer food and drinks and there is a possibility of offering kayak and paddle boat rentals as well as catering. McGann was directed to prepare the lease for action at the Business Meeting.

Executive Session

An executive session was held to discuss two employee matters and a legal issue.

Bollard Repair

Chairman Dietz asked about the status of the repair. McGann reported that it has been completed, but he is unhappy with the patching job. He has asked the owner of the contracting company to review the work. The bollard was reset further back from the street as directed.

Lamp Post Move

Chairman Dietz asked about the status of moving the lamp post at the Borough Building. This has not been completed yet. The Committee members directed McGann to inform the contractor that the work is to be completed by June 13.

Flag Pole Light

McGann presented a proposal to illuminate the American flag on the "Island." The ballast on the current light burned out. Additionally, the light attracts mayflies, which creates an unsightly mess and has affected the incandescent light fixture in the past. McGann was directed to purchase an LED flag pole light from Amazon. Lehman's will be asked to install the light and include a securable "on-off" switch. The light will be turned off during the worst of mayfly season.

Comcast Contract

McGann was directed to contact Comcast to get the ball rolling on the franchise agreement contract. The Borough will not be considering the hire of outside Counsel on the matter.

Pine Street Lot and Building Upgrades

Chairman Rivera presented a proposal to move the Borough's storage facility from Pine Street to the Keystone Street lot. This would potentially allow the Borough to sell the Pine Street real estate and put it back on the tax rolls. A number of issues were discussed regarding the proposal, but it was noted that Council has been interested in such a proposal for a number of years now. The Pine Street property is currently zoned commercial and is located on three irregularly-shaped parcels. There is a storm sewer pipe running under the property and it will be prudent to have a right of way or easement so that the pipe can be maintained. There were also questions about what could or should be built on the property. McGann was directed to research the following issues:

1. If the property remains zoned as commercial, what exactly could be built under the current ordinance?
2. What would rezoning the property entail?
3. What costs would the Borough incur to do a subdivision and include a right of way?
4. What financing options are available if the Borough would build a new facility and use the proceeds of the sale of the property to repay a loan?
5. If the property is auctioned off, is there any way to require a specific type of development?
6. Would a possible new pole barn type structure need to be as high as the current facility if the salt bins are outside?

McGann also briefly reviewed a list of items that he would like to see addressed in the Borough Building.

Surplus Desks

Committee Members do not object to donating two unused desks to the Fire Company.

Center and River Streets Parking Restriction

Committee Members reviewed the proposal from LTAP to address a truck turning issue at Center and River Streets. Members agreed to a parking restriction on the north side of Center Street from the intersection of River Street east to a point past the existing driveway. Committee Members questioned the need for a parking restriction on River Street. McGann will review that item with LTAP and prepare the necessary Ordinance.

Compact Car Parking

Committee Members reviewed the draft Ordinance and several technical changes were requested. This Ordinance will prohibit parking any vehicle larger than a compact car at certain locations on Market Street. Employees who issue parking tickets will be instructed on Council's intentions.

Melter/Bander Purchase

McGann was authorized to proceed with a quote on this item for the Business Meeting. If possible, the Committee would like McGann and the Public Works Department to visit with another municipality to see how this item would work.

ARLE Grant

Chairman Dietz inquired about the status of the grant to fund the school zone lights. McGann reported that the grant application period opens on June 1 and he will be working on the grant at that time.

Pothole Patching/Additional Hot Mix

This seems to have been a particularly bad year for potholes and there are a number of small repair jobs necessary around the Borough. The paving project came in more than \$20,000 under budget. McGann suggested getting some additional hot mix from the contractor to address these issues. Chairman Hoch and McGann will do an evaluation and McGann will ask the contractor for a price to do these repairs.

Malone Subdivision

The subdivision request will be forwarded to the Millersburg Planning Commission for review and comment.

Code Enforcement Reports

Committee Members reviewed the preliminary report provided by CCIS. Additional information was requested on the reports. McGann will forward the request to CCIS.

The following items will be on the agenda for the June 13 Business Meeting:

Parks: Concession Stand Lease

Streets: Melter/Bander Purchase

Streets: Additional Hot Mix

Streets: Advertise Ordinance No. ____: Parking Restrictions/Compact Car Parking

New Business: Malone Subdivision

There being no further business, the meeting adjourned at 9:33 p.m.

Respectfully Submitted,

Christopher M. McGann
Millersburg Borough Manager