

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

Call to Order – President Dietz called the Council meeting to order at 7:05PM with Cl’ms Boyer, Breach, Hooper, 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 – None.

Veterans Day Ceremony – President Dietz directed manager McGann to send a thank you to the VFW Auxiliary for hosting the recent Veterans Day service.

Approval of Minutes – Motion by Cl’m Rivera, seconded by Cl’m Hooper to approve the minutes from the October 10 and October 24, 2018 meetings as presented. Motion carried.

Public Comment – none.

Financial Reports – Council reviewed the Financial Report. Motion by Cl’m Breach, seconded by Cl’m Rivera to accept the Financial Report as presented. Motion carried. The Capital Improvement Year to Date Report was also reviewed. 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 Boyer, Breach, Dietz, Hooper, Ibberson and Rivera.

Committee Reports

Employee Relations – Cl’m Hooper had nothing to report.

President Dietz called an executive session at 7:13PM for personnel reasons. Manager McGann and Secretary Jackson left Council Chambers. The meeting was called back into regular session at 7:20PM with both Manager McGann and Secretary Jackson returning to Council Chambers.

Finance and Risk Management

2019 Budget – Cl’m Breach reported that 2019 budgets will be worked on later in the meeting.

Parks and Recreation

Swinging Bridge Update – Manager McGann reported that Houck and Company completed the concrete patching and the Public Works crew is repairing the deck and railing.

Facility Use Agreement – Christmas Tree Lighting and Concert Program – Millersburg Area Working Together is requesting the use of Market Square and Veterans Parks and the Bandstand on November 23 from 5:00-9:00PM for the annual Christmas Tree Lighting and Concert program. Manager McGann reported that traffic control will be handled by Millersburg Fire Police. Motion by Cl’m Hooper, seconded by Cl’m Rivera to approve the agreement as presented contingent upon receiving the proper certificate of insurance and to waive the user fee. Motion carried.

Designation of Master Parks Legacy Account Funds – Motion by Cl'm Boyer, seconded by Cl'm Breach to designate the funds within the Master Parks Legacy account to go towards the MYO Park Renovations project. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz, Hooper, Ibberson and Rivera.

Park Restrooms – Manager McGann reported that the Park restrooms are now locked for the season.

Property – Cl'm Rivera deferred his report to budget discussions.

Public Safety

2019 Humane Society Services Agreement – McGann presented an overview of the 2019 service agreement. There is a \$250 non-refundable contracting fee as well as a deposited funds fee of \$793.65. Animal emergency rescue service and pick-up service are offered again as optional services. Motion by Cl'm Ibberson, seconded by Cl'm Rivera to approve the 2019 service agreement and to include both optional services. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz, Hooper, Ibberson and Rivera.

Streets

Center Street Drainage Problem – Manager McGann reported that NazzTech Services recently worked on the drain in the 100 block of Center Street. It was determined that the problematic pipe is next to an underground fiber optic cable. Norfolk Southern Railroad's cooperation will be needed to proceed and Solicitor Kerwin will be sending a formal letter to Norfolk Southern regarding the problem.

Economic Development

Shop Small Program and Tourism Brochures – Cl'm Dietz reported that there are 19 businesses participating in Shop Small this year. Related expenses will be \$100 for a Shop Small ad in the holiday pages of the Upper Dauphin Sentinel, \$150 for Shop Small Facebook ads and \$800 for the 2019 Tourism brochures. President Dietz requested that his salary line item and the Tourism grant both be applied towards these expenses. Motion by Cl'm Ibberson, seconded by Cl'm Rivera to approve the related expenses and the appropriated funds as presented. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz, Hooper, Ibberson and Rivera.

Mayor's Report – Mayor Ibberson had nothing to report. The October Police Department statistical reports were provided to all Cl'ms.

Manager's Report – Written report provided to all Cl'ms. Manager McGann highlighted the section on LED street lights. President Dietz directed McGann to contact Duncannon, Harrisburg, Marysville and Dauphin to see if they have done LED conversions and to research any insect issues.

Unfinished Business

Borough Ordinance No. 5-18 – Amendment to Landlord Tenant Ordinance – This ordinance clarifies the information the landlord must provide to the Borough. Manager McGann reported that Solicitor Kerwin has reviewed the amendment and approved it. Motion by Cl'm Rivera, seconded by Cl'm Ibberson to adopt Borough Ordinance No. 5-18. Motion carried; there were two no votes cast by Cl'ms Boyer and Breach.

Borough Ordinance No. 6-18 – Zoning Amendment & Hearing Date – This ordinance is an amendment to the Borough's Zoning Ordinance. It primarily deals with siting mini-cell towers and it also addresses sign sizes in the Old Town District, the number of allowable yard sales, ADA access facilities and solar panels. Council reviewed the draft legal notice which states that the public hearing is scheduled to be held prior to the start of the December 12, 2018 Council meeting, with formal adoption to follow. Motion by Cl'm Breach, seconded by Cl'm Rivera to approve the date for the hearing and to place the appropriate legal notice

in the Upper Dauphin Sentinel in the November 27 and December 4 issues. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz, Hooper, Ibberson and Rivera.

Dauphin County Conservation District Invoice – Council reviewed an invoice from DCCD for \$1,150 for erosion and sedimentation review fee for the MYO Park Renovations project. Manager McGann recommended paying this invoice from the MYO Park Renovations Grant, to be reimbursed by the Gaming Grant. Motion by Cl'm Rivera, seconded by Cl'm Hooper to pay the invoice as outlined. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz, Hooper, Ibberson and Rivera.

State Street Storm Sewer Project – Change Order #3 – This change order is for reconciling the bid quantities with the actual quantities installed during the project. The amount of the Change Order is an increase of \$16,672.50, bringing the total contract amount to \$960,642.50. Motion by Cl'm Breach, seconded by Cl'm Rivera to approve the Change Order as presented. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz, Hooper, Ibberson and Rivera. Manager McGann reported that he will also complete the certificate of substantial completion.

State Street Storm Sewer Project – Payment Application No. 7 – Motion by Cl'm Breach, seconded by Cl'm Rivera to approve Payment Application #7 as listed in the funding source breakdown, contingent upon Dauphin County and Upper Paxton Township agreeing to the allocations. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz, Hooper, Ibberson and Rivera.

New Business

Dauphin County GIS Map Boundary Correction – Manager McGann reported that he discovered that Dauphin County GIS is showing an incorrect boundary line in the area of North Street Extension. The GIS department has provided a corrected proposed map. Motion by Cl'm Ibberson, seconded by Cl'm Rivera that the Council accepts the map correction as provided and believes the revised map is correct. Motion carried.

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

Organization Reports

Upper Dauphin COG – President Dietz reported that tomorrow's meeting has been cancelled due to the weather forecast.

Millersburg Planning Commission – Manager McGann reported that they did not meet due to lack of business.

Millersburg Pool Association – No report.

Millersburg Fire Company – September minutes were provided to all Cl'ms.

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

Dauphin County Tax Collection Committee – September meeting minutes were provided to all Cl'ms.

Millersburg Ferry Boat Association – May, June, July and August minutes were provided to all Cl'ms. Council is waiting for a proposal from the Ferry Boat Board regarding the bank cut at the river.

Dauphin Lebanon County Boroughs Association – No report.

Zoning Hearing Board – No report.

Upper Dauphin Industrial Development Authority – No report.

Millersburg Civil Service Commission – No report.

JMT (Master Parks Plan) – No report.

Millersburg Borough Safety Committee – No report.

2019 Budget Drafts – Council completed work on the proposed budgets for 2019. Motion by Cl'm Rivera, seconded by Cl'm Hooper to tentatively adopt the General Fund Budget in the amount of \$1,345,470.56; the Capital Improvement Budget in the amount of \$29,761.00; and the Liquid Fuels Budget in the amount of \$114,191.67. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz, Hooper, Ibberson and Rivera.

Advertisement of 2019 Budget and Borough Ord. No. 7-18 – 2019 Tax Levies – The proposed 2019 tax levies are 5.70 mills for real estate taxes and .80 mills for fire protection taxes. Motion by Cl'm Breach, seconded by Cl'm Rivera to advertise the budget for public inspection, along with Borough Ordinance No. 7-18 in the Upper Dauphin Sentinel. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz, Hooper, Ibberson and Rivera.

Next Meeting – President Dietz announced that the next will be on November 28.

The meeting was recessed to the Call of the Chair at 9:50PM.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary