

**Millersburg Borough Council Committee of the Whole**  
**Minutes**  
**November 28, 2018**  
**Millersburg Borough Council Chambers**

Present: Committee Chairs Chris Dietz, Dave Rivera, Gary Ibberson, Nikki Hooper, Brent Boyer and Joy Breach. Mayor Rick Ibberson, Borough Secretary/Treasurer Ann Jackson and Borough Manager Chris McGann were also present.

The meeting came to order at 7:15 p.m.

**Board Appointments**

Secretary Jackson reviewed the list of expiring terms of office for various boards and commissions. Vacancies will occur on Dec. 31, 2019 on the following entities:

- Civil Service Commission
- Planning Commission
- Millersburg Area Authority
- Property Maintenance Appeals Board

Additionally, the terms for certain members of the Property Maintenance Appeals Board and Zoning Hearing Board have since lapsed. Every position on the Shade Tree Commission has been vacant since 2012. Members of the various boards with expiring or expired terms are to be contacted to see if they have an interest in continuing to serve. The Zoning Hearing Board appointments are to be adjusted so that the terms expire on Dec. 31 each year going forward.

**Executive Session**

An executive session was held for legal and personnel matters at 7:28 p.m.

**Police Department Contract**

Chairman Dietz requested that the police contract be placed on the agenda for the next Business Meeting. Secretary Jackson left the meeting at the end of this discussion.

**Ordinance Revisions**

Mayor Ibberson reviewed a recent parking citation with Committee Members. He addressed the need to revisit the language regarding the range of fines that are codified in various ordinances. He also reviewed a specific section of the short-term parking ordinance that should be revised. Manager McGann also highlighted the burning ordinance and the sections of the Code of Ordinances that deal with trash collection and shade trees. Chairman Boyer offered to assist with revising the Shade Tree Ordinance.

**Local Business Issue**

Committee members reviewed a rumor that a specific business is considering relocating from the Borough. Manager McGann was directed to contact the business to confirm or refute the rumor. If the rumors are true, McGann was directed to assess whether assistance from the Borough or Dauphin County could keep the business in the Borough.

### **New Public Works Building**

Chairman Rivera reviewed his findings of the public works facilities in Muncy Borough, Marrietta Borough and Marysville Borough. The three facilities had varying levels of modernity and functionality. Based on those field observations and discussions with Manager McGann and the public works crew, Chairman Rivera presented a pair of price quotes. A “bare bones” structure would cost \$80,437 while a “premium” build would cost \$93,052. Both quotes also include a number of optional features which would add to the cost. There was an extensive discussion concerning the possibility of using either the Keystone Street lot or the Pine Street lot for a new structure as well as financing options. Additionally, prevailing wage may be an issue. Committee members would like to explore the possibility of using the Pine Street lot and pursue grant funding for new construction.

### **Concession Stand Lease Draft**

Manager McGann reviewed the proposed draft of the lease on this facility. Some editorial changes were made. A specific policy change was made regarding placement of vending machines. Vending machines will only be permitted with Council approval. Committee members were asked to review the lease language at their leisure and bring up any additional amendments prior to the final execution of the lease.

### **2019 Fee Schedule**

Manager McGann reviewed the proposed fee schedule for 2019. Most changes from the 2018 fees schedule were editorial in nature. The 2019 fee schedule does update the document duplication fees to align with current allowable fees and policies established by the Pennsylvania Office of Open Records. Park user fees for events (outside of standard pavilion rentals) will continue to be at the discretion of Council. Zoning and UCC permit fees will be amended.

### **Leaf Collection**

Manager McGann brought up some concerns about leaf collection. His overall concerns with the program and specific issues surrounding the effort this year were noted and discussed. No changes to the Borough’s program are planned.

### **The following items will be on the agenda for the Dec. 12 Business Meeting:**

**Employee Relations: 2019-2022 Police Contract**

**New Business: Board/Commission/Authority Appointments**

**New Business: 2019 Fee Schedule**

There being no further business, the meeting adjourned at 9:45 p.m.

Respectfully Submitted,

Christopher M. McGann  
Millersburg Borough Manager