

**Millersburg Borough Council Minutes
October 10, 2018
Millersburg Borough Council Chambers**

Call to Order – President Dietz called the Council meeting to order at 7:02PM with Cl’ms Breach, Hoch, 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.

Approval of Minutes – Motion by Cl’m Breach, seconded by Cl’m Rivera to approve the minutes from the September 12 and September 26, 2018 meetings as presented. Motion carried.

Public Comment – none.

Financial Reports – Council reviewed the Financial Report. Motion by Cl’m Rivera, seconded by Cl’m Breach to accept the Financial Report as presented. Motion carried. The Capital Improvement Year to Date Report was also reviewed. President Dietz directed Manager McGann to check on the status of the Lorena Lemons distribution for 2018. Motion by Cl’m Rivera, seconded by Cl’m Hoch to approve the Check Detail Report as presented. Motion carried with yes votes from Cl’ms Breach, Dietz, Hoch, Hooper, Ibberson and Rivera.

President Dietz called an executive session at 7:10PM to discuss a legal matter. The meeting was called back into regular session at 7:12PM.

Committee Reports

Employee Relations

Training Request – Cl’m Hooper reported that Secretary Jackson requests permission to attend the Administrative Assistant Conference in Harrisburg on November 30. The cost is \$199 and \$250 is budgeted for this year, with nothing spent to date. Motion by Cl’m Hooper, seconded by Cl’m Rivera to approve the request as presented. Motion carried with yes votes from Cl’ms Breach, Dietz, Hoch, Hooper, Ibberson and Rivera.

Annual Reviews for Borough Manager and Borough Secretary – President Dietz reported that he and Vice President Ibberson will do the reviews on both employees.

Finance and Risk Management

2019 Budget – Cl’m Breach reported that 2019 budget worksheets have been distributed and are due to Secretary Jackson by October 22. The October 24 Committee meeting will be devoted mainly to budget preparation. Manager McGann reported that our EMC Insurance premiums are set to increase 2% while our KMIT workers compensation insurance is set for an 8% increase. Secretary Jackson reported that she attended the PMHIC annual meeting and our health insurance premiums will be increasing 1.9%, with no increases in dental or vision premiums. We are scheduled to receive \$4,000 from PHMIC, representing our 2017 surplus.

Parks and Recreation

Swinging Bridge Repair Estimates – Manager McGann reported that Cl’m Boyer recommended that he contact Houck’s Construction regarding the concrete repairs. Motion by Cl’m Rivera, seconded by Cl’m

Breach to allow up to \$5,000 for the concrete repairs to the swinging bridge to be paid from the general fund. Motion carried with yes votes from Cl'ms Breach, Dietz, Hoch, Hooper, Ibberson and Rivera.

Facility Use Agreement – VFW Auxiliary Veteran's Day Observance – The VFW Post 5507 Auxiliary requests the use of Market Square and Veterans' Park on November 11 from 3:00 to 6:00PM for a Veteran's Day Observance. Motion by Cl'm Hooper, seconded by Cl'm Rivera to approve the request as presented and to waive the user fee. Motion carried.

Facility Use Agreement – Motor Trend Television Production – The Motor Trend Group requests the use of Riverfront Park on October 14 from sunrise to sunset for a television production. Motion by Cl'm Hoch, seconded by Cl'm Breach to approve the request contingent upon the ferry boat availability and to waive the user fee. Motion carried.

Facility Use Agreement – Ferry Boat Dry Docking – The Millersburg Ferry Boat Association requests the use of Riverfront Park between Pine and Keystone Streets from October 1, 2018 to May 27, 2019 for the purpose of dry docking the ferry boats. Motion by Cl'm Hooper, seconded by Cl'm Rivera to approve the agreement as presented and to waive the user fee. Motion carried.

YSM and K2 Consulting Invoices – Council reviewed the YSM invoice for \$2,711.25 and the final K2 Consulting invoice for \$4,300. Motion by Cl'm Breach, seconded by Cl'm Rivera to pay both invoices as presented from the MYO Park Renovations grant. Motion carried with yes votes from Cl'ms Breach, Dietz, Hoch, Hooper, Ibberson and Rivera.

Additional Parks Committee Items – Manager McGann reported that the Public Works crew will be winterizing the Parks during the last week of October. Valley Vending will be emptying the money and soda from the vending machines next week. The money will be applied towards the former renter's outstanding invoice. Council directed Manager McGann to contact Johnson's Nursery regarding the replacement dogwood tree for MYO Park.

Property

New Garage – Cl'm Rivera reported that he toured Marysville, Marietta and Muncy to see their facilities. He will report further at the Committee meeting. He will also present two quotes from Timberline and will be obtaining plumbing and electrical quotes. Manager McGann reported that he getting a quote from Gold Glo to stabilize the bank at the Keystone Street lot. Council directed McGann to obtain additional quotes.

The Mitigator Estimate – Council reviewed a quote for an air quality test for the Borough building. Mold was discovered in a number of locations. Council directed Manager McGann to have the Public Works crew do follow up work on the existing issues including the Police Department vestibule, the former chief's office and the air conditioning units in the Police Department. Gloves and masks are to be utilized.

Basement Meeting Room – Manager McGann requested that the Boy Scouts clean up their storage room in the basement and stated that he will provide trashcans.

Public Safety – Cl'm Ibberson had nothing to report.

Streets

On-Going Issues – Council directed Manager McGann to contact Solicitor Kerwin to have him draft a letter to Norfolk Southern Railroad regarding correcting the storm water issue in the 100 block of Center Street. McGann is also to check with Dauphin Precision Tool regarding the storm sewer pipe layout. McGann reported that he will have a report from LTAP on their findings and recommendations for matters they were recently consulted on.

Economic Development

Report from Chairman – Cl'm Dietz reported that he is working on updating the Tourism brochure and setting up the Shop Small program for November 24. Secretary Jackson and Manager McGann will be working on delivery of the new brochures and Lions Club donation envelopes.

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

Manager's Report – Written report provided to all Cl'ms.

Unfinished Business

Borough Ordinance No. 5-18 – Amendment to Landlord Tenant Ordinance – This ordinance clarifies the information the landlord must provide to the Borough. Council reviewed an email from a Borough landlord expressing his concerns over the proposed ordinance. President Dietz tabled the matter until the November 14 Council meeting. Research is to be done to determine what other municipalities are using as their report form. President Dietz directed Secretary Jackson to respond to the landlord that additional research is being done and the Council will reconvene discussion on November 14.

State Street Storm Sewer Relocation Project – HRG Application for Payment No. 6 and HRG Invoice – Council reviewed the invoice for payment to Farhat totaling \$129,117.35 and HRG's invoice which totaled \$28,066.92. Motion by Cl'm Hoch, seconded by Cl'm Rivera to forward both invoices to Dauphin County for payment. Motion carried with yes votes from Cl'ms Breach, Dietz, Hoch, Hooper, Ibberson and Rivera.

New Business

Disposition of State Aid Received for Volunteer Fire Relief Association – The Borough recently received \$10,669.64 from the State as the 2018 allocation. Motion by Cl'm Rivera, seconded by Cl'm Breach to pay \$10,669.64 to the Millersburg Fire Relief Association. Motion carried with yes votes from Cl'ms Breach, Dietz, Hoch, Hooper and Rivera. Cl'm Ibberson abstained due to currently serving as Treasurer of the Millersburg Fire Relief Association.

Zoning Ordinance Amendment Advertisement – Council reviewed the draft legal notice which provides a notice of a public hearing and states Council's intent to adopt Borough Ordinance No. 6-18, which amends the current zoning ordinance. The public hearing is scheduled to be held prior to the start of the November 14 Council meeting, with formal adoption to follow. Solicitor Kerwin has reviewed the legal notice as well as the amendment to the ordinance. No action was taken and the matter was tabled until the November 14 Council meeting.

Opposition to House Bill 2564 – Cl'm Breach requested that the Council formally oppose two provisions of the Small Wireless Facilities Deployment legislation. This act affects the amount of control municipalities would have. President Dietz directed Manager McGann to draft letters to our State Representatives while Cl'm Breach does additional research.

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

Organization Reports

Upper Dauphin COG – Mayor Ibberson reported that the September program was on Dauphin County recycling efforts. Plastics collection has been changed to accepting 1, 2 and 5. The October meeting will be hosted by Lykens Township.

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

Millersburg Pool Association – Manager McGann reported that they are working on the final design of the splash pad. There is a ham loaf dinner scheduled for October 20.

Millersburg Fire Company – There was no report.

Millersburg Area Authority – September minutes were provided to all CI'ms.

Dauphin County Tax Collection Committee – June meeting minutes were provided to all CI'ms.

Millersburg Ferry Boat Association – No report.

Dauphin Lebanon County Boroughs Association – President Dietz reported that the meeting will be held on October 23. The speaker will be from the PA Association of Bed and Breakfast Inns and will speak on regulations and short-term sub-lets. An upcoming topic for speaker is landlord/tenant trends and ordinances.

Zoning Hearing Board – No report.

Upper Dauphin Industrial Development Authority – No report.

Millersburg Civil Service Commission – No report.

JMT (Master Parks Plan) – Manager McGann reported that the first draft of the final plan is finished and comments are being prepared.

Millersburg Borough Safety Committee – No report.

Next Meeting – President Dietz announced that the next Committee meeting will be on October 24.

Motion by CI'm Ibberson, seconded by CI'm Hoch to adjourn the meeting at 9:08PM. Motion carried.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary