

Millersburg Borough Council Committee of the Whole
Minutes
April 24, 2019
Millersburg Borough Council Chambers

Present: Committee Chairs Chris Dietz, Dave Rivera, Joy Breach, Gary Ibberson, Brian Hoch, and Brent Boyer. Mayor Rick Ibberson and Borough Manager Chris McGann were also present.

Guest: Chuck Strodoski, YSM

The meeting came to order at 7:23 p.m.

MYO Park Renovation Project

Mr. Strodoski presented updated plans for the project. All necessary permits have been obtained and the project is ready for bidding. The scope of work includes the following items:

1. Clearing, grubbing and earthwork.
2. A series of walking trails that tie into the existing walking areas providing access to the Swinging Bridge.
3. Upgrades to the parking area, including paved handicapped parking spaces.
4. A playground area with a design taking inspiration from the historic canal boats.
5. A picnic pavilion and ghost structure to resemble the historic pump house.
6. An overlook area.
7. Concrete pads at the existing pavilions (project alternate).
8. Seeding and landscaping.
9. Stormwater management BMPs and erosion control.
10. Engineering and bond mobilization.

Committee members finalized the design of the overlook area, though the design of the hardscape for the overlook is still to be determined. Site amenities and tree planting were removed from the scope of work. A final cost estimate was provided, which shows the scope of work within budget. The goal is to have construction complete this autumn.

Mr. Strodoski will finalize the bid documents and provide an advertisement to be placed. Council will be asked to approve placing the bid notice and will need to decide the appropriate publications for advertisement. Mr. Strodoski left the meeting at the conclusion of his business at 8:25PM.

Information Items

Committee Members were provided with a written report containing some items not requiring discussion.

Concrete Pads at Riverfront Park Swings

The donor of the swings at Riverfront Park is offering to fund installation of concrete pads under the eight swings at the park. The Committee authorized the project with

materials to be billed to the donor. The public works crew will be tasked with the work. In addition, the crew is to install a concrete pad at the swing in Seal Park.

Volleyball Net Poles

One of these poles was damaged during the recent storm. Since they are no longer used, the Committee directed that the poles be removed.

Tree Trimming

There was a brief discussion of necessary tree trimming in Riverfront Park. Committee members directed Manager McGann to have the most problematic branches cut and removed as soon as possible. He was further directed to assess the rest of the trees and get pricing for trimming that is necessary, but that is not a current safety hazard.

Ferry Docking Proposal

The Committee directed Manager McGann to contact the Ferry Association regarding their plans for a drydocking area for the boats.

Borough Phone System

Manager McGann presented a proposal that would allow Borough staff to record telephone conversation. The Borough Solicitor has approved the proposal from a legal standpoint. The system would include an automatic greeting announcing that calls may be recorded. If a staff member would like to record a conversation, the staffer would push a button and both parties would hear an announcement that the conversation is being recorded. The Committee Members requested a final cost on the project to be considered at the Business Meeting.

GIS Proposal

Manager McGann presented a proposal for a Geographic Information System (GIS) provided by Diamond Mapping that he would be able to access. Digital mapping would allow the Borough to create mapping overlays on base data. In this case, the base data would come from Google Maps. Committee Members agreed that the \$19 monthly cost for a single license would be reasonable, but additional licenses to provide access to the public works crew are unnecessary. McGann was authorized to explore the option further to ensure that the program would be useable and useful.

Resolution 19-05 – Handicapped Parking Fee Schedule

Committee Members reviewed the Resolution and had no changes. The Resolution will be on the agenda for the Business Meeting.

Spring Clean Up

Manager McGann reported that the event went approximately \$210 over the previously authorized expenditure of \$3,000. As a result, he requested formal action at the Business Meeting to approve the expense. Due to a billing error, the final invoice is not available at this time. McGann also reported that the due date on the invoice is likely going to be prior to the date of the Business Meeting, so Committee Members authorized that a check be processed in advance of the meeting.

Street Sweeping

Street sweeping is going well and is ahead of schedule. The public works crew reports that the rented unit is working better than any previous sweeper that they have used in recent years. Additionally, Manager McGann reported that the Millersburg Area Authority will be taking the street sweepings for a street repair project, so the disposal charge will be limited to one full dumpster and one empty dumpster.

Crosswalk and Signage Request

Manager McGann presented a list of street signs and posts that are needed along with some that are not necessary, but which would be good to have. The proposal also includes crosswalk options. The original plan was to use liquid fuels money for the expenses. Since the paving project costs are so high, McGann will revise the proposal to take the money from other sources. This will be an agenda item for the Business Meeting.

Children At Play Sign

Manager McGann received a request to post a warning sign on Walborn Lane reading “Watch Children” as permitted by PennDOT. It was noted that such signs could actually encourage kids to play in the streets. In that general vicinity, there are already three “Children at Play” signs that do not meet PennDOT standards. McGann presented an alternative sign advising of a playground in the vicinity. These could be placed on Walborn Lane and North Street Extension. McGann will incorporate those signs in the crosswalk and signage proposal.

Seal Park Equipment

Committee members directed McGann to get costs on replacing a vandalized piece of playground equipment at Seal Park.

Electric Car Charging Station

Chairman Boyer mentioned the possibility of providing a charging station for electric cars. McGann will research the idea.

Social Media Award

Millersburg Borough has once again won first place in the PSAB Social Media Contest. The award will be presented at a luncheon on June 11. Manager McGann reported that Secretary Jackson is willing to attend if the Borough will cover the \$30 cost of the luncheon. Other Council Members were invited as well and Chairman Hoch expressed an interest.

Parking Issues

Manager McGann highlighted two areas of town with parking concerns. Chairman Rivera added a concern about parking in alleys. Chairman Hoch offered to investigate.

The following items will be on the agenda for the May 8 Business Meeting:

Parks and Recreation: MYO Park Renovation Bid Notice

Parks and Recreation: Tree Trimming Quotes

Parks and Recreation: Facility Use Agreement – Fireworks
Parks and Recreation: Seal Park Equipment Replacement (Tentative)
Property: Phone System Proposal
Streets: Revised Signs Quote
Streets: Parking Concerns
Unfinished Business: Resolution No. 19-05 – Handicapped Parking Fees
Unfinished Business: Spring Clean Up Expense
New Business: GIS Mapping

There being no further business, the meeting adjourned at 9:27 p.m.

Respectfully Submitted,

Christopher M. McGann
Millersburg Borough Manager