

Millersburg Borough Council Committee of the Whole
Minutes
August 28, 2019
Millersburg Borough Council Chambers

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

Guests: Skip Wingard, Suzanne Wingard, Connie Soulies, Richard Soulies, Carole Casner, and Judy Fite; Larry Myers, Schneider Electric.

The meeting came to order at 7:00 PM.

Property Maintenance Issues

Most of the guests were present to present a variety of property maintenance concerns. Manager McGann was directed to investigate the complaints. Public Works employees will be directed to report any property concerns they witness to the Manager.

Mr. Wingard requested that Council pass an ordinance forbidding any vegetative growth on sidewalks and along curbs. Chairman Dietz asked what metric should be used to determine if a violation would exist. Mr. Wingard responded that any growth on the sidewalks or curbs ought to be considered a violation.

Most of the guests left at 7:55 PM.

101 West Street Renovation Proposal

Mr. Myers addressed the Committee regarding a proposal for a full renovation of the Borough Building. He and several of his colleagues were originally requested to perform an energy audit of the building to find potential cost savings, but it became apparent that a more comprehensive renovation is in order. A key finding of the study is that many systems have been installed, replaced and repaired piecemeal as they failed rather than addressed comprehensively.

Major items to be addressed in a building renovation include:

- HVAC system
- Lighting and light fixtures
- ADA accessibility and ADA compliant restrooms
- Electrical systems
- Roof replacement
- Security systems
- Windows
- Solar panels
- VoIP telephone

The cost to do a full renovation as proposed is in the \$1 million range. Mr. Myers is of the opinion that the building itself is sound and does not need replaced. Manager

McGann reported that the building is currently assessed at approximately \$2.1 million by the Borough's insurance carrier.

Mr. Myers then presented some options for paying for the proposed work through a combination of grants, low interest loans, energy cost savings, and incentive programs. Assuming that the grant financing piece is successful, the Borough would start to see the project costs being offset by the savings (energy savings, maintenance, phone costs) around year 17 after the project is complete. He also pointed out that such a project would keep the Borough Building compliant with modern building codes.

It was noted that the Borough has applied for a \$60,000 Gaming Grant in the current grant round to perform the basic ADA upgrades.

If Council would decide to move forward with a renovation project immediately, the first payments would start in 2021. The project could be formally bid or acquired on state contract. Mr. Myers asked Council to consider the proposal.

Manager McGann offered his opinion that the repairs and renovations that Mr. Myers proposes are items that have been discussed for some time now. However, the necessary repairs had not yet been documented in a comprehensive way.

Mr. Myers left at the conclusion of his presentation and subsequent discussion.

2020 Budget

Manager McGann mentioned the 2020 budget. Budget worksheets were distributed to the respective Committee chairs and the Mayor. McGann invited them to discuss the particulars with him.

Cable Franchise Agreement

The proposed 10-year cable franchise agreement with Comcast was distributed. This agreement retains the five percent franchise fee. Unlike the current agreement, this will not include complementary internet service (25 GB basic service) for the Borough Building. McGann explained that this is because the franchise fee only applies to cable television and not the internet and phone services offered by Comcast. Comcast has agreed, however, to extend the complementary internet service through the end of May, 2020. Committee members did review pricing for faster internet speeds and possible phone service and these costs will need to be accounted for in the 2020 budget. Consideration of the agreement will be an agenda item for the Business Meeting, pending review by the Borough Solicitor.

MYO Park Renovation Re-Bid

Manager McGann reported that he will be seeking approval to rebid this project at or before the December Business Meeting. At the suggestion of YSM, the plan is to advertise for bids in January. Chairman Boyer directed McGann to find out if there will be additional fees from YSM for re-bidding the project.

MYO Park Access Road

Manager McGann reported that he recently learned the Township will be moving ahead with repairs/upgrades to MYO Park Road. This road is the only vehicle access to MYO Park. Plans call for the road to be lowered in order to allow larger vehicles to navigate the underpass. Plans also call for a retaining wall to protect from flooding. While necessary, the project could create access issues for the construction project and for park users. Manager McGann was directed to draft a formal letter requesting a timeline of the project and that access to MYO Park be maintained as much as possible.

Fire Company Contract

Chairman Hoch and Manager McGann discussed the recent meeting with Fire Company officials regarding the next contract. The Fire Company is requesting an increase in the fire protection tax from the current 0.8 mill to 1 mill. The Fire Company proposed that a minimum of 45 percent of all tax revenue would be deposited in the apparatus fund. Further discussions with the Township will be necessary on the millage. The Committee reviewed three proposed amendments to the current agreement. McGann reported that the Township Supervisors have received the same proposed language and will be passing it along to their Solicitor for review. McGann was directed to similarly submit the language to the Borough Solicitor for review.

Open Burning Ordinance

The proposed Ordinance was previously circulated with some revisions since the last meeting. Committee members were asked to review the draft further. Consideration will be an agenda item for the Business Meeting.

Seal Street Sinkhole

After considerable investigation, the source of the sinkhole was identified. A portion of the culvert is a concrete arch, which is connected to new piping that was installed in 2004. Several holes were discovered at the base of the arch, which allowed the street subbase material to enter the storm sewer system. This undermined the street. Manager McGann presented a proposal in the amount of \$6,800 from Mr. Rehab to patch the holes. McGann also showed two photos that appear to show the start of these holes in 2004. Consideration of the repair proposal will be an agenda item for the Business Meeting.

Compact Car Parking Ordinance

Committee members briefly discussed repeal of this Ordinance. Manager McGann recommended that additional crosswalk advisory signs be installed on Market Street at the intersections of Center and North Streets to calm traffic. An LTAP report suggested that speeding is causing the line of sight problems at those intersections and crosswalk signs tend to calm traffic. McGann will prepare the language to have the Ordinance repealed.

Additional Items

Additional information items were included in the Manager's report/agenda. Several of these items will be on the Business Meeting agenda.

The following items will be on the agenda for the September 11, 2019 Business Meeting:

Finance and Risk Management: Cable Franchise Agreement

Property: Reamer Lot Development Direction

Streets: Agreement Amendments – Halloween Parade and Window Painting Contest

Streets: Handicapped Parking Request

Streets: Mr. Rehab Quote

Unfinished Business: Ordinance No. 1-19 – Pensions

Unfinished Business: Ordinance No. 3-19 – Property Maintenance Amendment

New Business: Advertise Ordinance No. _____ -- Repeal Compact Parking Ordinance

New Business: Advertise Ordinance No. _____ -- Open Burning Amendments

New Business: Engineering Proposals – State Street Project

There being no further business, the meeting adjourned at 9:52 p.m.

Respectfully Submitted,

Christopher M. McGann
Millersburg Borough Manager