

**Millersburg Borough Council Committee of the Whole**  
**Minutes**  
**February 27, 2019**  
**Millersburg Borough Council Chambers**

Present: Committee Chairs Chris Dietz, Dave Rivera, and Brent Boyer. Borough Manager Chris McGann was also present.

Guests: Cindy and Tim Shiffer

The meeting came to order at 7:03 p.m.

**Concession Stand Proposal**

Cindy and Tim Shiffer, owners of Sweet Treats in Elizabethville, are interested in leasing the Riverfront Concession Stand and sell homemade ice cream and candy. Committee members were in favor of the proposal. The proposed venture would necessitate several modifications to the building:

- A serving window to be designed, constructed and installed by Ramberger Construction.
- An air conditioning system.
- A three-bay sink.

Committee members tentatively agreed with the proposals with the following provisos:

The Borough would fund the construction and installation of the serving window. Council will review and give final approval to the design of the window. This will likely require the use of lag bolts around the existing roll-up window to secure the new window.

The air conditioning system would be the financial responsibility of the tenant. Cindy and Tim Shiffer propose a free-standing unit. This would necessitate enlarging an existing conduit hole in the building or drilling a new hole to allow the unit to vent the exhaust. The hole will likely be 3-4 inches in diameter.

The Borough would fund the purchase and installation of the sink. Manager McGann reported that the public works crew has indicated that they would be able to handle the installation.

The goal is to have these items finalized and the lease agreement approved by the April Business Meeting so that the Shiffers can open by the beginning of May. The Shiffers then left the meeting.

**Pensions**

Committee members briefly discussed the employee pension plans, though the members present would like to have further discussion when more members are able to attend. In light of the DROP program that is being offered to the police officers, both the police and

non-uniform plans should be reviewed and updated. The last update to the plans was done in 2013. McGann has created a PowerPoint presentation outlining the specifics of how the plans work and some considerations for changes to the plans. It was noted that any increase or decrease in benefits would likely have an effect on the annual MMOs. McGann was directed to contact the Pennsylvania Municipal Retirement System and discuss the following items:

1. The impact of offering a cost of living adjustment to non-uniform retirees.
2. Details about offering a disability pension.

### **Personnel Files Policy**

A request for the contents of a particular personnel file highlighted the need for a policy governing the items that should be included in the personnel files. McGann has developed a very rough draft. He was directed to email that document to Chairwomen Hooper and Breach for further review. McGann also highlighted some legal questions for Solicitor Kerwin.

### **Fire Company Audit**

Committee members accepted Secretary Jackson's offer to serve as the Borough's representative to the audit committee and to have those hours counted as work time. Secretary Jackson's appointment will be an action item for the Business Meeting.

### **Master Parks Plan**

The Borough has only received the two previously referenced comments. These will be passed along to JMT. The Business Meeting agenda will include actions to accept the plan as presented and to pay the final invoice.

### **Historic District**

Chairman Boyer asked to revisit the historic district proposal. McGann was directed to get some additional information about the establishment of a Historic District and the Certified Local Government Program. He is also to compile information about the establishment of a Historic Architectural Review Board (HARB) and that board's specific powers. He was also asked to invite someone from the PA Historical and Museum Commission or a historic preservation specialist. He was also asked to research whether it is permissible for the Borough to seek compensation for the loss of tax revenue related to a building demolition.

### **LTAP Study**

Committee members discussed the recent LTAP study regarding the "compact car parking only" ordinance. The conclusion of the study indicates that the lines of sight would be acceptable if vehicles would slow down. The study also found four vehicles traveling in excess of 50 mph on the day that was studied. Several options were discussed:

1. Greater enforcement: President Dietz will request that the Mayor direct police officers to step up speed enforcement on Market Street.

2. Crosswalk visibility: This could be another traffic calming strategy. McGann will investigate strategies to increase the visibility of crosswalks. This would include additional signage and possibly reflective tape. Raised crosswalks and crossing lights were also discussed.
3. Curb bump-outs: This option was rejected because the bump-outs could cause problems for truck turning. The bump-outs would be a traffic calming strategy.
4. Reduced speed limit: McGann will study this issue, but he believes that the speed limit may not be lowered below 25.

If the first two items can be implemented, Council will consider repealing the compact car parking ordinance.

### **LED Street Lighting**

Information from PPL was reviewed as well as research regarding attraction of insects. The LED conversion would cost \$170 as only one light fixture is less than ten years old. This will not affect the decorative lights in the Square as the conversion costs for those will exceed \$4,000. Monthly cost savings are expected to be minimal, but night lighting will improve, contributing to public safety. There will be an agenda item for the Business Meeting to approve moving forward with the conversion.

### **Upper Dauphin Industrial Development Authority Appointment**

Chairman Dietz will follow up on a possible candidate for this position.

### **Facility Meeting**

Chairman Rivera requested that McGann arrange a meeting to include Rivera, McGann and Public Works Crew Leader Steve Jones to review needs of the Borough Building.

### **The following items will be on the agenda for the March 13 Business Meeting:**

**Employee Relations: Pensions**

**Employee Relations: Employee manual update**

**Finance and Risk Management: Fire Company Audit Committee appointment**

**Streets: 2019 street project**

**Streets: Invoice for crosswalk improvements (tentative)**

**Streets: PPL agreement – LED street lights**

**Parks: Approval of Master Parks Plan and final invoice**

**Parks: Concession stand lease (tentative)**

**UDIDA: Appointment**

There being no further business, the meeting adjourned at 9:15 p.m.

Respectfully Submitted,

Christopher M. McGann  
Millersburg Borough Manager