

Millersburg Borough Council Committee of the Whole
Minutes
June 26, 2019
Millersburg Borough Council Chambers

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

Guests: Daryl Hewitt, Millersburg Lions Club; Larry Myers, Schneider Electric; Solicitor Terry Kerwin (arrived at 8:04PM).

The meeting came to order at 7:12PM following the business meeting.

Lions Club Request

Manager McGann, speaking in his role as Vice President of the Millersburg Lions Club, introduced Millersburg Lions Club President Daryl Hewitt. McGann and Hewitt offered the Club's services in continuing the veterans' banner program. The Lions Club's plan is to initially offer banners to anyone who purchased one in the previous rounds then open the program to others if that possibility exists. There are only a certain number of poles permitted for banners and the Lions are not interested in obtaining additional permits. Proceeds from the project would be split between the club and Disabled American Veterans or a similar veterans' organization. The Lions Club has very limited funds at the moment and this is a project intended to get the club back to solvency. The Lions Club is also actively seeking new members and all Committee Members were invited to the next meeting. The public works crew may be asked to assist with the project. If the timing works out, they may be able to hang the new banners as the old ones are removed. Committee members approved the proposal and thanked the Lions for the offer. Mr. Hewitt then left the meeting.

101 West Street Assessment

Larry Myers, representing Schneider Electric, reported that he and some colleagues performed an assessment of 101 West Street. Initially, the assessment was limited to identifying potential energy savings, but Mr. Myers identified a number of other critical issues with the building. These items include building security, ADA access, HVAC, roof replacement, LED lighting upgrades, document storage and electronic backup, window replacements, installation of an electric vehicle charging station, and fire suppression facilities.

During the discussion, Manager McGann reported on two key developments that have happened in recent days:

ADA Access – Dauphin County Elections Director Jerry Feaser recently visited the Borough Building with an eye toward designating the building as the polling location for the Borough. This would necessitate some ADA access upgrades and the Elections Office would support the Borough in a Gaming Grant Application. The immediate

improvements would be improved ramps and railings for the entrance and a van-accessible parking space. There was also a brief discussion of upgrading the restrooms, though that was not included in the County's list of needs.

EV Charging Station – Chairman Boyer previously floated the idea of installing an electric vehicle (EV) charging station. McGann participated in a webinar presented by PSAB discussing the idea. Currently, there are grants available from DEP to cover some or all of the costs of such a facility. The Borough would be looking at a level 2 charging station to comply with the grant requirements. Several other Boroughs have already installed EV charging stations. McGann will be meeting with a representative of a supplier of EV charging stations on July 2.

Mr. Myers discussed all the items that should be addressed and asked Committee Members to review and advise if any items need to be prioritized. No cost projections are available at this time. Mr. Myers also discussed some funding options. A full report will be forthcoming for future discussion. Mr. Myers left the meeting at the conclusion of his business.

Executive Session

An executive session for legal and real estate matters was held with Solicitor Kerwin and Manager McGann from 8:14PM until 8:43PM. Mr. Kerwin left at the conclusion of the executive session.

Extra Dumpster

Committee Members approved a request to get an additional dumpster for the park season. The additional dumpster is needed to accommodate the additional trash being generated by the concession stand.

Ticketing System

The Committee had previously floated the idea of handling citations for routine property maintenance violations with the equivalent of a parking ticket rather than a full citation filed with the magisterial district judge. Manager McGann participated in a PSAB webinar regarding this idea. According to the webinar, the Borough could adopt an ordinance stating which types of violations would be handled this way and outlining the appeal procedure. The Committee directed McGann to draft some ordinance language.

Parking on Private Property

Mayor Ibberson and Manager McGann raised some concerns about the current language in the property maintenance ordinance governing parking vehicles in yards/grassy areas. (See Section 305.8 of Borough Ordinance 1-17.) After some discussion, Committee Members decided that the intent of the provision is to prohibit parking in areas typically defined as a "front yard" only. No issues were identified with people who park in the "rear" of a property where a parking area might otherwise be located, even if the area is not paved or graded for parking. There was concern, however, about routine parking in backyards. McGann was directed to draft some proposed language to amend the ordinance. The Reamer Parking Lot is to be specifically exempted.

Public Comment on Ferry Wall Permit

The Army Corps of Engineers has opened the public comment period on rebuilding the ferry wall. Manager McGann drafted a proposed response in favor of granting the permit. The proposed statement highlights the importance of the Ferry and the Ferry Wall to Millersburg. Some edits were made to the proposed statement and McGann will submit the comments prior to the close of the public comment period.

Parking Sign to be Removed

Family Practice Center has relocated from the Center Street location. Their reserved parking signs are to be removed. Manager McGann reported that he heard third-hand that FPC may be interested in reusing the signs at their new location. FPC may have the signs if requested since the company paid for the signs and the Borough has no further use for them.

Gaming Grant Follow Up

A meeting has been scheduled for July 9 with the Dauphin County Infrastructure Bank. At this meeting, Manager McGann will propose the alternate idea for the State Street Storm Sewer project. This would change the scope of work from a pipe replacement to a culvert repair.

EV Charging Station

Manager McGann elaborated on the EV Charging Station idea. He will be meeting with a representative from a company called ChargePoint, which has three-quarters of the North American market for these facilities. ChargePoint has an online map showing the location of every station they operate. Millersburg is in something of a dead zone. The closest stations are in the Harrisburg and Sunbury areas. It seems that Millersburg would be an ideal location. Committee members also reviewed a map of the existing electric services owned by the Borough. The most ideal spot in town appears to be at Veterans Park. Committee members want a system that would allow the Borough to charge for such a service. This project may be combined with an upgrade to the park in order to achieve a local match. McGann was directed to contact other locations in rural areas to get a sense of how heavily they are used.

ADA Access

Manager McGann was directed to get some quotes for the upgrades requested by the County Elections Office. This would be for future consideration. If Council wants to pursue a Gaming Grant, we should have a decision at the July Council Meeting.

Capital Improvement Plan

Chairman Dietz cautioned about planning too many large projects in a short time frame. This includes the various park upgrades, the replacement of the Pine Street Shed and the discussed upgrades to 101 West Street. McGann offered to develop a long-range capital plan.

Additional Items

Additional information items were included in the Manager's report/agenda.

The following items will be on the agenda for the July 10 Business Meeting:

Parks: Facility Use Agreement – Wedding

Property: ADA Upgrades

New Business: Resolution No. 19-07 – Co-sponsorship of MASD Gaming Grant

Unfinished Business: MYO Park Renovation Bids

There being no further business, the meeting adjourned at 9:40 p.m.

Respectfully Submitted,

Christopher M. McGann
Millersburg Borough Manager