

**Millersburg Borough Council Committee of the Whole**  
**Minutes**  
**May 22, 2019**  
**Millersburg Borough Council Chambers**

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

Guests: No guests

The meeting came to order at 7:29 p.m.

**Pensions Study**

PMRS has concluded the actuarial study of two proposed changes to the non-uniform employee pension plan. The two proposed changes are 1) cost of living adjustment (COLA) and 2) disability pension. Committee members reviewed the study results, which were only made available to the Borough late last week. The study erroneously assumes a 5 percent employee contribution. It appears that the COLA option would necessitate a significant payment in the initial year (projected for 2023) and significant increases in the annual MMO. The disability pension has a modest increase in the MMO. McGann was directed to clarify the numbers with PMRS, have PMRS revise the employee contribution error, and inquire if the initial year payment on the COLA could be spread out over multiple years. Additional discussion was deferred to the Business Meeting.

**Executive Session**

An executive session for an employee matter was held from 7:44PM until 7:50PM. An employee wage adjustment will be considered at the Business Meeting.

**Share Services Agreement**

Committee members revisited the agreement. This agreement would outline procedures in the event of an accident or injury while borrowing equipment or performing work for another entity. The agreement was offered to the Millersburg Area Authority and Upper Paxton Township. The Authority is interested in pursuing the agreement. McGann will remove references to the Township and pass it along for approval by the Authority Board. Council will be asked to consider it at the Business Meeting.

**LandStudies Proposal**

Committee members reviewed a proposed cost increase for services related to the MYO Park Renovation Project in the amount of \$4,500. McGann was directed to review the proposal with the Borough Engineer prior to any further action or discussion.

**Builder's Risk Insurance**

The Borough has been offered a builder's risk insurance policy to cover losses that could be incurred during the MYO Park Renovation Project and that are not the fault of the contractor. This policy does not cover flooding. Committee members would like to know if vandalism and wind damage would be covered. McGann will check on those items.

### **Concrete Pads at Riverfront Park Swings**

McGann reported that he has spoken with Chairman Boyer about the details of this project. McGann would like to get an estimate on the materials to pass along to the donor prior to proceeding.

### **Police Bicycles**

Chairwoman Breach reported that a local bicycle sales professional assessed the police bikes that are owned by the Borough. The bikes have some value. It was decided to keep the bikes for now, but to have them removed from the insurance schedule if they are currently covered.

### **Council Room Changes**

Committee members discussed possible furniture arrangements for the Council Room that would facilitate a projector and screen for use during meetings. A single table accommodating 12 people plus chairs would be ideal. Tentatively, Council will consider expenses for the 2020 budget, but McGann will keep an eye out for low cost tables, particularly at Federal Surplus.

### **Flag Disposal Facility**

McGann updated Committee members on the proposal. The plan is to install the flag collection box on the Union Street side of the Borough Building. The VFW Auxiliary would take responsibility for emptying the box periodically. There is an annual flag disposal ceremony in the Williamstown area. There was also a discussion of the proper disposal of US flags and the possibility of having a flag retirement ceremony locally.

### **Gaming Grant**

The Borough was awarded a Dauphin County Gaming Grant that includes a provision to secure a loan of \$183,713 from the County Infrastructure Bank. This would fund the repair/replacement of a culvert. McGann presented an alternate option for repairs to the culvert that would cost about half of the estimate. McGann was directed to investigate the following:

1. Would the alternate idea change the permitting?
2. If not, present the alternate idea to the Infrastructure Bank.
3. Does Dauphin County have a preferred/required engineering firm?

Committee members would like to complete the project in 2019 if possible.

### **Veteran's Banners**

Committee members reviewed the plan for taking down the banners. The public works crew will take down the banners shortly after Thanksgiving and the organizers will distribute them to the donors. The organizers will be asked to make the appropriate public announcements regarding the banners. The attachments may remain on the poles for six months in case another group would like to continue the program.

### **Electric Car Charging Station**

McGann will look into grants that may be available to the Borough to purchase and maintain one of these facilities.

### **Readdressing**

McGann presented Committee members with several addressing problems in the Borough that were identified by the Dauphin County Department of Public Safety. County officials have advised that the ultimate responsibility for addressing concerns lies with the municipality, but the County can provide support. McGann was directed to investigate if there are other addressing concerns in the Borough, with the idea that all concerns will be dealt with at the same time. He was also directed to consult with Solicitor Kerwin on the matter.

### **Rental Inspection Ordinance**

The Planning Commission has offered to take the lead on developing a rental inspection ordinance. McGann drafted a list of considerations that would be involved in drafting such an ordinance. McGann was directed to have the Planning Commission research these considerations.

### **Shade Tree Concern**

The owner of a Union Street business presented a concern to the Borough about a shade tree that is blocking the business sign. Committee members decided to offer to trim the tree, but the business owner is to be advised that the trimming job may not result in the sign being fully visible. The business owner would be charged for the service.

### **Auditing Services**

The auditors will attend the June 12 Business Meeting to review the 2018 audit. This is the third and final year of the Borough's contract with JH Williams. Auditing is considered a professional service and exempt from bidding requirements. In the past, the Borough Council has issued RFPs anyway. Council will need to consider if they would like to issue an RFP later this year, continue with JH Williams, or hire a different auditing company. McGann noted that Borough staff members are generally happy with JH Williams' service.

### **Burning Ordinance**

Committee members considered the Borough's current ordinances regarding burning in the Borough. Currently, Chapter 7 of the Borough Ordinance has an outright ban on burning, but the Borough has generally not enforced the ban when a fire is for cooking purposes and, in one case, for creating artwork. The bigger concern is burning of trash. Additionally, Ordinance No. 3-08 (amended by Ordinance No. 4-08) regulates outdoor fuel burners. The Pennsylvania Department of Environmental Protection (DEP) has a model open burning ordinance that municipalities may amend and adopt. McGann was directed to email all of the referenced documents to all Council Members and ask them to consider the following:

1. Should any type of burning be permitted?
2. If so, what types of materials could be burned?
3. How should the ordinance address patio-type firepits?
4. Should there be a limit on the size of fires?

McGann further recommended consulting both the police department and the fire company on any burning ordinance adoption process.

**The following items will be on the agenda for the June 12 Business Meeting:**

**Guests: JH Williams**

**Employee Relations: Pension Study**

**Employee Relations: Wage Adjustment**

**Finance and Risk Management: Builder's Risk Insurance**

**Finance and Risk Management: Shared Services Agreement**

**Parks: LandStudies Proposal**

There being no further business, the meeting adjourned at 10:02 p.m.

Respectfully Submitted,

Christopher M. McGann  
Millersburg Borough Manager