

Millersburg Borough Council Minutes
May 8, 2019
Millersburg Borough Council Chambers

Call to Order – President Dietz called the Council meeting to order at 7:02PM with Cl’ms Breach, Hoch, Hooper and Rivera present. Manager McGann and Secretary Jackson were also present. The invocation was given by President Dietz, followed by the Pledge of Allegiance.

Guests –Matthew Butler, Amanda Crum, Mya Headings, Lindsay Hepner, Wyatt Paul, Derek Peters and Michael Kattner.

Approval of Minutes – Motion by Cl’m Rivera, seconded by Cl’m Hoch to approve the minutes from the April 10 and April 24, 2019 meetings as presented. Motion carried.

Public Comment

President Dietz recognized Derek Peters of 322 Church Street. Mr. Peters complained about cars speeding on his block before and after school. President Dietz stated that this complaint will be referred to the Police Department and that Council will request increased police visibility and stop sign enforcement and that the officers alter their monitoring locations. Manager McGann was directed to report Council’s directive to Mayor Ibberson and Cpl. Wise.

President Dietz welcomed the Millersburg High School students in attendance and explained a few basic procedures of the meeting.

Financial Reports – Council reviewed the Financial Report. Motion by Cl’m Beach, seconded by Cl’m Rivera to accept the Financial Report as presented. Motion carried. The Capital Improvement Year to Date Report was also reviewed. Motion by Cl’m Breach, seconded by Cl’m Rivera to approve the Check Detail Report as presented. Motion carried with yes votes from Cl’ms Breach, Dietz, Hoch, Hooper and Rivera.

Committee Reports

Employee Relations

Employee Status – Branson Smith – Cl’m Hooper reported that Branson Smith met his one year anniversary on April 30. Manager McGann did Smith’s performance evaluation and reviewed it with him. Motion by Cl’m Hooper, seconded by Cl’m Hoch to remove Mr. Smith from probationary status and to term him a regular permanent employee. Motion carried. President Dietz directed Cl’ms to think about any increase in hourly wage for Mr. Smith and be prepared to discuss at the May Committee meetings.

Finance and Risk Management – Cl’m Breach had nothing to report. Manager McGann reminded Council that the auditors will be attending the June Council meeting to review the financial statements.

Parks and Recreation

MYO Park Renovations Bid Notice – This matter was tabled until the May Committee meetings.

Tree Trimming Quotes – Council reviewed a quote packet from Nathan’s Tree Service for trimming seven trees at Riverfront Park, totaling \$5,885. There is one dead tree at the river’s edge which the Public Works crew will remove. Motion by Cl’m Rivera, seconded by Cl’m Hoch to approve Nathan’s Tree Service quote for \$5,885. Motion carried with yes votes from Cl’ms Breach, Dietz, Hoch, Hooper and Rivera.

Flagpole Base Repairs Quote – Council reviewed a quote and scope of work from Terrill Leech for \$2,200 to repair the cracking in the base of the monument on the Island in the Square. A prior quote was obtained from Eagle Ridge Contracting for \$3,865. The American Legion has offered to reimburse this expense and recommends Mr. Leech. The project is to be completed prior to Memorial Day. Motion by Cl'm Rivera, seconded by Cl'm Hooper to approve Mr. Leech's quote for \$2,200, to be reimbursed by the Legion once the project is complete. Motion carried with yes votes from Cl'ms Breach, Dietz, Hoch, Hooper and Rivera. President Dietz directed Manager McGann to find out from Mr. Leech the product used for sealing the stone and the application frequency.

Facility Use Agreement – Fireworks – The Millersburg Fire Company #1 requests the use of Riverfront Park, River Street and MYO Park on July 3 from 9:00AM until midnight for the annual concert, festival and fireworks display. Council reviewed the special requirements. Motion by Cl'm Hoch, seconded by Cl'm Rivera to approve the agreement as presented, with no user fee, contingent upon receiving the appropriate certificate of insurance. Motion carried.

Facility Use Agreement – Teener Baseball – The Millersburg Teener Baseball requests the use of the MYO Park baseball field from April 15 to July 31 and August 12 to October 31 for baseball practices and games. The certificate of insurance has been received and Council reviewed the special requirements. Motion by Cl'm Breach, seconded by Cl'm Hoch to approve the agreement as presented with no user fee. Motion carried.

Facility Use Agreement – Millersburg Midget Football Association – The Millersburg Midget Football Association requests the use of MYO Park, Seal Park and the Reamer Lot from August 1 through October 31 for football practice and cheerleader practice. Council reviewed the special requirements. Motion by Cl'm Hooper, seconded by Cl'm Rivera to approve the agreement as presented with no user fee contingent upon receiving the appropriate certificate of insurance. Motion carried.

Seal Park Playground Equipment Replacement – This matter was tabled. Manager McGann reported that we are still waiting to hear back from Ely Associates regarding the vandalized piece.

Property

Phone System Proposal – Council reviewed a quote from Tri-County Telephone Services to provide a call recording feature for the phone service. Manager McGann reported that Solicitor Kerwin has approved the use of this service, which would entail a recorded initial message that calls may be recorded. This could then be followed up by Borough employees activating the recording feature, which would entail a second recorded message to both parties that the call is now being recorded. Installation of the service and related training was quoted at a one-time charge of \$90. Motion by Cl'm Rivera, seconded by Cl'm Hoch to approve the quote. Motion carried with yes votes from Cl'ms Breach, Dietz, Hoch, Hooper and Rivera.

Public Safety – No report.

Streets

Parking Concerns – Cl'm Hoch reported that he personally checked locations that have been recently reported as problem areas: Gilbert Street just off of Race, Bowman Street, and Plum Street between Boyd and Walnut Streets. A Borough-wide survey was suggested as well as an enforcement discussion with the Police Department.

Parking Meter Enforcement – Cl'm Hoch suggested no enforcement on Saturday, May 25, prior to Memorial Day. Motion by Cl'm Hoch, seconded by Cl'm Rivera to suspend parking meter enforcement on Saturday, May 25, 2019. Motion carried. Manager McGann will communicate this to Mr. Sechler.

Speeding Complaint – Related to Mr. Peters’ comments regarding speeding on Church Street, Cl’m Hoch has noticed the same on Walnut Street and stated that speeding throughout the Borough needs to be addressed.

Additional Signage/Mirror – Further complaints were discussed. Cl’m Breach reported that cars are also not stopping before pulling out at the Square, hindering traffic on State Route 147. President Dietz directed Manager McGann to advise the Police that they are to concentrate on enforcement of traffic signs. McGann is also to investigate options for erecting a mirror on the Island. Additional “No Left Turn” signage is needed at the intersection of Walnut and Union Streets, possibly posted across the intersection. Additional signage is needed when exiting Trinity UCC’s parking lot onto Center Street, “All Traffic Must Turn Left”; location for posting this signage was undetermined.

Police Department Issues – Cl’m Hoch suggested a meeting with Council, the Mayor and the police officers to discuss coverage and staffing expectations and how to achieve those expectations. A special meeting was suggested, which would become an executive session, due to subject matter. President Dietz directed Manager McGann to coordinate five possible June/mid-July dates between Council and Mayor Ibberson and then offer two possibilities to the police officers.

Streets Paving Bid – Manager McGann asked Council to revisit the bid information. According to PennDOT, the portion of Rising Sun Road that was designated as being in Upper Paxton Township is actually in the Borough. A revised proposal was presented for Council’s review and New Enterprise has accepted the revised proposal. Motion by Cl’m Breach, seconded by Cl’m Hoch to approve the new proposal and to authorize Manager McGann to sign off on the appropriate documents. Motion carried with yes votes from Cl’ms Breach, Dietz, Hoch, Hooper and Rivera.

Revised Pavement Marking & Sign Quote – Council reviewed the signage upgrades, totaling \$3,138.65. Motion by Cl’m Hoch, seconded by Cl’m Rivera to proceed with the purchase as recommended. Motion carried with yes votes from Cl’ms Breach, Dietz, Hoch, Hooper and Rivera.

Facility Use Agreement – Tour de Millersburg – The organization requests the use of the Gazebo, Market Square Park, MYO Park, the Reamer Lot and various streets on August 3 and 4 from 6:00AM to 7:00PM for the annual bike races. The user fee is detailed in the agreement. Special requirements were reviewed. Motion by Cl’m Breach, seconded by Cl’m Rivera to approve the agreement as presented. Motion carried.

Economic Development – Cl’m Dietz reported that three new businesses have opened or will open shortly in the Borough – Sweet Treats, Rachel’s Pretzels and Peace of Mind Coffee Shop. The recent Cherry Blossom Festival was very successful. The ferry boats will be launched on May 19 and volunteers are needed.

Mayor’s Report

Borough Resolution No. 19-06 – Sale of Police Bicycles – Council reviewed a draft resolution, offering to sell two Police bicycles to Lower Swatara Township Police Department for \$1.00 each. Council agreed that the value of the two pieces is less than \$1,000. No action was taken on the resolution and the matter was tabled until the May Committee meetings. Council would like the opportunity to inspect the condition of the two bikes.

The Millersburg High School students left the meeting.

Manager’s Report – Written report provided to all Cl’ms. Additionally, Manager McGann and the Council expressed their appreciation to Secretary Jackson for planting the flowers barrels. McGann called Cl’ms attention to the electric vehicle charging station section of his report. The slip-lining project at Boyd and Center Streets will be taking place on May 9.

Unfinished Business

Borough Resolution No. 19-05 - Fees for Handicapped Parking – Motion by Cl'm Hoch, seconded by Cl'm Rivera to approve Borough Resolution No. 19-05. Motion carried.

Spring Clean-Up Expense – Manager McGann reported that the final invoice for Heim's Disposal ran over the approved amount of \$3,000 by \$208.56. Motion by Cl'm Hoch, seconded by Cl'm Breach to approve the additional amount payable to Heim's. Motion carried with yes votes from Cl'ms Breach, Dietz, Hoch, Hooper and Rivera.

New Business – None.

Communications – All communications were made available to Cl'ms. Council discussed the email from Kathy Mumma regarding the Veterans' banners.

Organization Reports

Upper Dauphin COG – Cl'm Dietz reported the April meeting was held at Lykens Borough. There was no quorum. Two PA State Policemen were guest speakers. A request was made to the guests that PSP provide individual Boroughs' statistical reports.

Millersburg Planning Commission – Manager McGann reported that there was no meeting due to lack of business.

Millersburg Area Pool Association – Manager McGann reported that he put the membership application on the Borough website. Cl'm Hooper reported that there will be a potpie fundraiser to benefit the Pool at Grace United Methodist Church on May 18.

Millersburg Fire Company – March meeting minutes were provided as well as a copy of the 2018 audit letter. President Dietz reminded Council of the Fire Company Annual Banquet on May 11.

Millersburg Area Authority – April meeting minutes provided to all Council members. President Dietz directed Manager McGann to check on the status of the Shared Services Agreement.

Dauphin County Tax Collection Committee – Secretary Jackson reported that the Committee will meet next week.

Millersburg Ferry Boat Association – No report.

Dauphin Lebanon County Borough Association – President Dietz reported that the April meeting featured a legal staff update from PSAB's Ed Troxell and a presentation from Keldeen Stambaugh on partnering with local volunteer organizations. The next meeting will be on July 22.

Zoning Hearing Board – Manager McGann reported that there have been no hearings.

Upper Dauphin Industrial Development Authority – Secretary Jackson reported that John Faust has agreed to replace Kenneth Beach on the Board.

Millersburg Civil Service Commission – No report.

Millersburg Borough Safety Committee – Manager McGann reported that the Committee will be meeting for a Labor & Industry webinar on heat related illness and summertime safety issues.

Next Meeting – President Dietz announced that the Council will meet next on May 22.

The meeting was recessed to the Call of the Chair at 8:57PM.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary