

Millersburg Borough Council Minutes
November 13, 2019
Millersburg Borough Council Chambers

Call to Order –President Dietz called the Council meeting to order at 7:06PM with Cl’ms Boyer, Breach, Hoch, Hooper, Ibberson and Rivera present. Mayor Ibberson, Manager McGann and Secretary Jackson were also present. Solicitor Kerwin arrived at 8:15PM. The invocation was given by President Dietz, followed by the Pledge of Allegiance.

Guests – Clifford Miller, Nathan Troutman and Ron Witmer.

Approval of Minutes – Motion by Cl’m Hooper, seconded by Cl’m Rivera to approve the minutes from the October 9 and October 23, 2019 meetings as presented. Motion carried.

Public Comment – President Dietz recognized Nathan Troutman, from Deibler, Straub & Troutman, who reviewed the Borough’s 2020 insurance proposal. Recommendations were also reviewed with Council. Mr. Troutman left the meeting at the conclusion of his presentation.

Financial Reports – Council reviewed the Financial Report. Motion by Cl’m Rivera, seconded by Cl’m Breach to accept the Financial Report as presented. Motion carried. Motion by Cl’m Breach, seconded by Cl’m Boyer to approve the Check Detail Report as presented. Motion carried with yes votes from Cl’ms Boyer, Breach, Dietz, Hoch, Hooper, Ibberson and Rivera.

Committee Reports

Employee Relations

Borough Manager’s Resignation/Position Advertisement – Council reviewed Manager McGann’s resignation memo. Cl’m Hooper congratulated McGann on his new position. Council reviewed the draft Help Wanted ad provided by Manager McGann, who also proposed the following timeline: November 26 – deadline for applications to be accepted; early December – conduct interviews; December 11 Council meeting – vote on new hire; January 6 – start date for new hire; January 17 – Manager McGann’s last day. Motion by Cl’m Hooper, seconded by Cl’m Ibberson to accept Manager McGann’s resignation letter. Motion carried. Motion by Cl’m Breach, seconded by Cl’m Hoch to advertise the Help Wanted notice in the Upper Dauphin Sentinel, and Sunday editions of the Patriot and The Daily Item. Motion carried with yes votes from Cl’ms Boyer, Breach, Dietz, Hoch, Hooper, Ibberson and Rivera. President Dietz directed Manager McGann to research advertising with PSAB and Indeed.

PA Municipal Health Insurance Cooperative Agreement Amendment – Council reviewed a language clarification to our agreement. Motion by Cl’m Breach, seconded by Cl’m Rivera to approve the PMHIC agreement amendment as presented. Motion carried.

Intern 2020 – This opportunity is offered by the PA Municipal Internship Program. Council reviewed a draft Internship Opportunity ad prepared by Manager McGann. The individual would be paid by the State. The possible project listed in the ad is to work on updating the Comprehensive Plan. Motion by Cl’m Ibberson, seconded by Cl’m Breach to advertise the internship opportunity at no cost to the Borough. Motion carried.

Finance and Risk Management

2020 Budgets – Cl’m Breach reported that budget discussion will take place later in the meeting.

Parks and Recreation

MYO Park Clean-Up – Cl'm Boyer reported that Grosser's will be doing the clean-up work at the MYO Park next Monday and Tuesday. The Public Works crew will assist.

Concession Stand Lease – Council reviewed the proposed lease for 2020. Manager McGann reported that there are two changes – the rent has been increased to \$75 per month and Ms. Shiffer requests being able to end the season on September 30, rather than October 31. Motion by Cl'm Rivera, seconded by Cl'm Breach to approve the lease agreement as presented for 2020 for the tenant's signature. Motion carried.

Property – Chairman Rivera had nothing to report.

Bid Opening – There were no bids submitted for the Council Room six chairs, wooden desk or room dividers. Council agreed to post on the Borough's website that these items are offered free, first come, first served. The items will be kept indoors.

Bulletin Board – Manager McGann reported that a second bulletin board is requested for the hallway. Many times, there isn't sufficient room to post all the required materials, plus the community events. Council approved getting a second bulletin board.

Public Safety – Chairman Ibberson had nothing to report.

2020 Humane Society Contract – Council reviewed the 2020 contract between the Borough and the Humane Society. There is a \$250 non-refundable contract fee, as in previous years. No additional deposit is due at this time. Motion by Cl'm Hooper, seconded by Cl'm Rivera to approve the Humane Society contract for 2020 as presented, including the animal rescue service and animal pick-up service options. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz, Hoch, Hooper, Ibberson and Rivera.

Streets – Chairman Hoch had nothing to report.

Borough Resolution No. 19-12 - 2020 Paving/Dauphin County Infrastructure Bank Loan – Manager McGann presented this resolution which would provide for the Borough to borrow funds from the DCIB to complete a major paving project on multiple streets. Council would need to decide between two re-payment plans, a 10 year loan at .5% interest rate or a 20 year loan at 2% interest rate. The annual principal payment and monthly interest payments would be paid out of the Liquid Fuels allotment for the duration of the loan. Principal payment figures were provided, but they were determined to be incorrect and the matter was then tabled.

Economic Development

Report from Chairman – Cl'm Dietz reported that the Borough is promoting the Shop Small 17061 event, which will be held on November 29th and 30th. There are 14 businesses participating so far. President Dietz will be creating a Facebook event shortly. He is also working on updating the tourism brochure.

Mayor's Report

Borough Resolution No. 19-13 – Warrantless Arrests – This resolution provides for the Police to have the power of arrest without a warrant in specific instances. Mayor Ibberson reported that Solicitor Kerwin has approved the language. Motion by Cl'm Rivera, seconded by Cl'm Ibberson to approve Borough Resolution 19-13 as presented. Motion carried.

Cl'm Hooper left the meeting.

Manager's Report – Written report was provided to all Cl'ms. Manager McGann reported that Comcast advised that they will be revising the Franchise Agreement that Council recently approved, with clarifications on the TV services for the Fire House and Borough Building if opted for. The revised agreement should be ready for Council action at the December 11th Council meeting. The Fire Company will need to be advised that they will need to start paying for this service.

Unfinished Business

Update on Millersburg Fire Company Agreement – This will be discussed in executive session once Solicitor Kerwin arrives.

New Business

Upper Paxton Township Salt Invoice – Council reviewed the invoice for last season's salt and anti-skid pickups. Motion by Cl'm Rivera, seconded by CL' Ibberson to pay Upper Paxton Township's invoice for \$4,694.60. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz, Hoch, Ibberson and Rivera.

Dennis Maloskey Email – Manager McGann requested Council direction in responding to Mr. Maloskey's email. Mr. Maloskey owns a vacant property on Center Street. He was advised by letter that he is in violation of the Borough's Property Maintenance Ordinance, specifically that the building's windows are uncovered. Mr. Maloskey's emailed response to the Borough's letter questioned how covering the windows protects the health, safety and welfare of the Borough residents. President Dietz directed Manager McGann to compose a letter to Mr. Maloskey that conveys the ordinance's intent in covering vacant store windows to preserve the look and feel of the town, and protect property values. McGann is to work on the Borough's response in consultation with Cl'm Boyer.

Solicitor Kerwin arrived.

Discussion on Commonwealth Code Inspection Services – Council discussed issues reported to them concerning Ed Fegley, the Borough Codes Enforcement Officer. President Dietz directed Manager McGann to compose a report to be sent to Mr. Fegley and his parent company, detailing the issues, including frequency of work days in Millersburg Borough, missed appointments scheduled at his request, lengthy turn-around times for issuing UCC permits, and giving conflicting direction to property owners. The draft will be reviewed by President Dietz and Cl'm Boyer.

President Dietz called an executive session at 8:20PM for legal matters and a personnel issue. Mr. Miller and Mr. Witmer left Council Chambers. Solicitor Kerwin left the meeting at the conclusion of the executive session.

The meeting was called back into regular session at 9:20PM.

Millersburg Fire Company Agreement – Motion by Cl'm Hoch, seconded by Cl'm Breach to make the following offer to the Fire Company: fire protection tax would be set at .825 mills for 2020, .850 mills for 2021 and .875 mills for 2022. Fire Relief Association financial reports are to be furnished to the Council on a monthly basis. Prior provisions regarding Council approval of Fire Company officers and removal of a member from the Fire Company are dropped. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz, Hoch, Ibberson and Rivera. President Dietz directed Manager McGann to compose a letter to the Fire Company, with the information above, copying Upper Paxton Township.

Communications – All communications were made available to Cl'ms.

Organization Reports

Upper Dauphin COG – President Dietz reported that Millersburg Borough will be hosting the November 21st meeting. Leslie Rhoads from PA Municipal League will be the guest speaker.

Millersburg Planning Commission – November 6, 2019 draft meeting minutes were provided to all CI'ms.

Millersburg Area Pool Association – No report.

Millersburg Fire Company – October meeting minutes were provided.

Millersburg Area Authority – October meeting minutes were provided to all Council members.

Dauphin County Tax Collection Committee – No report.

Millersburg Ferry Boat Association – May, June, July and August meeting minutes were provided to all CI'ms.

Dauphin Lebanon County Borough Association – No report.

Millersburg Civil Service Commission – No report.

Millersburg Borough Safety Committee – No report.

2020 Budgets – Council worked on finalizing the 2020 budgets. Motion by CI'm Boyer, seconded by C'lm Rivera to tentatively adopt the General Fund budget at \$1,096,164; Liquid Fuels budget at \$97,718.95; Capital Improvement budget at \$43,295 and to advertise the 2020 tax rates with the revised millage in the Upper Dauphin Sentinel. Motion carried with yes votes from CI'ms Boyer, Dietz, Hoch, Ibberson and Rivera. CI'm Breach voted no. Mayor Ibberson will discuss the possibility of hiring a full-time officer with the current full-timers. Manager McGann is to confirm that the Dauphin County Infrastructure Bank payment includes engineering fees.

Next Meeting –President Dietz announced that the Council will meet next on November 26th for Committee of the Whole.

Motion by CI'm Breach, seconded by CI'm Hoch to adjourn the meeting at 10:40PM. Motion carried.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary