

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

Present: Committee Chairs Chris Dietz, Brent Boyer, Dave Rivera, Gary Ibberson, and Joy Breach. Borough Manager Chris McGann, was also present. Chairwoman Hooper had to leave the meeting early.

Guests: Glenna Novak and Jessyca Bannister, New York Life

The meeting came to order at 7:04 PM.

Optional Employee Life Insurance Policy

Ms. Novak and Ms. Bannister presented a proposal to offer employees an optional whole life insurance policy. In order to get started, a pre-determined number of people (employees, spouses, and children/grandchildren up to age 26) would need to be enrolled. Payments would be made via payroll deductions. Policies stay in effect after employees leave Borough employment if premiums are paid. Ms. Novak and Ms. Bannister left at the conclusion of their business. Manager McGann was later directed to poll the full-time employees to gauge whether there is interest in the proposal.

Executive Session

An executive session was held to discuss a personnel matter and a pending legal issue.

Borough Manager Interviews

Five candidates for this position were selected for interviews out of 20 applicants. Interviews will be held Dec. 3 and Manager McGann was directed to schedule the interviews. Secretary Jackson will be invited to sit in on the interviews. A legal notice of a special meeting will need to be placed in a newspaper of general circulation.

Engineer Proposals

Manager McGann reported that we received 18 responses to the Borough's Request For Proposals (RFPs) for engineering services. McGann created spreadsheets outlining each firm's services as well hourly rates. The RFP indicated that one or more firms may be invited to address Council at the Dec. 11 meeting. One firm was selected to give a presentation and a second may be invited pending a reference check.

Wage Certifications

The draft wage certifications will be ready for review and approval at the Dec. 11 Council Meeting.

PSAB Membership Training Subscription Program

Manager McGann provided information on the costs of this program. It may be worthwhile if the new Borough Manager needs training. The availability of the Newly Elected Council Members Boot Camp was also noted.

Comcast Franchise Agreement

Committee Members reviewed the updated language on the franchise agreement. This language addresses complimentary cable television at the Borough Building and the Fire House. The effect of new FCC rules is that the Borough would get charged for the otherwise complimentary service if the Borough is taking the maximum allowable franchise fee, which is the case. The Borough has the option of eliminating the service. Manager McGann was directed to inform the fire company that the cable service will no longer be provided free of charge. The agreement will be revisited at the Council Meeting.

2020 Fee Schedule

Committee Members reviewed the proposed 2020 fee schedule. Manager McGann noted that there are no significant changes from the 2019 fees.

Paving Projects

Manager McGann presented additional information regarding the Dauphin County Infrastructure Bank proposal. The County's consulting firm advised that the loan program would include \$25,000 to \$50,000 in closing costs and administrative fees. Based on this information, the Committee directed Manager McGann to research other loan programs, including the Upper Dauphin Industrial Development Authority.

Status of Apple Alley

Several Council Members have been contacted about the status of Apple Alley, which runs to the south of the 300 block of Pine Street. This alley does not appear on the Liquid Fuels list and could not be considered for inclusion based upon PennDOT's criteria for that list. After some discussion about the use of the street, it was decided that the Borough will install and grade stone as well as plow in the winter.

Shade Tree Ordinance

Based upon previous discussions, Manager McGann presented a draft ordinance updating shade tree regulations. Committee members were asked to review the draft and an accompanying resolution listing the allowable shade trees. Committee Members will also need to decide if the ordinance will only apply to trees in the business district or in all areas of town.

Speed Studies

The results of the speed studies conducted on Pine, Church and Moore Streets were presented. Per the Local Technical Assistance Program (LTAP) engineer, additional traffic calming measures are not warranted on those streets.

SB 607

Committee member Breach reported that SB 607, which would allow for local police to use radar for speed enforcement, has passed the State Senate and is up for consideration in the House. Manager McGann will prepare a resolution stating that the Millersburg Borough Council supports the bill and to ask Rep. Sue Helm to support its passage.

Street Sweeping and Spring Clean Up Schedule

After reviewing the 2020 calendar, spring clean-up will be held on April 18 rather than April 11 so that the event does not conflict with the Easter holiday. Street sweeping will be the week before spring cleanup. McGann will make the appropriate arrangements, including contacting the Township to coordinate dates as both municipalities traditionally hold clean up on the same day.

Front Street Parking

The parking situation on the 500 block of Front Street was again revisited. Manager McGann will review the existing ordinances. If parking is already restricted on the north side, additional signage will be installed. If not, the appropriate ordinance will be written to restrict parking on the north side.

Brush Pile Gate

The Committee reviewed a proposal from Automated Security of York to install a new gate at the MYO Park Brush pile. The proposal calls for a keypad system that would only allow access to residents who have purchased a permit. The cost is \$7,759, but we are still waiting for a price on running electricity to the gate as solar power is not feasible. This project is budgeted for the 2020 Capital Improvement program. Consideration will be an action item at the Council meeting.

Rental Inspection Ordinance

Manager McGann presented a draft ordinance allowing for rental unit inspections. Inspections would only be done at the explicit invitation of a tenant or property owner. Committee members were asked to review the language.

Zoning Ordinance Amendment

Manager McGann also presented a draft ordinance revising the standards for allowable signage. The Planning Commission has already reviewed and approved the Amendment. Committee Members were asked to review the language.

Third Party Codes Inspector

As a follow up to the previous concerns about the Borough's current third-party inspection agency, Manager McGann reported that he has been in contact with the main office and is waiting for additional feedback. He also presented information on two companies that, taken together, can provide all of the needed services: zoning reviews, property maintenance, UCC reviews. Committee members would like additional information on the frequency of reports to the Borough.

Appointments

Secretary Jackson compiled a list of individuals whose terms on various boards and commissions are expiring. Manager McGann and Secretary Jackson are to contact the various individuals and see if they are interested in continuing to serve in their various capacities. Additionally, one member of the Zoning Hearing Board will need to be replaced as he no longer lives in the Borough.

Information Items

Additional information items not requiring additional discussion were presented in the Manager' written report. Several of those items will be action items for the Dec. 11 Council Meeting.

The following items will be on the agenda for the Dec. 11, 2019 Business Meeting:

Employee Relations: 2020 Wage Certifications

Finance and Risk Management: 2020 Budgets Final Adoption

Finance and Risk Management: Comcast Franchise Agreement

Finance and Risk Management: Resolution No. ____ 2020 Fee Schedule

Streets: Resolution No. ____ -- In favor of SB 607

Streets: 2020 Street Sweeper Rental

Property: Spring Clean Up

Parks: MYO brush pile gate

New Business: Third Party Codes Inspector

New Business: Act 172 Volunteer Firefighter Tax Relief Eligibility List

New Business: 2020 Meeting Schedule Advertisement

New Business: MASD Gaming Grant Invoices

Organization Reports: Appointments

There being no further business, the meeting adjourned at 9:52 p.m.

Respectfully Submitted,

Christopher M. McGann
Millersburg Borough Manager