

**Millersburg Borough Council Committee of the Whole
Minutes
September 25, 2019
Millersburg Borough Council Chambers**

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

Guests: Michele Garsey, Derek Peters

The meeting came to order at 7:00 PM.

Traffic Concerns

Ms. Garsey and Mr. Peters are residents of the 300 block of Church Street. They expressed concerns about speeding and drivers failing to stop at stop signs, primarily on their block. There was a recent incident in which a student was hit by a vehicle at the intersection of Church and North Streets. After some discussion, Manager McGann put in a request to LTAP for a speed study to determine if speed humps would be a viable and legal option for traffic calming. Advance warning signs will likely be necessary and there was some discussion of coupling the warning signs with flashing lights. The police department will be asked to patrol this area more frequently.

Ms. Garsey and Mr. Peters also had concerns about noise from various sources. Committee members advised them to contact the police department while incidents are happening. Ms. Garsey and Mr. Peters left the meeting at the conclusion of their business.

2020 Budget

Committee members reviewed a document created by Secretary Jackson. This document is a summary of points discussed at a recent training seminar. Committee members were asked to review the document. Manager McGann mentioned that Council should be working on the budget during meetings and that Secretary Jackson should be invited to the next couple of Committee Meetings until the budget is finalized.

Electronics Recycling Assistance

Committee members reviewed a copy of an email from Upper Dauphin Council of Governments (COG). COG indicates that Upper Paxton Township, who hosts the monthly electronics recycling event, needs additional help from surrounding municipalities to staff the event. Council previously approved paying a public works employee to assist twice a year. Manager McGann suggested increasing the authorization to at least three times a year to give each employee an opportunity for the overtime hours. Consideration will be an agenda item for the Business Meeting.

Executive Session

An executive session was held for legal matters.

Fire Company Contract

Manager McGann was directed to arrange another meeting among the fire company, the Borough Council and the Township Supervisors. Council's current position is that they will support an increase in the fire protection tax to .824 mills, a three-year contract, and the additional contract provisions previously approved.

MYO Park Renovation

The Borough is still on track to rebid this project in January. Chairman Dietz inquired about approaching local organizations to sponsor site amenities. Manager McGann stated that we will need a list of site amenities and pricing prior to approaching any groups. The Millersburg Rotary Club is already committed to some amenities.

State Street Storm Sewer Alternate Project

Manager McGann had an initial phone call with HRG this morning regarding the project. The Borough is looking to bid this project in January as well.

Workers Compensation Rates

The Borough will be taken off KMIT's "rehabilitation list" beginning in 2020. The final rates are not yet available, but this should decrease the experience modification. If that happens, the workers compensation insurance premium should decrease.

Engineer RFP

With the reorganization meeting coming up, Committee Members discussed the status of the Borough Engineer. It was noted that Brinjac has been the Borough's engineer for many years. Manager McGann was directed to prepare a request for proposals (RFP) for Council to review at the October Business Meeting.

Long Range Capital Planning

There was a discussion of long-range planning for various major projects. Manager McGann showed a plan that he is developing. Chairman Dietz directed that the plan be updated with projected pricing and grant deadlines.

Council Room Renovations

Committee Members discussed some improvements to the Council Room.

1. A quote for new carpeting will be considered at the October Business Meeting.
2. A resolution allowing for the sealed bids for disposal of personal property will be considered at the October Business Meeting. Items offered for sale will include several unused chairs, a desk and several office space dividers.
3. Manager McGann will continue to look on state and federal surplus websites for updated furnishings, including a conference table, a projector screen and ten chairs for Council Members. If chairs are not found, Council may consider chairs from a commercial office supply company.
4. Manager McGann will repaint the walls of the Council Room in December, possibly with assistance from the public works employees. The wainscoting will be retained. The ceiling tile holders will be painted white. Neutral colors will be used in the room.

Cable Franchise Agreement

Chairwoman Breach was not able to attend the Committee Meeting, but she previously raised concerns about the agreement. Specifically, she was aware of new regulations regarding cable franchise agreements and she sent an email concerning the regulations to Chairman Dietz and Manager McGann. McGann will address her concerns.

State Aid: Fire Relief Association

The state aid for the Fire Relief Association has been received in the amount of \$11,537.60. Disposition of these funds requires Council Action at the October business meeting.

2020 Paving Project

Committee Members reviewed a list of necessary street repairs that Manager McGann prepared. The list of repairs is very extensive and would take multiple years to complete using only the Borough's Liquid Fuels allocation. Committee Members agreed that a number of the proposed street projects on the list are critical needs. Manager McGann was directed to get pricing on several of the street projects. The Committee may then decide to seek loan funding through the Dauphin County Infrastructure Bank.

Art Gallery Proposal

For their 50th anniversary, the Art Gallery is considering an artistic display in Market Square Park in 2020. This would require a facility use agreement. Manager McGann discussed the specifics of the proposal and Committee Members were generally in favor of the proposal, though the Civil War statue is not to be disturbed.

Dauphin County Land Bank Proposal

Committee Members asked about the scheduled Oct. 8 meeting between the Borough and the Land Bank Authority. Committee Members envision several single-family homes with a garage serving as the first floor due to flooding concerns. McGann was directed to ask if the Authority does market research and what kind of price point do they have in mind. The existing gravel drive logically could be used as a shared drive way. Council may want to consider whether to adopt the drive as a formal Borough street.

Rental Inspection Ordinance

Committee Members got their first look at the rental inspection ordinance that was recommended by the Millersburg Planning Commission and were asked to review it. Manager McGann reported that the Ordinance draft is complaint-driven rather than a routine and systematic inspection system. Chairman Dietz asked for an anti-retaliation clause to be included in the draft.

Handicapped Parking Request

Manager McGann presented a handicapped parking space request – the second such request since the Ordinance was adopted. Committee members reviewed photos and maps of the property. Per the Ordinance, Council will be asked to act on the request at the October Business Meeting.

Facility Use Request – Veterans Day

Action on the request will be on the agenda for the Business Meeting.

Addressing Concern

Dauphin County Emergency Management reported an addressing concern regarding the American Legion building on Market Street. Manager McGann was directed to contact the Post Commander regarding the issue.

Additional Items

Additional information items were included in the Manager’s report/agenda. Several of these items will be on the Business Meeting agenda.

The following items will be on the agenda for the October 9, 2019 Business Meeting:

- Employee Relations: Electronics Recycling Assistance**
- Finance and Risk Management: Cable Franchise Agreement**
- Parks and Recreation: Facility Use Request – Veterans Day**
- Property: Fry’s Flooring Quote**
- Property: Resolution No. ____ Disposal of Property**
- Public Safety: State Aid – Fire Relief Association**
- Streets: Handicapped Parking Request**
- New Business: Engineering Request for Proposals**
- Unfinished Business: Ordinance No. 4-19**
- Unfinished Business: Ordinance No. 5-19**

There being no further business, the meeting adjourned at 9:29 p.m.

Respectfully Submitted,

Christopher M. McGann
Millersburg Borough Manager