

**MILLERSBURG BOROUGH  
DAUPHIN COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 14-03**

A RESOLUTION SETTING POLICIES AND FEES FOR  
RESERVING PARKING SPACES ON CERTAIN STREETS AND  
FOR CERTAIN PLANNED STREET CLOSURES  
WITHIN MILLERSBURG BOROUGH, DAUPHIN COUNTY,  
COMMONWEALTH OF PENNSYLVANIA.

WHEREAS, Millersburg Borough has traditionally posted temporary reserved parking as requested on non-metered streets; and

WHEREAS, such requests are typically associated with construction work or moving; and

WHEREAS, the Millersburg Borough Code already provides a process for reserving metered parking spaces; and

WHEREAS, Millersburg Borough has also traditionally catered to requests for planned street closures; and

WHEREAS, the Millersburg Borough Manager has documented the time and effort spent by Borough employees to respond to such requests; and

WHEREAS, Millersburg Borough levies fees for providing similar services as outlined in Resolution No.14-01.

THEREFORE BE IT RESOLVED, that the Millersburg Borough Council sets the following polices regarding requests for temporary reserved parking spaces:

1. A fee of \$5 is hereby set for reserving a parking space. In the future, this fee shall be included in the annual resolution setting other fees and may be changed from time to time. The Millersburg Area Authority and any public utilities are exempt from this fee.
2. A seven (7) day time limit is set for such reservations.
3. A parking space reservation may be renewed and another fee charged if, in the opinion of the Borough Manger, the reserved parking zone has not caused an undue inconvenience to neighboring residents and it is necessary for the completion of work.
4. The party requesting reserved parking shall demonstrate to the Borough Manager that there is no feasible alternative to posting a reserved parking zone.
5. The Borough Manager may require the party requesting reserved parking to provide notice to other affected residents.
6. This policy does not apply to "No Parking" zones posted by the Borough for community events sanctioned by the Borough Council nor shall it apply to any detour routes.

7. Anyone requesting a reserved parking space shall be informed that in order to be legally enforceable a parking spot must be posted 48 hours in advance.
8. The public works department shall begin to paint parallel parking stalls where none currently exist on certain streets to be determined by Council and the Borough Manager. The Borough Manager and the public works department shall not designate handicapped parking in these parking stalls without direction from the Borough Council.

BE IT FURTHER RESOLVED, that the Millersburg Borough Council sets the following policies regarding requests for planned street closures:

1. A fee of \$25 per day is hereby set for street closures exceeding four (4) hours. In the future, this fee shall be included in the annual resolution setting other fees and may be changed from time to time or waived by the Council.
2. A one day (24 hour) time limit is hereby set on street closures.
3. All street closure requests exceeding four hours shall be reviewed by the Borough Council in the form of a Facility Use Agreement with all applicable requirements including proof of insurance.
4. All street closures shall be marked using barricades and/or cones provided by the Borough or approved by the Borough Manager.
5. Anyone shutting down a street shall allow local traffic and emergency vehicles through as much as is practicable. Local traffic is defined as vehicles attempting to access buildings affected by the street closure.
6. The Borough Manager and/or Borough Council may require the party requesting a street closure to provide notice to affected residents.
7. This policy shall not apply to events sanctioned by the Borough Council or to street closures required by emergency personnel, any level of government, or public utilities.

RESOLVED this 12<sup>th</sup> day of March, 2014.

ATTEST:

BOROUGH OF MILLERSBURG

Ann Bowman Jackson  
Borough Secretary

By: Charles C. Jackson  
President of Council

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