

**Millersburg Borough Council Committee of the Whole
Minutes**

April 27, 2016

Millersburg Borough Council Chambers

Present: Committee Chairs Chris Dietz, Joy Breach, and Brent Boyer. Borough Manager Chris McGann was also present. Tiffany Munro was also present.

The meeting came to order at 7:20 p.m.

Finance and Risk Management

Liquid Fuels Audit: McGann reported that a recent audit of the Liquid Fuels account for 2015 came back with no findings.

Action Item: Liquid Fuels Audit Report

Parks

MYO Brush Pile and Riverfront Clean Up: Boyer and McGann reported on the progress of these two projects. Boyer is working on an arrangement to have the debris from the river shredded.

Concession Stand Rental: Tiffany Munro, owner of WOOTH and Daniel's Café, would like to rent the Riverfront Park Concession Stand between Memorial Day and the end of the park season. The rent will be \$1 per day plus electricity. The insurance forms are in order. The only outstanding item is a food safety inspection by the Pa. Department of Agriculture. Ms. Munro will try to schedule an inspection prior to the May 11 Council meeting. If that inspection is not possible before May 11 or if additional work needs done, the Committee will recommend approval of the lease agreement contingent upon a favorable inspection report.

Concert Proposal: McGann reported that he has been in touch with the organizer of this event, Aaron Troutman. Mr. Troutman is having some difficulty securing sponsors. If he cannot secure sponsors by the May committee meeting, the event will likely be postponed to next year. McGann also shared a draft facility use agreement in the event that Mr. Troutman is able to organize the concert.

Playground Mulch: McGann reported that Borough Crew Leader Steve Jones requested more playground mulch for the equipment at Seal Park. R&R portable storage is offering 50 yards for \$1,500 plus \$200 for delivery. There was a discussion about the need for so much mulch. Boyer will look at the site and McGann was directed to touch base with Dauphin County Parks and Recreation and Zeager Brothers about other potential sources of mulch.

Action Item: Concession Stand Lease

Property

Front Door Logos: McGann reported that he has a price quote from Fast Signs to create and install logos on the new doors. Logos will be ordered for the Borough, Authority and Police Department. The Authority will pay for their logo. There was a discussion about the elements to include in each logo. After discussion, the logos will include a graphic for each entity, a phone number and a website address.

Surveillance Cameras: Following the damage to the doors, a Millersburg resident offered to donate some antiquated security cameras to the Borough. McGann got a quote to install the old cameras as well as several quotes on a new system. The cost to install the old cameras was \$1,040 while a new system would cost \$3,100. There was considerable discussion about the merits of using new vs. old equipment and the associated costs as well as the current security situation. The committee directed McGann to include a camera system in the 2017 budget and investigate the costs of adding additional security to the garage area.

Computer/IT Services: McGann was directed to develop price proposals for Council review.

Public Safety

Police Coverage Proposal to Upper Paxton Township: Boyer and McGann attended the Township Supervisors' meeting this morning and presented the Borough's proposal. The Supervisors did not give an immediate response, but will consider the proposal.

Fire Company Agreement: Breach gave an update about the progress of the agreement. Key changes to the current agreement include:

1. Reduce the length of the contract from the current 10 years to 3-5 years.
2. Change the reporting requirements for budget and capital projects.
3. Eliminate language about fire police services at Borough events.
4. Clean up language referring to the Borough and/or Township.

Based on recent discussions with FEMA and PEMA, McGann also suggested language clarifying the fire company's role in disaster response. The suggested language would say that the fire company would respond to specific requests from the municipalities for emergency services in the event of a disaster.

Streets

Liquid Fuels Expenditures: McGann presented a proposed purchase of some street materials. The Public Works crew needs crack sealant (one skid = 2,250 pounds) and a five gallon pail of detack from CrafcO. In addition, McGann is also requesting one bag each of asphalt cold patch and concrete cold patch from CrafcO to try. McGann and the crew have been experimenting with these types of products recently as an alternative to traditional cold patch. Total cost is \$1105.47 and the shipping estimate is \$80. This expense was budgeted in the Liquid Fuels Budget. This will be an action item.

Truck Purchase: Another budgeted item from Liquid Fuels is the purchase of a new public works vehicle. The Committee authorized McGann to start exploring options and to develop a proposal.

Shade Trees: McGann reported that he has a request from Hoover-Boyer Funeral Home to remove two redbud trees from the area along the street. One of the trees is definitely dying and the other is not in good shape. The Committee will allow the trees to be removed, but would prefer if they are replaced with a species from the list in the shade tree ordinance.

Stormsewer Mapping: Last year, the Borough approached Brinjac Engineering about performing an assessment and mapping of the Borough's stormsewer system. The only comprehensive maps that exist date to the 1930s. Brinjac produced a proposal, with a scope of work and pricing that could be modified based on needs. McGann reported that the current round of Community Development Block Grant (CDBG) funding is open until July 11 and he would like to submit this project for possible grant funding. The end result would be a GIS system with a stormsewer overlay. The project includes a video assessment of the current pipe system. There was some discussion about the annual registration fee for the GIS program and the possibility of cooperating with Dauphin County GIS and/or the Millersburg Area Authority. McGann was directed to do additional research and return with a full proposal.

Action Item: Street Material Purchase

Action Item: Facility Use Agreement – Tour de Millersburg

Action Item: Facility Use Agreement – Memorial Day Parade

Other Business

Zoning Hearing Board Solicitor: McGann passed along the Planning Commission's recommendation. The final appointment will be made when the zoning ordinance is adopted.

There being no further business, the Committees adjourned at 9:10 p.m.

Respectfully Submitted

Christopher McGann
Millersburg Borough Manager