

**Millersburg Borough Council Minutes
December 13, 2017
Millersburg Borough Council Chambers**

Call to Order – President Dietz called the Council meeting to order at 7:05PM with Cl’ms Boyer, Breach, Ibberson and Paden present. Mayor Ibberson, Manager McGann and Secretary Jackson were also present. Solicitor Kerwin arrived at 8:10PM. The invocation was given by President Dietz, followed by the Pledge of Allegiance.

Guests – None.

Approval of Minutes – Motion by Cl’m Breach, seconded by Cl’m Paden to approve the minutes from the November 8 and November 21, 2017 meetings as presented. Motion carried.

Public Comment – President Dietz reported that Harry Bricker III requested that the Borough return the photographs that had been displayed in the hallway. Council agreed. Two certificates of recognition were given by Mr. Bricker to the Maintenance crew and to Secretary Jackson.

Letter of Resignation – President Dietz read a letter of resignation submitted by Cl’m Paden, effective December 31, 2017. Motion by Cl’m Ibberson, seconded by Cl’m Breach to accept the letter of resignation with deep regrets. Motion carried.

Financial Reports – Council reviewed the Financial Report. Motion by Cl’m Breach, seconded by Cl’m Paden to accept the Financial Report as presented. Motion carried. Council reviewed the Capital Improvement Year-to-Date Report. Motion by Cl’m Ibberson seconded by Cl’m Paden to approve the Check Detail Report as presented. Motion carried with yes votes from Cl’ms Boyer, Breach, Dietz, Ibberson and Paden.

Committee Reports

Employee Relations

Parking Meter Enforcement Attendant Job Description – Council reviewed the revised job description and agreed to make the employee’s supervisor the Office in Charge of the Police Department. President Dietz called an executive session at 7:19PM for discussion of employee matters. The meeting was called back into regular session at 7:25PM.

Employment Status Change – Hooper – Manager McGann reported that Daniel Hooper’s one year probation was completed on November 25 and that his job performance has been very satisfactory. Motion by Cl’m Boyer, seconded by Cl’m Paden to approve Mr. Hooper for regular status. Motion carried.

Finance and Risk Management

Tax Collector Training Reimbursement – Newly elected Tax Collector, Alex Reber is requesting a one-time reimbursement of the \$200 fee for required training for the position. Motion by Cl’m Paden, seconded by Cl’m Boyer to reimburse Alex Reber \$200 for his training after completing the training and passing the test. Motion carried with yes votes from Cl’ms Boyer, Ibberson and Paden. Cl’ms Breach and Dietz abstained due to Cl’m Breach being an employee of PA Municipal League, who offers this on-line training and due to Cl’m Dietz being Mr. Reber’s spouse.

Cyber Liability Insurance – Manager McGann reported that he completed the questionnaire required to establish coverage and that this expense has been budgeted for in next year’s budget.

Parks and Recreation

Millersburg Reamer Property Demolition – Cl'm Boyer reported that he questioned George Connor with DCED why the job hasn't started. Connor's response was that they are still waiting for paperwork from the demolition contractor.

MYO Recycling Area – Cl'm Boyer reported that Grosser's is hauling debris out again.

Master Parks Plan – Cl'm Boyer reported that Historical Society has expressed interest in contributing a feature. President Dietz added that they have been advised to submit a proposal by year's end to be considered at the upcoming design meeting. That meeting is tentatively scheduled for February 3 from 8:00AM to 2:00PM at the high school cafeteria.

MYO Park Renovation – Cl'm Boyer reported that a conference call was held recently with YSM and LandStudies. The project must conform to our storm water management and floodplain codes. YSM has submitted an invoice for services. Motion by Cl'm Paden, seconded by Cl'm Ibberson to have Manager McGann write a letter to TFEC requesting disbursement of \$10,000 to be put towards this expense. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz, Ibberson and Paden.

JMT Master Parks Plan Invoice – Council reviewed the invoice for \$10,500, which represents 30% of the project completed so far. Manager McGann proposed paying one-half the invoice from the Capital Improvement funds and the other half from the DCNR Master Parks Plan Project grant funds. Motion by Cl'm Paden, seconded by Cl'm Breach to pay the invoice as proposed. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz, Ibberson and Paden.

JMT Master Parks Plan Additional Work – In order to maximize the available grant funds, JMT provided a quote for storm water management and floodplain restoration studies for \$4,000. Motion by Cl'm Breach seconded by Cl'm Ibberson to accept the proposal. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz, Ibberson and Paden.

Property

Plow Blades – Council reviewed the quote provided by Chemung Supply for two sets of plow blades for all three plows. Motion by Cl'm Breach, seconded by Cl'm Paden to purchase six sets of blades from Chemung for \$1,129.50 as quoted. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz, Ibberson and Paden.

Lamp Post – Manager McGann reported that he did not get the notice about the damaged lamp post sent out but will have that task completed by next month.

Public Safety – Chairman Ibberson had nothing to report.

Streets

Facility Use Agreement Amendment – Street Closure Request – Council previously approved a street closure request for James and Debra Bower to close Walnut Street between Herman and North Streets. The dates approved were through November 3, 2017. The repair to the retaining wall took an additional week. Motion by Cl'm Paden, seconded by Cl'm Breach to approve the closure retroactively through November 10, 2017. Motion carried.

Upper Paxton Township Road Salt Agreement – Council received the Township’s quote for road salt, anti-skid and mix. Motion by CI’m Paden, seconded by CI’m Boyer to approve the prices as quoted for this season. Motion carried with yes votes from CI’ms Boyer, Breach, Dietz, Ibberson and Paden.

Streets Tour – Manager McGann reported the he will be conducting a tour of the Borough streets with Joe Whitcomb from New Enterprise. Target areas will be the 100 block of Center Street, the 200 and 300 blocks of Congress Street and the Rising Sun culvert.

Economic Development

Shop Small Grand Prize – The winning ticket was drawn for the 2017 Shop Small event. The winner of a \$150 Visa gift card was Kathy Ford of Millersburg.

Mayor’s Report

UPMC Pinnacle – Mayor Ibberson reported that the Police Department received \$250 as a result of our application for a Community Leadership award. Council directed Manager McGann to write a thank you letter.

New Police Vehicle – The vehicle has been order and should arrive in mid-March.

Tents and Lean-Tos in MYO Park – Council discussed recent events. Personal items will be removed from the encampments at the end of the canal path. The new Park Rules sign will state “No Camping”. Manager McGann is to purchase an additional “No Camping” sign to be erected at the entrance near the old Hardees. An extra heavy metal post is to be used.

President Dietz called an executive session at 8:18PM for legal matters. Solicitor Kerwin and CI’m Paden left the meeting at the conclusion of the executive session. The meeting was called back into regular session at 9:00PM.

Council directed Manager McGann to research the Borough’s past vacancies and the duration of them for a possible future court hearing situation.

Manager’s Report – Written report provided to all CI’ms. McGann offered to answer any questions.

Unfinished Business

2018 Budgets – The proposed budgets were presented in the following amounts: General Fund \$1,097,590, Capital Improvement \$92,936.07 and Liquid Fuels \$105,349.24. Motion by CI’m Breach, seconded by CI’m Ibberson, to approve all three budgets as presented. Motion carried with yes votes from CI’ms Boyer, Breach, Dietz and Ibberson.

Borough Ordinance No. 6-17 – 2018 Tax Levies – This ordinance establishes the real estate tax at 5.45 mills and the fire protection tax at .75 mills. Motion by CI’m Ibberson, seconded by CI’m Breach to approve the ordinance as presented. Motion carried.

Borough Resolution No. 17-22 – 2018 Fee Schedule – Council reviewed the proposed fee schedule for 2018. Motion by CI’m Boyer, seconded by CI’m Breach to approve Borough Resolution No. 17-22, establishing the various fees for 2018. Motion carried.

2018 Wage Certifications – Council reviewed the wage certifications for both the non-uniformed employees and police. Motion by CI’m Breach, seconded by CI’m Ibberson to approve the wage certifications, effective December 24, 2017. Motion carried with yes votes from CI’ms Boyer, Breach, Dietz and Ibberson.

Parking Meter Attendant – Motion by Cl'm Breach, seconded by Cl'm Ibberson to offer the position to Robert Sechler at \$8.50 per hour and to review the job description terms. Motion carried with yes votes from Cl' ms Boyer, Breach, Dietz and Ibberson.

New Business

2018 Meeting Schedule – Council agreed to continue meeting on the second Wednesday of every month for the regular Council meeting and the fourth Wednesday of every month for Committees of the Whole. By law, the Reorganization meeting will be on Tuesday, January 2, 2018. Both February meetings will be backed up one day to February 13th and 27th. The Millersburg Planning Commission will continue to meet on the first Wednesday of every month at 6:00PM. Motion by Cl'm Breach, seconded by Cl'm Ibberson to advertise the 2018 meetings as above. Motion carried with yes votes from Cl' ms Boyer, Breach, Dietz and Ibberson.

Solicitor's Invoice for Services – Council reviewed Solicitor Kerwin's invoice for legal services for this year. Motion by Cl'm Breach, seconded by Cl'm Ibberson to approve payment of \$8,575. Motion carried with yes votes from Cl' ms Boyer, Breach, Dietz and Ibberson.

HRG Invoice – Council reviewed the most recent invoice for \$3,730. Motion by Cl'm Ibberson, seconded by Cl'm Breach to forward it to Dauphin County for payment. Motion carried with yes votes from Cl' ms Boyer, Breach, Dietz and Ibberson.

Communications – All communications were made available to Cl' ms. There was nothing requiring Council action.

HRG – CDBG-DR Storm Sewer Relocation Project – Council reviewed and discussed the written status update. Advertising for bids is imminent. Final completion is set for October 2018.

Mini Casinos – President Dietz led discussion on whether or not the Borough should allow mini casinos. Council will not pass the resolution to ban such facilities in the Borough prior to the December 31st deadline.

Organization Reports

Upper Dauphin COG – President Dietz reported that the November meeting was held here and that Manager McGann gave a presentation on PennDOT's Local Technical Assistance Program.

Millersburg Planning Commission – November and December (draft) meeting minutes were provided.

- (2) Appointments to Four-Year Term – Motion by Cl'm Breach, seconded by Cl'm Ibberson to reappoint Kathy Wolfe and Yvonne Miller for 4-year terms. Motion carried.
- SALDO Report – Council reviewed Manager McGann's report of pros and cons. The Borough will continue to operate under the Dauphin County SALDO. Consideration of a local SALDO is a recommendation of the Borough's Comprehensive Plan. The Planning Commission recommends not pursuing this due to the cost and because in-house expertise is lacking.

Millersburg Pool Association – No report.

Millersburg Fire Company – Cl'm Ibberson reported that the Fire Company has a new fireworks vendor. Regarding the Volunteer Fire Fighter Tax Relief legislation, Manager McGann was directed to advise both Upper Paxton Township and the Fire Company that it is up to the Fire Company to initiate a joint meeting. Additionally, Ibberson reported that the Fire Relief Association was audited recently. There was one finding. The amount of the Treasurer's bond was insufficient and the membership will address this matter.

Millersburg Area Authority – President Dietz referred CI’ms to their minutes.

- Appointment to Five-Year Term – Motion by CI’m Breach, seconded by CI’m Ibberson to reappoint David Bellis to another 5-year term. Motion carried.

Dauphin County Tax Collection Committee – Secretary Jackson referred CI’ms to their Summary Minutes.

Millersburg Ferry Boat Association – No report.

Dauphin Lebanon County Boroughs Association – No report.

Zoning Hearing Board – Manager McGann reported that there were no hearings held.

Upper Dauphin Industrial Development Authority – No meeting held.

- Appointment to Five-Year Term – Motion by CI’m Ibberson, seconded by CI’m Breach to reappoint Lori Schoffstall to another 5-year term. Motion carried.

Millersburg Civil Service Commission – CI’m Ibberson reported that they will be holding the annual reorganization meeting in the near future.

JMT (Master Parks Plan) – Already reviewed.

Millersburg Borough Safety Committee – McGann reported that they did not meet.

Next Meeting – President Dietz announced that the next meeting will be the Reorganization meeting on January 2, 2018.

Motion by CI’m Ibberson, seconded by CI’m Breach to adjourn the meeting at 9:51PM. Motion carried.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary