

**Millersburg Borough Council Minutes
December 11, 2019
Millersburg Borough Council Chambers**

Call to Order – President Dietz called the Council meeting to order at 7:07PM with Cl’ms Boyer, Breach, Hoch, Hooper, Ibberson and Rivera present. Mayor Ibberson, Manager McGann and Secretary Jackson were also present. The invocation was given by President Dietz, followed by the Pledge of Allegiance.

Guests – Bonnie Forsythe, Sean Grimm, Doug Snyder, Virginia Thornton, Jamie Shambaugh, John Rautzahn, Cole Boyer

Approval of Minutes – Motion by Cl’m Rivera, seconded by Cl’m Breach to approve the minutes from the November 13 and November 26, 2019 meetings as presented. Motion carried.

Public Comment

President Dietz recognized Doug Snyder, Chief, Millersburg Fire Company #1. Chief Snyder was present to request Council’s permission to spend funds from the Fire Company’s Apparatus Fund on a refurbishment of Engine 20. The project would take approximately six months and was quoted at \$206,214.45. The Fire Company approved the project up to \$220,000. Available funds for the project total \$486,000, between the Apparatus Fund and a Certificate of Deposit (designated “Apparatus Fund”). Motion by Cl’m Boyer, seconded by Cl’m Breach to approve Chief Snyder’s request to spend up to \$220,000 from the Apparatus Funds for the refurbishment of Engine 20. Motion carried with yes votes from Cl’ms Boyer, Breach, Dietz, Hoch, Hooper, Ibberson and Rivera.

In response to the Borough’s recent Request for Proposals for engineering services, two firms were invited to the meeting. President Dietz excused Mr. Boyer and Mr. Rautzhan from Council chambers while Mr. Shambaugh and Ms. Thornton made a presentation to Council.

Jamie Stambaugh and Virginia Thornton, representing Gannett Fleming, made a presentation to Council on their professional engineering services. They left the meeting following their presentation.

Cole Boyer and John Rautzhan, representing Stahl Sheaffer Engineering were invited back into Council chambers. They made a presentation to Council on their services and both Boyer and Rautzhan left the meeting following their presentation.

President Dietz next recognized Sean Grimm, Emergency Management Coordinator, who attended to ask Council action on the updated Emergency Operations Plan. The Plan covers all hazards and is a framework of operations for disaster situations. The update is mandated by Dauphin County and contains one change – the addition of Polk Memorial Apartments. Motion by Cl’m Breach, seconded by Cl’m Ibberson to approve the updated Plan, as presented (Borough Resolution No. 19-16). Motion carried. Mr. Grimm thanked the Council and left the meeting.

Financial Reports – Council reviewed the Financial Report. Motion by Cl’m Rivera, seconded by Cl’m Breach to accept the Financial Report as presented. Motion carried. The Capital Improvement report was also reviewed. Motion by Cl’m Rivera, seconded by Cl’m Ibberson to approve the Check Detail Report as presented. Motion carried with yes votes from Cl’ms Boyer, Breach, Dietz, Hoch, Hooper, Ibberson and Rivera.

Committee Reports

Employee Relations

Borough Manager's Position – President Dietz called an executive session at 8:10PM for the purpose of discussing the candidates. Ms. Forsythe was excused from Council Chambers. The meeting was called back into regular session at 8:33PM with Ms. Forsythe returning to Council chambers.

Motion by Cl'm Boyer, seconded by Cl'm Hoch to extend the offer of employment for the Borough Manager's position to Bonnie Forsythe at \$43,000. Start date is to be January 6, 2020 or earlier. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz, Hoch, Hooper, Ibberson and Rivera. Ms. Forsythe was asked to respond by December 18, 2019. She extended her thanks to the Council and left the meeting.

D&S Drug and Alcohol Testing, LLC – Motion by Cl'm Boyer, seconded by Cl'm Rivera to approve the service agreement with D&S on an as needed basis. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz, Hoch, Hooper, Ibberson and Rivera.

Finance and Risk Management

2020 Budgets – Motion by Cl'm Breach, seconded by Cl'm Rivera to adopt the General Fund budget in the amount of \$1,096,164, the Liquid Fuels budget in the amount of \$97,718.95 and the Capital Improvement budget in the amount of \$43,295. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz, Hoch, Hooper, Ibberson and Rivera.

Borough Ordinance No. 6-19 – 2020 Tax Levies – This ordinance sets the rates for 2020 at 6.45 mills real estate tax, .825 mill fire protection tax and .1 mill shade tree tax. Motion by Cl'm Hoch, seconded by Cl'm Rivera to adopt Borough Ordinance No. 6-19 as presented. Motion carried. Cl'm Breach voted no.

Borough Resolution No. 19-14 – 2020 Fee Schedule – This resolution sets the various fees for 2020. Manager McGann reported no changes from 2019 fees. Motion by Cl'm Breach, seconded by Cl'm Rivera to approve Borough Resolution No. 19-14 as presented. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz, Hoch, Hooper, Ibberson and Rivera.

2020 Wage Certifications – Council reviewed the wage certifications as prepared by Cpl. Wise (per the current contract) and Manager McGann (per Council direction). Motion by Cl'm Breach, seconded by Cl'm Ibberson to approve the 2020 wage certifications as presented, effective December 22, 2019. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz, Hoch, Hooper, Ibberson and Rivera.

Comcast Franchise Agreement – Comcast revised the agreement recently approved by Council. Manager McGann reported that he advised Chief Snyder that the complimentary internet service to the Fire House will be discontinued and that he will be cancelling that service with Comcast. Motion by Cl'm Hoch, seconded by Cl'm Breach to approve the revised agreement as presented. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz, Hoch, Hooper, Ibberson and Rivera.

Parks and Recreation

Report from Chairman – Cl'm Boyer reported that the clean-up work at the MYO has been completed.

MYO Compost Site Gate – Manager McGann reported that Automated Security in York quoted the cost of the gate at \$7,759. Lehman's has quoted \$3,000 to run electricity underground from the concession stand to the gate. No action was taken. Council directed Secretary Jackson to collect \$30 from residents along with name, address, phone number and email in order to advise them of their 4 digit code, once the gate is installed.

Facility Use Agreement – Ned Smith Festival – The organization has requested the use of MYO and Riverfront Parks on July 25, 2020 from 5:00AM to 7:00PM for their annual festival.

Facility Use Agreement – Healthy Kids Running Series – The organization requested the use of MYO Park (also Riverfront Park, if necessary, due to construction) on Sundays, April 19, 26, May 3, 10, 17, 2020. Rain dates are May 31 and June 7, 2020. Times are from 4:00 to 6:00PM, for the purpose of holding the children's running program. The user fee would be waived.

Motion by Cl'm Breach, seconded by Cl'm Hoch to approve both agreements as presented, with the Ned Smith festival agreement being contingent upon receiving their certificate of insurance. Motion carried.

Property – Chairman Rivera had nothing to report.

Spring Clean Up – Motion by Cl'm Hoch, seconded by Cl'm Ibberson to set the date for Spring Clean Up for Saturday, April 18, 2020 from 7:00AM to 3:00PM, or until dumpsters are filled. Motion carried.

Pine Street Garage Door Replacement – Motion by Cl'm Boyer, seconded by Cl'm Hooper to approve up to \$2,000 to replace the main door at the Pine Street garage. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz, Hoch, Hooper, Ibberson and Rivera.

Public Safety – Chairman Ibberson had nothing to report.

Letter to Patrol Officers Association – Mayor Ibberson requested that Manager McGann send a letter to the Patrol Officers Association requesting a meeting to discuss hiring a full-time officer at a rate higher than the starting salary specified in the current police contract.

Streets – Chairman Hoch had nothing to report.

Borough Resolution No. 19-15 Supporting SB 607 – This resolution expresses Council's support of authorization for local police to use Radar. Motion by Cl'm Hoch, seconded by Cl'm Breach to approve Borough Resolution No. 19-15 as presented. Motion carried. Manager McGann will send a copy of this resolution to Rep. Sue Helm.

2020 Street Sweeper Rental – Council reviewed a quote from A & H Equipment in Harrisburg to rent a street sweeper for the week of April 13-17, 2020 for \$3,000. Motion by Cl'm Breach, seconded by Cl'm Hoch to approve the quote as presented. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz, Hoch, Hooper, Ibberson and Rivera.

Economic Development

Drawing for Shop Small Promotion Visa Gift Card – Secretary Jackson reported that 18 businesses participated in the Shop Small event, so the gift card is for \$180. Scott Matter of Millersburg was the winner.

Mayor's Report – Nothing further.

Manager's Report – Written report was provided to all Cl'ms. Additionally, the KMIT safety grant items are being installed.

Unfinished Business

Millersburg Fire Company Agreement – Manager McGann reported that as directed, he sent a letter to the Fire Company but there has been no response. The new agreement has been prepared as per Council's

direction and includes language about submission of the financial reports. Motion by Cl'm Hooper, seconded by Cl'm Hoch to approve the agreement as presented. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz, Hoch, Hooper, Ibberson and Rivera.

Authorizations to Bid – Center Street Erosion Control Improvement Project and MYO Park Renovations – Council reviewed the advertisements for bids. There will be no pre-bid meetings required for either project. Bids will be opened on February 26, 2020. Motion by Cl'm Breach, seconded by Cl'm Rivera to authorize Manager McGann to place the notices in the Upper Dauphin Sentinel to run on January 14, 2020. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz, Hoch, Hooper, Ibberson and Rivera.

HRG Invoice – Center Street Erosion Control Project – Council reviewed the latest invoice for \$1,200. Motion by Cl'm Hoch, seconded by Cl'm Rivera to forward the invoice to Dauphin County for payment. Motion carried.

New Business

Legal Notice for 2020 Meeting Schedule – Council reviewed the draft legal notice. Council and Committee of the Whole meetings will remain on the second and fourth Wednesdays monthly. November dates have been adjusted due to holidays. Planning Commission meetings will remain on the first Wednesday of each month, beginning in February, 2020. Motion by Cl'm Hoch, seconded by Cl'm Rivera to approve the notice as presented for publication in the Upper Dauphin Sentinel. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz, Hoch, Hooper, Ibberson and Rivera.

Solicitor's Invoice for Services – Council reviewed Solicitor Kerwin's invoice for services, November 2018 through November 2019 for \$8,800. Motion by Cl'm Breach, seconded by Cl'm Hoch to approve payment as invoiced. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz, Hoch, Hooper, Ibberson and Rivera.

Act 172 Volunteer Firefighter Tax Relief Eligibility List – Council reviewed the list of eligible volunteers as submitted by Chief Snyder. Motion by Cl'm Breach, seconded by Cl'm Rivera to approve the list as presented. Motion carried.

Third Party Codes Inspector – Cl'm Boyer reported that in response to Council's concerns, Commonwealth Code Inspections Services has decided to assign a second person to the Borough. Council was satisfied with this remedy and tabled any further action. Manager McGann will advise the two other interested parties of Council's decision to allow CCIS to improve their services.

Millersburg Area School District Gaming Grant Invoices – The amount of the grant is \$51,000 and the project has been completed. Council reviewed a recap of MASD's payment requests. Motion by Cl'm Hooper, seconded by Cl'm Rivera to submit the paperwork to have the \$51,000 reimbursement made to the School District. Motion carried.

Engineering Proposals – Council briefly discussed the two proposals made earlier in the meeting. Appointment will be made at the January 6, 2020 Reorganization meeting.

Communications – All communications were made available to Cl'ms. President Dietz read a letter from Taryll Roach declining election to a Council position.

Organization Reports

Millersburg Planning Commission – December 4, 2019 draft meeting minutes were provided to all Cl'ms.

Millersburg Area Authority – November 4, 2019 meeting minutes were provided to all Cl'ms.

All appointments on the agenda were held until the Reorganization meeting. There are no interested individuals for the Zoning Hearing Board. Council directed Manager McGann to post the openings on the Borough's website and FB.

President Dietz thanked Cl'ms Breach, Hooper and Rivera for their service and input. There will be two open seats for two-year terms. Council should also consider appointing a Vacancy Board Chairman.

Borough Manager's Position – Motion by Cl'm Breach, seconded by Cl'm Hoch to negotiate up to \$45,000 as a return offer for candidate Bonnie Forsythe, if necessary. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz, Hoch, Hooper, Ibberson and Rivera.

Motion by Cl'm Breach, seconded by Cl'm Hooper to adjourn the meeting at 9:50PM. Motion carried.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary