

**Millersburg Borough Council Minutes**  
**October 9, 2019**  
**Millersburg Borough Council Chambers**

**Call to Order** –President Dietz called the Council meeting to order at 7:02PM with Cl’ms Boyer, Breach, Hoch, 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** – None.

**Approval of Minutes** – Motion by Cl’m Rivera, seconded by Cl’m Breach to approve the minutes from the September 11 and September 25, 2019 meetings as presented. Motion carried.

**Public Comment** – None.

President Dietz thanked Secretary Jackson for planting the fall barrels and everyone involved in decorating the gazebo.

**Financial Reports** – Council reviewed the Financial Report. Motion by Cl’m Rivera, seconded by Cl’m Ibberson to accept the Financial Report as presented. Motion carried. Council also reviewed the Capital Improvement Year to Date Report. Motion by Cl’m Breach, seconded by Cl’m Rivera to approve the Check Detail Report as presented. Motion carried with yes votes from Cl’ms Boyer, Breach, Dietz, Hoch, Ibberson and Rivera. President Dietz directed Manager McGann to send a thank you to Mountain Ridge Metals for donating the labor to make the Christmas tree poles.

**Committee Reports**

**Employee Relations**

**Electronics Recycling Assistance** – Upper Paxton Township is again requesting help with the electronics recycling event. Council previously approved authorizing overtime for a Public Works employee to participate twice a year. Manager McGann requested authorization for an additional Saturday. Motion by Cl’m Boyer, seconded by Cl’m Hoch to approve going from two times to three times, sending each Public works employee to work the electronics recycling event at their overtime rate one time per year. Motion carried with yes votes from Cl’ms Boyer, Breach, Dietz, Hoch, Ibberson and Rivera.

**PA Municipal League Intern** – The PA Municipal League and the Governor’s Center for Local Government Services are offering to fund a paid internship. Manager McGann would like to have an individual next summer to work on the Comprehensive Plan update. The person would likely need a cell phone, a laptop and a work space. Tentatively, the Borough would pay the worker and then be reimbursed. Workers comp insurance on this individual would be at 74 cents per \$100 in payroll. Council gave approval for Manager McGann to continue to research this possibility.

**Public Works Crew Annual Reviews** – Manager McGann reported that the reviews will be ready by the October 23<sup>rd</sup> Committee meeting.

**Finance and Risk Management**

**Cable Franchise Agreement** – The current agreement expires in February, 2020. The new agreement retains a 5% franchise fee as well as complimentary internet service through May 31, 2020. The term of the agreement is ten years. Motion by Cl’m Breach, seconded by Cl’m Rivera to approve the Comcast Franchise Agreement as presented. Motion carried.

## **Parks and Recreation**

**Report from Chairman** – Cl'm Boyer reported that we are still waiting for Grosser's to clean up MYO debris. The Public Works crew is working on the swing concrete pads and cleaning up stumps and trees.

**Report from Borough Manager** – Manager McGann reported that the Millersburg High School Conservation Club will be working on cleaning up Keystone Street and MYO Park tomorrow. A sign in Riverfront Park has broken and will be repaired and put back in place at the handicapped parking area near the ferry landing.

**Facility Use Agreement – Veterans Day Ceremony** – The VFW Post 5507 Auxiliary requests the use of Market Square and Veterans' Park on Sunday, November 10, 2019 from 2:00 to 7:00PM for a Veterans' Day Observance. Special requirements were reviewed. Their certificate of insurance has been received. The fee would be waived. Motion by Cl'm Hoch, seconded by Cl'm Rivera to approve the agreement as presented. Motion carried.

**Facility Use Agreement – Ferry Boat Dry Docking** – The Millersburg Ferry Boat Association requests the use of River Front Park between Pine and Keystone Streets from October 1, 2019 to May 30, 2020 to dry dock the ferry boats. Special requirements were reviewed. Their certificate of insurance has been received. The fee would be waived. Motion by Cl'm Boyer, seconded by Cl'm Breach to approve the agreement as presented. Motion carried.

Council again discussed the Ferry Boat Board's request to alter the riverbank and directed Manager McGann to repeat Council's direction to design a plan to present to Council for their review. Once the plan is received McGann will consult with the Borough's engineer to determine permitting requirements.

**Facility Use Agreement – Art Association** – The Millersburg Area Art Association requests the use of Market Square and Veterans' Park from April through October 2020 for a 50<sup>th</sup> anniversary display. Council reviewed the draft agreement, for informational purposes only. This matter is to be placed on the February 2020 meeting agenda.

**Property** – Chairman Rivera had nothing to report.

**Fry's Flooring Quote** – Council reviewed a quote provided by Fry's Flooring for new carpeting and cove base in Council Chambers for \$3,820. Manager McGann reported that M&Z Carpet did not respond to a request for a quote and Lowes and Home Depot both charge a non-refundable fee to come measure. Council reviewed the samples provided for new carpeting and tentative carpet and paint colors were selected. Painting is tentatively scheduled for December with the carpet installation set for early 2020. Cl'm Boyer will ask Stacey Troutman for her guidance on color selections. Samples of cove base and transition strip colors were not provided to date. Motion by Cl'm Rivera, seconded by Cl'm Breach to approve Fry Flooring's quote of \$3,820. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz, Hoch, Ibberson and Rivera.

**Borough Resolution No. 19-11- Disposal of Borough Property** – This resolution provides for disposal of a wooden desk, three office dividers and eight chairs by sealed bid. Bid opening is set for November 13, 2019. Motion by Cl'm Breach, seconded by Cl'm Rivera to approve Borough Resolution No. 19-11. Motion carried.

**Public Safety** – Chairman Ibberson had nothing to report.

**Warrantless Arrest Update** – Mayor Ibberson reported that the Borough needs to have a resolution to authorize warrantless arrests for a specific list of summary offenses. He will refer the matter to Solicitor Kerwin and Council will revisit.

**Streets** – Chairman Hoch had nothing to report.

**Grants for Videoing Storm Sewer System** – Manager McGann reported that he has asked Mr. Rehab to provide a quote for doing a storm sewer system assessment by video. McGann would like to apply for CDBG funding to pay for this. He would work with Mr. Rehab as the videoing is done, noting the condition and then document the information on the GIS mapping system. Council directed McGann to create a scope of work and to begin with the oldest, most compromised section.

**Handicapped Parking Request** – Manager McGann reported that he received an application for a handicapped parking spot for 422 River Street. Motion by Cl'm Hoch, seconded by Cl'm Rivera to approve the application. Motion carried.

### **Economic Development**

**Report from Chairman** – Cl'm Dietz reported that he will be working on this year's Shop Small event, which will be similar to last year's promotion. The event will be publicized on Facebook and during the Tree Lighting ceremony. He is also working on updating the tourism brochure.

**Mayor's Report** – Mayor Ibberson had nothing to report.

**Manager's Report** – Written report was provided to all Cl'ms.

**Concession Stand Vendor** – Cindy Shiffer of Sweet Treats has requested permission to leave some of her equipment in the stand over the winter. She would like to renew the lease for next year. Council is in favor. Manager McGann will re-work the lease.

**Dauphin County Land Bank Authority Meeting** – Manager McGann attended a recent meeting to discuss the Reamer lot proposal of single family homes. The proposed homes would have second story living space with a garage underneath. The Borough's estimated costs would be \$5,500 for subdivision and land development, \$6,000 for legal and real estate transfer fees and \$3,000 for building permits for a total of \$14,500. Millersburg Area Authority would waive the water and sewer tap-in fees. These costs will need to be considered during the upcoming budget meetings. Council directed Manager McGann to invite George Connor to attend a November meeting to ensure that the proposal will agree with our zoning ordinance and Council's preferences.

**Seal Street Sinkhole Repair Update** – McGann reported that the project came in under budget, but that this repair is only a temporary solution.

**PennDOT Projects** – McGann reported that PennDOT will be doing a paving project on State Route 209 from the Square to the Borough/Township line in 2025. Council had questions about the Route 147 bridge replacement project at the north end of town scheduled for 2021. President Dietz directed McGann to request updates from PennDOT on both of these projects.

**State Street Storm Sewer Replacement Project Final Phase** – McGann reported that he sent notices of the impending project to the affected property owners. Final completion is to be October 2020.

**MYO Park Road Project** – McGann reported that he has not received any response from Upper Paxton Township regarding the Borough's inquiry.

## **Unfinished Business**

Borough Ordinance No. 4-19 – Repeal Compact Parking Ordinance – This ordinance repeals the compact car parking provision on Market Street. Motion by Cl'm Breach, seconded by Cl'm Hoch to adopt Borough Ordinance No. 4-19. Motion carried.

Borough Ordinance No. 5-19 – Open Burning Amendments – This ordinance updates open burning practices. Motion by Cl'm Breach, seconded by Cl'm Rivera to adopt Borough Ordinance No. 5-19. Motion carried.

Parking Meters/Meter Maid – Cl'm Hoch requested that Saturday enforcement be discontinued to encourage shopping and dining in the downtown area. He also requested removal of the meters in the 200 block of Union Street. Council agreed to do a six-week trial period of no meter enforcement on Saturdays, beginning on October 19<sup>th</sup> and ending on November 23<sup>rd</sup>. The matter will be revisited at the December Council meeting. Manager McGann will prepare a press release. Mayor Ibberson will advise Mr. Sechler.

## **New Business**

Disposition of State Aid Received for Volunteer Fire Relief Association – Secretary Jackson reported that the Borough has received \$11,537.60 in State aid. Motion by Cl'm Hoch, seconded by Cl'm Breach to pay \$11,537.60 to the Millersburg Fire Relief Association. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz, Hoch, Ibberson and Rivera.

Engineering Request for Proposals – Council reviewed the draft of the RFP as prepared by Manager McGann. McGann proposed using PennBid to advertise the RFP at no cost to the Borough. Motion by Cl'm Rivera, seconded by Cl'm Breach to advertise the RFP for engineering services on PennBid. Motion carried.

Wooden Nickel Letter – Council reviewed a letter from William Hale, owner of the Wooden Nickel, requesting a waiver to the Borough's Property Maintenance ordinance, which would require him to remove the rebar as part of the demolition process of the site on West Street. Motion by Cl'm Boyer, seconded by Cl'm Breach to approve the waiver as requested and to request the removal of the steel beams. Additionally Council wants to ensure that the rebar and debris are covered by enough soil as a safety measure so that no debris can protrude, due to erosion, etc. Motion carried, with one abstention by Cl'm Rivera.

**Communications** – All communications were made available to Cl'ms.

## **Organization Reports**

Upper Dauphin COG – No report.

Millersburg Planning Commission – There was no quorum present at the October meeting. Additional information is in the Manager's Report.

Millersburg Area Pool Association – No report.

Millersburg Fire Company – August meeting minutes were provided.

Millersburg Area Authority – September meeting minutes were provided to all Council members.

Dauphin County Tax Collection Committee – May meeting minutes were provided. There was no July meeting. Secretary Jackson gave an update on the September meeting and shared a graphic of EIT collections for 2014 through 2018 showing a steady increase.

Millersburg Ferry Boat Association – No report.

Dauphin Lebanon County Borough Association – Invitation to the October 29<sup>th</sup> meeting was provided to all Clm's.

Millersburg Civil Service Commission – No report.

Millersburg Borough Safety Committee – No report.

Cl'm Breach reported that when PPL replaced a pole in front of her property that they damaged the curb and asked what recourse she has. Manager McGann advised her that this is a civil matter with PPL.

**Next Meeting** –President Dietz announced that the Council will meet next on October 23<sup>rd</sup> for Committee of the Whole. The focus will be working on the 2020 budget.

The meeting was properly recessed to the call of the Chair at 9:20PM.

Respectfully submitted,

Ann Bowman Jackson  
Borough Secretary