

Millersburg Borough Council Minutes
February 13, 2018
Millersburg Borough Council Chambers

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

Guests – Steve Boyer, Barry Albertson, Community Life Team/Medic 6; Chuck Strodoski, YSM

Approval of Minutes – Manager McGann verbally corrected an error in his January 24, 2018 Committee Meeting minutes. Act 172 was incorrectly referred to as Act 72. Motion by CI’m Breach, seconded by CI’m Ibberson to approve the minutes from the January 2, 10 and 24 meetings as amended. Motion carried.

Public Comment – President Dietz recognized Steve Boyer and Barry Albertson from Community Life Team. Mr. Albertson introduced himself as the new Director. Mr. Boyer reported that the membership drive is currently on-going. Community Life Team provides both basic and advanced life support services with two paramedics available at all times. President Dietz thanked them for attending and Mr. Boyer and Mr. Albertson then left the meeting.

President Dietz recognized Mr. Strodoski from YSM, the firm doing the engineering and design proposal for the MYO Park Renovation project. Council previously approved YSM’s proposal for \$41,700. Manager McGann received an addendum for \$25,800 for LandServices work. Mr. Strodoski reported that LandServices is willing to reduce their quote to \$21,000 and he will re-write the proposal to reflect the reduced cost. A meeting with YSM and the Council was set for February 27 at 5:30. Additionally, President Dietz reported to Mr. Strodoski that the Millersburg Rotary Club has a \$5,000 grant for trees that will need to be expended before the May deadline. YSM is to provide a planting plan. Mr. Strodoski then left the meeting.

Financial Reports – Council reviewed the Financial Report. Motion by CI’m Ibberson, seconded by CI’m Breach to accept the Financial Report as presented. Motion carried. Motion by CI’m Breach, seconded by CI’m Ibberson to approve the Check Detail Report as presented. Motion carried with yes votes from CI’ms Boyer, Breach, Dietz and Ibberson. Council also reviewed the Capital Improvement Report and directed Manager McGann to get clarification from TFEC on the amount of the annual distribution available from the Lorena Lemons bequest.

Committee Reports

Employee Relations

Employee Manual Update – This matter was tabled.

Gunn-Mowery Administrative Agreement, Premium Only Plan, MERP Plan – Gunn Mowery has provided all of the 2018 documents for signature. There were no changes to the health insurance plan or the Medical Expense Reimbursement Plan. Motion by CI’m Boyer, seconded by CI’m Breach to approve signing the updates. Motion carried with yes votes from CI’ms Boyer, Breach, Dietz and Ibberson. The annual invoice from Gunn Mowery for MERP administrative services was also received. Motion by CI’m Breach, seconded by CI’m Ibberson to pay the invoice for \$520 to Gunn Mowery for document restatement fees and the annual MERP administrative charges. Motion carried with yes votes from CI’ms Boyer, Breach, Dietz and Ibberson.

Finance and Risk Management

2016 Financial Statements – Council received the finalized 2016 audit from Zelenkofske Axelrod. Motion by Cl'm Breach, seconded by Cl'm Ibberson to accept the 2016 financial statement from Zelenkofske Axelrod but, with the notation in the minutes that as part of this motion it is noted that after consultation with the current auditors and the Borough Solicitor, the Council disagrees with the Adverse Opinion statement regarding the Millersburg Area Authority as detailed in Note 1, subparagraph A. and understands that the Adverse Opinion statement will not be in future audits. Motion carried. Motion by Cl'm Ibberson, seconded by Cl'm Breach to advertise the financial statement in the Upper Dauphin Sentinel as required by law and to post the same on the Borough's web site. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz and Ibberson.

Zelenkofske Axelrod Invoice – Council reviewed the final invoice for performing the 2016 audit. Motion by Cl'm Breach, seconded by Cl'm Boyer to pay the remaining \$1,500 to Zelenkofske Axelrod. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz and Ibberson. Council directed that the check be accompanied by a letter from Secretary Jackson expressing Council's dissatisfaction with the services ZA provided for the Borough's last two audits.

2017 Audit Update – Secretary Jackson reported that JH Williams performed their field work in January and that she continues to work with them on the 2017 audit via email. They plan to address Council with the draft financial statements after the April 15th tax deadline.

Great American Insurance Group Invoice - Cyber Liability Insurance Coverage – Council reviewed the invoice for \$1,999. Motion by Cl'm Breach, seconded by Cl'm Boyer to pay the invoice for \$1,999 to Great American Insurance Group. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz and Ibberson.

Volunteer Insurance Policy Benefit – Council reviewed communication from Nathan Troutman advising that the benefit could be increased from \$5,000 to \$10,000 for an additional \$30 premium. Motion by Cl'm Ibberson, seconded by Cl'm Boyer to increase the benefit to \$10,000 for the additional stated cost. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz and Ibberson.

Parks and Recreation

Facility Use Agreement – High School Baseball – The organization has requested the use of the MYO baseball field for practices and games from March 5th through June 11th. The user fee would be waived. Their certificate of insurance has been received. No roster is required. Motion by Cl'm Breach, seconded by Cl'm Boyer to approve the agreement as presented. Motion carried.

Grosser Excavation Invoice – Council reviewed the invoice from Grosser's for hauling debris from the MYO compost site. Motion by Cl'm Ibberson, seconded by Cl'm Breach to pay Grosser's invoice for \$1,045. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz and Ibberson. Cl'm Boyer reported that the area will need to be graded.

Property

Millersburg Reamer Property Demolition – Cl'm Boyer reported that the power was cut yesterday and demolition is ready to begin. Manager McGann is to remind the contractor of the work hours and the underground tank processes. Letters to the neighboring property owners have gone out.

Public Safety

2018 Ford Police Interceptor – Council reviewed the invoice from Sunbury Motors for the 2018 Ford Interceptor. Motion by Cl'm Ibberson, seconded by Cl'm Boyer to pay the invoice for the Police Interceptor from Sunbury Motors for \$30,197, with the understanding that there will be additional charges for the outfitting. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz and Ibberson. Additionally, Council approved Manager McGann signing the related paperwork.

Streets

Facility Use Request – Cherry Blossom Festival – MAWT requests the use of Market Square Park, Veterans Park and the 200 and 300 blocks of Market Street on May 5 from 5:00AM to 4:00PM to hold the annual Cherry Blossom Festival. The agreement specifies the Public Works crew's duties. Motion by Cl'm Boyer, seconded by Cl'm Breach to approve the agreement as presented and to waive the user fee. Motion carried.

2018 Streets Paving Project – Manager McGann reported that the Borough Engineer will provide a report for the February Committee meeting.

Economic Development

Tourism Brochure – Cl'm Dietz reported that the Polk Foundation requested to be included and he advised them that the next printing will not be until 2019. Cl'm Dietz will contact Angela Kohler for clarification on the listing.

Mayor's Report – January Police Department statistical reports were provided. Cl'm Ibberson reported that Mayor Ibberson will be getting a quote from another vendor in addition to 911 Rapid Response for the outfitting of the new police vehicle.

Manager's Report – Written report provided to all Cl'ms. Evacuation plans have been posted throughout the Borough building. The Millersburg Area School District needs to replace a flashing School Zone sign on Route 25 and is interested in a solar powered model. Manager McGann asked Council's permission to apply for an ARLE grant through PennDOT on the school's behalf. It was suggested to have Upper Paxton Township and the School District apply as co-applicants.

Unfinished Business

Borough Resolution No. 18-05 - Posting Policy – This resolution governs what is permitted to be posted in the Borough's municipal building, parks and on-line. An amendment was made to state that reposting can occur six months after the end of the first posting, for an additional thirty days. Motion by Cl'm Ibberson, seconded by Cl'm Breach to approve Borough Resolution No. 18-05 with the amended language. Motion carried.

HRG Invoice and Upper Dauphin Sentinel Invoice – Both of these invoices are related to the State Street Storm Sewer Relocation Project. Motion by Cl'm Breach, seconded by Cl'm Ibberson to forward the HRG invoice for \$298.40 and the Upper Dauphin Sentinel invoice for \$708.75 to Dauphin County for payment. Motion carried.

Act 172 Firefighter Tax Relief & Public Meeting – Motion by Cl'm Breach, seconded by Cl'm Ibberson to advertise the public meeting for March 14 at 7:00PM in the Upper Dauphin Sentinel. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz and Ibberson. Manager McGann provided Cl'ms with a packet of draft materials including a resolution, an ordinance and a timeline.

New Business

Upper Paxton Township Request – The Township recently applied for a Safe Routes to School grant. Their application was denied. Their engineer has invoiced them for their work in preparing the application and the Township is requesting that the Borough pay one-third of the engineer's cost. Motion by Cl'm Boyer, seconded by Cl'm Ibberson to pay \$940.98 to the Township to help cover the engineering expense for the Safe Routes to School grant application. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz and Ibberson. Council directed Manager McGann to include a letter stating that any future involvement on the Borough's behalf will be contingent upon holding a public hearing about the project.

Borough Resolution No. 18-06 - Supporting HB99, SB801 and SB947 – This resolution states Borough Council's support of three pieces of legislation regarding bidding limits and procedures. Motion by Cl'm Breach, seconded by Cl'm Ibberson to approve Borough Resolution No. 18-06. Motion carried.

Borough Resolution No. 18-07 - Disposition of Mid Penn Bank Gift of Stock – This resolution sets the policy for disposing of the gift of stock recently received by the Borough. Council made two amendments to the draft. Motion by Cl'm Boyer, seconded by Cl'm Ibberson to approve Borough Resolution No. 18-07 with the two changes. Motion carried. Manager McGann is to consult Mayor Ibberson regarding the Borough's requirements and timeline.

Borough Resolution No. 18-08 – Right to Know Policy Amendment – This resolution updates the Borough's current Right-to-Know policies. Motion by Cl'm Breach, seconded by Cl'm Ibberson to approve Borough Resolution No. 18-08. Motion carried.

2018 UD COG Dues – Council reviewed the invoice for 2018 dues. Motion by Cl'm Breach, seconded by Cl'm Ibberson to pay \$460.26 for the Borough's 2018 Upper Dauphin COG dues. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz and Ibberson.

Appointment of Fire Company Auditor – Motion by Cl'm Breach, seconded by Cl'm Boyer to appoint Ann Jackson as the Borough's representative to the Fire Company Audit Committee and to compensate her for her time. Motion carried. Council directed Jackson to draft a letter to the Fire Company President advising that 2016 and 2017 audits need to be completed and that she has been appointed as the Borough's representative.

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.

Organization Reports

Upper Dauphin COG – January minutes were provided to all Cl'ms. President Dietz reported that the program was on MS-4 and storm sewers.

Millersburg Planning Commission – Manager McGann reported that there was no meeting due to lack of business and inclement weather.

Millersburg Pool Association – No report.

Millersburg Fire Company – Cl'm Ibberson reported Colby Challenger has resigned as President. There were two findings in the Fire Relief Audit for years 2014-2016. The insufficient bond coverage has been corrected and the Relief Treasurer and Fire Chief will be looking into a resolution for the inventory process.

Millersburg Area Authority – No minutes were received.

Dauphin County Tax Collection Committee – Minutes from the January meeting were provided to all CI'ms.

Millersburg Ferry Boat Association – Minutes from the October and November 2017 meetings were provided to all CI'ms. Manager McGann will remind them to provide the proposed 2018 rates for Council approval.

Dauphin Lebanon County Boroughs Association – Minutes from the January meeting were provided to all CI'ms. President Dietz reported that the program presenters were from Hershey Harrisburg Visitors Bureau and Lebanon County Visitors Bureau.

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

Upper Dauphin Industrial Development Authority – No report.

Millersburg Civil Service Commission – No report,

JMT (Master Parks Plan) – The community meeting was held on Saturday, February 3rd at the Millersburg High School cafeteria. Steven Stoltzfus with Gold Glo Landscaping has offered to do the hardscaping time and materials as a donation. Manager McGann reported that the next Board meeting will be held in March and that he will be manning an information booth at the Cherry Blossom Festival and requested Council participation.

Millersburg Borough Safety Committee – January meeting minutes were provided to all CI'ms.

Petitions to Decrease Council Size – Council directed Manager McGann to place the notice in the Sentinel again.

Dauphin County Funding for Property Improvements – CI'm Boyer reported that he has learned from George Connor that there are County funds available for property improvement to spur development and growth. Council agreed that CI'm Boyer should continue discussion with Mr. Connor.

Next Meeting – President Dietz announced that the next meeting will be on February 27th. Agenda items will be the YSM contract, the Farhat contract and the Employee Manual Update.

The meeting was recessed to the Call of the Chair at 10:00PM.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary