

Millersburg Borough Council Minutes
May 9, 2018
Millersburg Borough Council Chambers

Call to Order – President Dietz called the Council meeting to order at 7:03PM with Cl’ms Boyer, Breach, Hoch and Rivera present. Solicitor Kerwin arrived at 8:10PM. Manager McGann and Secretary Jackson were also present. The invocation was given by President Dietz, followed by the Pledge of Allegiance.

There were no guests.

Approval of Minutes – Motion by Cl’m Breach, seconded by Cl’m Rivera to approve the minutes from the April 11 and April 25, 2018 meetings as presented. Motion carried.

Manager McGann reported that Borough resident Cory Ferree was on the meeting agenda since he planned to attend the meeting but he was not present due to another obligation. McGann relayed to Council that Mr. Ferree owns a home at 751 Union Street and recently went through the permitting process to put an addition on the rear of his home. Commonwealth Code Inspection Services handled the process. Mr. Ferree felt that the process was convoluted and the permit fees were excessive. Council felt that the procedure as outlined in the building permit application packet is sufficient but directed McGann to put a simplified version of the procedure on the Borough’s website with links as appropriate. McGann will be documenting complaints of this nature.

Council also directed that Mr. Fegley provide a quarterly report on property maintenance complaints, including statistics and statuses.

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

Committee Reports

Employee Relations – Manager McGann requested an executive session for an employee matter once Solicitor Kerwin arrives.

Finance and Risk Management – Chairman Breach had nothing to report.

Parks and Recreation

Report from Chairman Boyer – The Ferry Boat Association plans to put the boats in the river on May 20th and requested use of the Borough’s backhoe, with Cl’m Boyer as operator. Boyer is unavailable that date so they will continue to search for alternatives. The Borough Public Works crew will clear the debris along the riverbank prior to May 20th. McGann was directed to advise the crew of the tree trunks at the ferry landing.

Update on Former Reamer Property – Cl’m Boyer reported that ADM Logistics’ demolition work was monitored and that they performed well. The site has been graded and a sidewalk will be put in with an ADA ramp. The underground storage tank that was to be pumped and removed was estimated to be a 1,000 gallon tank. In actuality, it was a 2,000 gallon tank. The invoice from Hazelton Oil & Environmental, Inc. totaled \$2,668.06, well above the original \$1,200 quote. Motion by Cl’m Boyer, seconded by Cl’m Breach to pay ADM Logistics \$1,200 and to approach the Dauphin County Land Bank Authority for the balance of \$1,468.06. Motion carried with yes votes from Cl’ms Boyer, Breach, Dietz, Hoch and Rivera. If DCLBA declines, Council will revisit the matter at the June Council meeting.

Reamer Site Phase II Environmental Study – Motion by Cl'm Boyer, seconded by Cl'm Rivera to authorize proceeding with the Phase II environmental study on the former Reamer site with the understanding that it will be fully funded via a grant that was awarded to Dauphin County. Motion carried.

Residential Recycling Permit - Hoke Property – Adam Hoke recently purchase a home at 740 Church Street and a large vacant lot across the street at the corner of Bowman and Church Streets. He recently purchased separate recycling permits for these properties. Council reviewed the language on the permit and determined correct procedure was followed. Cl'm Boyer reminded everyone that the language was drafted to encompass what the Borough's cost is to take care of disposal of all the debris deposited.

Manager McGann reported that a group of High School students cleaned up in Seal Park on May 8th and the Conservation Club will be volunteering on May 14th. Cl'm Boyer expressed his thanks to the Millersburg Rotary Club for donating and planting the trees in MYO Park and asked that an official thank you letter be sent to them. Their efforts will also be recognized by including the Rotary Club on a sign planned for the Park.

President Dietz called an executive session at 8:12PM for personnel and legal issues. Solicitor Kerwin left the meeting at the conclusion of the executive session. The meeting was called back into regular session at 9:05PM.

Property

Disposition of Pontoon/Dock – Manager McGann reported that the owner of record for the boat did not respond to the Borough's notification and that the process to get it titled in the Borough's name is underway. McGann requested Council's permission to advertise for sealed bids once the title is received. Motion by Cl'm Boyer, seconded by Cl'm Breach to advertise the legal notice for sealed bids once in the Upper Dauphin Sentinel. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz, Hoch and Rivera. The notice will also be put on the Borough's website and FaceBook page.

Public Safety – No report.

Streets

Heim's Disposal Invoices – Council reviewed the invoices for disposal of material from the street sweeping project and Clean Up Day. Disposal expenses were over budget for both projects. Motion by Cl'm Breach, seconded by Cl'm Rivera to approve paying \$2,656.87 for disposal of the street sweeping debris and \$3,198.64 for disposal of Clean Up Day items. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz, Hoch and Rivera. McGann was directed to make a note for the 2019 budget file.

Upper Paxton Township Invoice – Council reviewed the Township's invoice for salt and anti-skid for the 2017-2018 season. The invoice totaled \$3,342.52. Motion by Cl'm Hoch, seconded by Cl'm Rivera to pay Upper Paxton Township \$3,342.52 for the materials. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz, Hoch and Rivera.

Facility Use Agreement - Tour de Millersburg Bike Race – The organization requests the use of the gazebo, Market Square and MYO Parks, the Reamer lot and various streets on August 4th and 5th from 6:00AM to 7:00PM for the annual bike race. There will be no user fee for the gazebo. There is no pavilion rental. The organization agrees to pay one half of the volunteer insurance policy. Officer Trego was requested to modify his schedule to work regular hours rather than overtime hours. Motion by Cl'm Breach, seconded by Cl'm Hoch to approve the agreement as presented. Motion carried.

Paving Project Update – Manager McGann reported that the Notice to Proceed was sent to New Enterprise.

Economic Development – Cl'm Dietz reported that the Cherry Blossom Festival was successful and that the Uncorked Wine Festival presented by Max's will be held this Saturday at MYO Park.

Mayor's Report – The April Police Department statistical reports were provided to all Cl'ms.

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

Unfinished Business

HRG Invoice – Council reviewed the latest invoice for work on the State Street Storm Sewer Relocation project. Motion by Cl'm Rivera, seconded by Cl'm Hoch to forward the invoice for \$7,982.30 to Dauphin County for payment. Motion carried.

Borough Ordinance No. 2-18 Street Closures – This ordinance establishes procedure for closing public streets and penalties for unauthorized street closures. Motion by Cl'm Hoch, seconded by Cl'm Breach to adopt Borough Ordinance No. 2-18. Motion carried.

New Business

Resolution No. 18-10 Supporting Passage of SB1099 – This resolution allows PA municipalities to abolish the office of Tax Collector and to appoint their respective County Treasurer. Motion by Cl'm Breach, seconded by Cl'm Rivera to approve Borough Resolution No. 18-10. Motion carried. Council directed Manager McGann to forward the signed resolution to PSAB, Senator John DiSanto and Representative Sue Helm.

PSAB Annual Conference Awards Luncheon – The awards luncheon will be June 12th at the Hershey Lodge. Secretary Jackson requested permission to attend to receive her 20 year service award. Motion by Cl'm Breach, seconded by Cl'm Hoch to approve the request, to include the \$30 luncheon cost and mileage. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz, Hoch and Rivera. Jackson will also accept the Social Media and Website awards on behalf of the Borough.

Storm Sewer Issue – 100 Block of Center Street – Council discussed the storm water issue in the 100 block of Center Street adjacent to the railroad tracks. The storm sewer pipe is discharging water, but the cause is unclear. Council directed Manager McGann to relay Council's concern to Norfolk Southern Railroad.

Hale Lot – Market Square – Cl'm Breach questioned the length of time a project may remain at a stand-still. Council reviewed the Borough's Property Maintenance Code Section 304.1 General Requirements and directed Manager McGann to refer this matter to Ed Fegley, with CCIS. Cl'm Boyer reported that he had spoken with Mr. Hale about the property as a courtesy shortly after the Property Maintenance ordinance was adopted.

Hale Lot – Center Street – Cl'm Breach reported that the owner may be excavating this lot and cautioned that Council should require him to provide specific engineering plans indicating that neighboring properties are not compromised in any way.

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

HRG – CDBG-DR Storm Sewer Relocation Project – No written status update on the project was provided by Ms. Letavic. However, Manager McGann reported that construction of the waster/sewer line is a bit behind schedule and the storm sewer work will be beginning in the near future. McGann also reported that we received the first construction payment request and that this will be on the business meeting agenda for

May 23rd. There was a vehicle accident within the work zone today. There will be an on-site inspection with HRG on Tuesday, May 22nd at 10:00AM in lieu of the usual conference call.

Organization Reports

Upper Dauphin COG – President Dietz reported that the April meeting was hosted by Mifflin Township. Discussion was on Dauphin County recycling program, storm water permitting and monitoring, and there was a presentation by Marty Sowers from Light-Heigel.

Millersburg Planning Commission – Manager McGann reported that they did not meet.

Millersburg Pool Association – Manager McGann reported that he referred Kara Latshaw to Ed Fegley when they are ready to proceed with the splash pad.

Millersburg Fire Company – There was no report.

Millersburg Area Authority – April minutes were provided to all CI'ms.

Dauphin County Tax Collection Committee – Secretary Jackson reported that they will meet later this month.

Millersburg Ferry Boat Association – President Dietz reported that they plan to put the boats in the river on May 20th and that help is needed.

Dauphin Lebanon County Boroughs Association – President Dietz reported that the Association met on April 24th. Steve Libhart with Dauphin County Emergency Management Agency was the guest speaker. According to his presentation, Millersburg Borough is following correct procedures and is in good standing with reference to emergency procedures. The net meeting will be in July.

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

Upper Dauphin Industrial Development Authority – There was no report.

Millersburg Civil Service Commission – No report.

JMT (Master Parks Plan) – Manager McGann reported that providing the booth at the Cherry Blossom Festival counted as a public meeting/hearing. Good input was received from festival-goers. JMT's drawings are displayed in the Borough building hallway, along with forms for feedback.

Millersburg Borough Safety Committee – Manager McGann reported that there was no meeting.

Next Meeting – President Dietz announced that the next meeting will be on May 23rd.

The meeting was recessed to the Call of the Chair at 10:30PM.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary