

**September 9, 2015**  
**Regular Meeting – Council Chambers**  
**Millersburg, Pennsylvania**

**Call to Order** – Vice President Ibberson called the Council meeting to order at 7:02PM with Cl’ms Boyer, Breach and Wolfe present. Mayor Ibberson, Manager McGann and Secretary Jackson were also present. Solicitor Kerwin arrived at 8:05PM. The invocation was given by Vice President Ibberson, followed by the Pledge of Allegiance.

**Guests** – There were no guests.

**Approval of Minutes** – Motion by Cl’m Breach, seconded by Cl’m Wolfe to approve the minutes from the August 12 and August 19, 2015 meetings as presented. Motion carried.

**Financial Reports** – Motion by Cl’m Boyer, seconded by Cl’m Breach to approve the Financial Report as presented. Motion carried. Motion by Cl’m Wolfe, seconded by Cl’m Breach to approve the Check Detail Report as presented. Motion carried with yes votes from Cl’ms Boyer, Breach, Ibberson and Wolfe (Wolfe abstained on check #12034).

**Committee Reports**

**Employee Relations**

**90-Day Review for Employee Hayden Smith** – Motion by Cl’m Wolfe, seconded by Cl’m Breach to continue Hayden Smith’s employment until the end of 2015. Motion carried.

**Employee Manual** – Chairman Wolfe reported that she, Cl’ms Breach and Paden and Manager McGann recently participated in a PSAB webinar on developing employee manuals. Certain policies need to be incorporated into the manual draft. A labor attorney should review. Prices quoted were not to exceed \$500 for a review and not to exceed \$1,250 for a re-write. The matter was tabled until the September 23 Committee meetings.

**Finance and Risk Management**

**William E. Seal Trust Update** – This matter will be addressed once Solicitor Kerwin arrives.

**Deibler, Straub & Troutman Proposal** – It was reported that the Borough cannot deal directly with EMC without going through a broker and that our premium would not change solely due to changing brokers. Cl’m Wolfe will contact Gunn-Mowery regarding the dividend program offered only through Keystone and PSAB/EMC. There was no decision made and the matter was tabled until the September 23 Committee meetings.

**Disposition of Halifax National Bank Certificate of Deposit** – Council reviewed current renewal rates from Mid Penn, Riverview and Susquehanna Banks as provided by Secretary Jackson. Motion by Cl’m Breach, seconded by Cl’m Wolfe to purchase a 24 month CD from Mid Penn Bank at .45%APY using the full amount redeemed from the Halifax National Bank CD. Motion carried with yes votes from Cl’ms Boyer, Breach, Ibberson and Wolfe. Council directed Secretary Jackson to have CD rates and Mid Penn Bank Prime Investment account details available for the October Council meeting.

Vice President Ibberson called an executive session at 8:08PM for discussion of legal matters. Solicitor Kerwin left the meeting at the conclusion of the executive session. The meeting was called back into regular session at 9:12PM.

## **Parks and Recreation**

Chairman Boyer's Report – The Parks had heavy use this season. Cl'm Boyer will check with Dauphin Precision Tool to make sure they have completed the clean-up. Disposition of the pipes lying on the bank has yet to be decided. Manager McGann reported that Dauphin Precision Tool has been invoiced \$2,911 for the damage to the walkway. Cl'm Boyer proposed that once payment is received the walkway is to be repaired, cement pads put under the new swings in Riverfront Park and slabs replaced under two benches in Market Square Park using in-house labor. Cl'm Boyer also cautioned Council that we shouldn't allow any opportunity to apply for Gaming Grant funds to pass. MYO Park Upgrades Phase III is priority.

Facility Use Agreement – Millersburg Midget Football – The organization request the use of MYO Park baseball field for football practices from August 1 through October 31. The user fee is recommended to be waived. Motion by Cl'm Boyer, seconded by Cl'm Wolfe to approve the agreement with the user fee waived. Motion carried.

Save Our Susquehanna Signs – Manager McGann showed Council a sign provided by Representative Sue Helm's office and requested their permission to post it at the ferry landing. Council approved.

## **Property**

2002 Ford F350 Repairs – Cl'm Breach reported that our 2002 Ford truck is currently at Sunbury Motors to have an on-going oil leak checked. The repair has been quoted at \$2,905. Motion by Cl'm Breach, seconded by Cl'm Boyer to proceed with the repairs to the 2002 Ford F350 at Sunbury Motors; cost not to exceed \$3,500. Motion carried with yes votes from Cl'ms Boyer, Breach, Ibberson and Wolfe.

## **Public Safety**

444 Market Street – Manager McGann reported that the matter was discussed at the August 26 Committee meetings and that the Schlegels are following through on everything asked of them.

Riverfront Park Incident – Cl'm Boyer reported that recently there was an individual in a boat on the river shooting towards the shore at geese in the Park. The incident was handled by Officer Trego.

MYO Park Incident – Mayor Ibberson reported that kids have built a lean-to at the shack on the tow path. Public Works employee Steve Jones has pictures. Mayor Ibberson directed Manager McGann to have the crew tear down the structure and clean up the tires.

## **Streets**

Event Agreement – American Legion Fall Classic Car Show – Manager McGann reported that the applicant requests the use of River Street and West Street between Market and Moore Streets on October 3 from 7:00AM to 5:00PM for a car show. We are still waiting for a PALCB permit. The suggested user fee is \$50 to cover the two street closure fees. Motion by Cl'm Wolfe, seconded by Cl'm Breach to approve the agreement with the user fee of \$50. Motion carried.

Event Agreements – VFW Halloween Window Painting Contest and Halloween Parade –The applicant requests the use of Veterans' Park and various Borough Streets on October 19 from 11:00AM to 5:00PM for the Halloween window painting contest and Market Square and various Borough Streets on October 21 from 7:00 to 9:00PM for the Halloween Parade. The rain date for the parade is October 22. Motion by Cl'm Breach, seconded by Cl'm Boyer to approve both agreements and to waive the user fees. Motion carried.

Storm Sewer System Study – Cl'm Boyer reported that he has asked Anne Anderson with Brinajc Engineering to submit a proposal for a study to assess the storm sewer system. The price is being worked on.

**Economic Development** – No report.

### **Mayor's Report**

Trick-or-Treat Date – Mayor Ibberson set the date as Thursday, October 29 from 6:00 to 8:00PM. Motion by Cl'm Breach, seconded by Cl'm Wolfe to set the Trick-or-Treat date as October 29 from 6:00 to 8:00PM. Motion carried.

Officer Zehring Resignation – Mayor Ibberson reported that he has received a letter of resignation from Officer Tyler Zehring, effective September 30, 2015. Motion by Cl'm Boyer, seconded by Cl'm Breach to accept Tyler Zehring's resignation, effective September 30. Motion carried.

### **Unfinished Business**

Police Arbitration Invoice – Manager McGann reported that we received the latest invoice from Rhoads and Sinon for police arbitration. Motion by Cl'm Wolfe, seconded by Cl'm Boyer to pay \$104 to Rhoads and Sinon. Motion carried with yes votes from Cl'ms Boyer, Breach, Ibberson and Wolfe.

Community Rating System Participation Letter – Council reviewed a draft of the letter as prepared by Manager McGann. McGann reported that this letter is a formal request to Dauphin County for assistance to get enrolled. Cl'm Boyer cautioned that he is aware of others already participating in CRS who are not satisfied. Motion by Cl'm Boyer, seconded by Cl'm Breach to participate in the program. Motion carried.

### **New Business**

Millersburg Area School District Surveying Costs – Manager McGann reported that the School District has requested that the Borough pay half of the surveying costs from Crabtree Rohrbaugh to realign the property lines. The amount of the Borough's half is \$3,520. Council agreed to budget for this expense for 2016 with the intention of remitting to the School District prior to the end of their fiscal year, June 30. Manager McGann will advise the School District of Council's intention via letter.

Nuisance Letter re: 259 Union Street – Council reviewed the draft provided by Manager McGann along with Solicitor Kerwin's edits. Motion by Cl'm Breach, seconded by Cl'm Boyer to send the letter incorporating the edits by Solicitor Kerwin. Motion carried.

2016 Pension Plans Minimum Municipal Obligations and Borough Resolution No. 15-11 – Secretary Jackson reviewed with the Council both MMO's and the accompanying resolution, which waives the required member contributions for year 2016 for the Police Pension Plan. Motion by Cl'm Boyer, seconded by Cl'm Wolfe to approve the 2016 Police Pension Plan MMO for zero dollars. Motion carried. Motion by Cl'm Wolfe, seconded by Cl'm Boyer to approve the 2016 Non-Uniformed Pension Plan MMO for \$25,172. Motion carried with yes votes from Cl'ms Boyer, Breach, Ibberson and Wolfe. Motion by Cl'm Wolfe, seconded by Cl'm Boyer to approve Borough Resolution No. 15-11. Motion carried.

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

### **Organization Reports**

Upper Dauphin COG – There was no meeting. Secretary Jackson will forward COG Secretary Robyn Loesch's information as soon as she receives it in anticipation of next week's meeting. There is a possibility that the Borough is co-hosting with Upper Paxton Township at the Ned Smith Center.

Millersburg Planning Commission – Manager McGann reported that they continue to work on the zoning ordinance draft.

Millersburg Fire Company – Secretary Jackson reported that the audit has been completed and that CI'ms have the Audit Committee's letter.

Millersburg Area Authority – Has not met yet.

Dauphin County Tax Collection Committee – Has not met yet.

Property Maintenance Ordinance Committee – Council will be reviewing the draft on September 16.

Millersburg Ferry Boat Association – Manager McGann reported that we are now receiving their Board meeting minutes.

**Next Meetings** – Vice President Ibberson announced that the next meeting will be September 16 at 7:00PM to work on the Property Maintenance Ordinance draft. Committee meetings will be on September 23 at 7:00PM.

The meeting was recessed to the call of the Chair at 10:18PM.

Respectfully submitted,

Ann Bowman Jackson  
Borough Secretary

**September 16, 2015  
Council Chambers  
Millersburg, Pennsylvania**

**Call to Order** – President Dietz reconvened the Council meeting on Wednesday, Sept. 16, 2015 at 7:08 p.m. with Cl'ms Ibberson, Paden and Boyer present. Manager McGann was also present.

**Millersburg Borough Property Maintenance Ordinance**

Cl'm Boyer reported that the Property Maintenance Ordinance Committee has discussed the ordinance and reviewed the draft. Cl'm Boyer also reported that attorney Susan Smith and Marty Sowers with Light-Heigel and Associates have both reviewed and commented on the draft. Cl'm and Manager McGann reviewed the current draft of the ordinance and recommended several changes. Council directed Manager McGann to review section 302.11 with the Planning Commission. The intent of this section is to prohibit parking in yard areas. The Council would like to ensure that this section is compatible with the zoning ordinance, which the Planning Commission is working on.

Motion by Cl'm Paden, seconded by Cl'm Ibberson to adjourn the meeting at 9:30 p.m. Motion carried.

Respectfully submitted,

Christopher M. McGann  
Borough Manager