

April 13, 2016
Regular Meeting – Council Chambers
Millersburg, Pennsylvania

Call to Order – President Dietz called the Council meeting to order at 7:03PM with CI’ms Boyer, Hoffman, Ibberson and Paden present. Manager McGann and Secretary Jackson were also present. CI’m Wolfe arrived at 7:50PM. Borough Solicitor Terry Kerwin arrived at 8:01PM. The invocation was given by President Dietz, followed by the Pledge of Allegiance.

Guests – Tiffany Munro, Kathy Mumma and Cindy Southard

Approval of Minutes – Motion by CI’m Paden, seconded by CI’m Boyer to approve the minutes from the March 9, March 23 and March 30, 2016 meetings as presented. Motion carried.

Public Comment – Cindy Southard and Kathy Mumma were present to request Council’s support for a military banner project. The vinyl banners would be 24”x48”, double sided and include a bracket to hang on utility poles. They would be available for sponsorships; price to be determined. This is planned as a for-profit project, with a Memorial Day 2017 unveiling. Motion by CI’m Hoffman, seconded by CI’m Paden to support the Millersburg Veterans Banner Project. Motion carried. Ms. Southard and Ms. Mumma thanked the Council and then left the meeting.

Tiffany Munro was present to express interest in renting the concession stand in the Welcome Center. Ms. Munro’s intentions are to serve Daniel’s Café items as well as concession foods. She would like to open on Memorial Day weekend and follow the ferry boat’s season. Council directed Manager McGann to finalize a lease agreement for review at the April 27th Committee meetings. Ms. Munro will also attend to review her finalized plans with the Council. Ms. Munro thanked the Council and then left the meeting.

Financial Reports – Motion by CI’m Paden, seconded by CI’m Ibberson to accept the Financial Report as presented. Motion carried. Council also reviewed the Capital Improvement Budget Report. Motion by CI’m Boyer, seconded by CI’m Hoffman to approve the Check Detail Report as presented. Motion carried with yes votes from CI’ms Boyer, Dietz, Hoffman, Ibberson and Paden.

Committee Reports

Finance and Risk Management – No report.

Parks and Recreation

Facility Use Agreement – MASD SADD Mock DUI Demonstration – The organization is requesting the use of Seal Park and the parking lot for a mock DUI demonstration on May 4, 2016, from 9:00AM to 3:00PM. The user fee would be waived. Special requirements were reviewed. The School District’s certificate of insurance has been received. Motion by CI’m Paden, seconded by CI’m Ibberson to approve the agreement as presented contingent upon receiving the appropriate signature from the School District’s representative. Motion carried.

Facility Use Agreement – WQLV Shades of the Susquehanna – WQLV requests the use of Riverfront and MYO Parks on May 14, 2016, from 8:00AM to 8:00PM for a wine tasting event and craft fair. Manager McGann reported that the special requirements were the same as last year. The suggested user fee is \$750. The required certificates of insurance have not yet been received. Motion by CI’m Hoffman, seconded by CI’m Ibberson to approve the agreement contingent upon receiving the certificate of insurance. Motion carried.

Facility Use Agreement – Ned Smith Festival – The Ned Smith Center for Nature and Art is requesting the use of MYO and Riverfront Parks on July 30, 2016, for their wildlife festival. Vendor fees apply and the suggested user fee is \$110 for the pavilion rentals. The special requirements remained the same as last year. The certificate of insurance has not yet been received. Motion by CI'm Paden, seconded by CI'm Ibberson to approve the agreement contingent upon receiving the certificate of insurance. Motion carried.

Facility Use Agreement – Healthy Kids Running Series – The original agreement approved by the Council in November 2015 was for the dates April 10 through May 8, 2016. The Agreement was amended in December 2015 to change the dates to April 3 through May 1, 2016. Due to inclement weather, Ms. Sharbaugh is now asking to revert to the original dates. Motion by CI'm Boyer, seconded by CI'm Ibberson to rescind the amendment approved by Council on December 10, 2015. Motion carried.

Snyder Tree Service Invoice – Council previously approved up to \$3,500 for Snyder's Tree Service to remove and dispose of two ash trees in Riverfront Park. Snyder's subsequently quoted \$4,800 to do the job. Manager McGann contacted President Dietz, who advised him to have Snyder's proceed with the work, since the matter was quite time sensitive. Motion by CI'm Ibberson, seconded by CI'm Hoffman to approve the additional expense of \$1,300. Motion carried with yes votes from CI' ms Boyer, Dietz, Hoffman, Ibberson and Paden.

Riverbank and Compost Pile Clean-Up – CI'm Boyer reported that the Public Works crew has started to clean up the riverbank and Grosser's Excavating will be hired to clean up the MYO recycling site and the debris pile from the riverbank/Riverfront Park clean up efforts. We have budgeted \$3,500 for the Riverfront Park clean-up and \$5,550 for the MYO recycling site clean-up. Motion by CI'm Hoffman, seconded by CI'm Paden to approve spending the funds as budgeted on both projects. Motion carried with yes votes from CI' ms Boyer, Dietz, Hoffman, Ibberson and Paden.

Borough Resolution No. 16-04 – DCNR – Grant Master Parks Plan for Seal, Bradenbaugh and Market Square Parks – Council reviewed the resolution which names Council President Dietz as the official authorized to sign the Grant Agreement Signature Page. Motion by CI'm Boyer, seconded by CI'm Paden to approve Borough Resolution No. 16-04. Motion carried.

Property

101 West Street Exterior Doors – Manager McGann reported that the new main doors have been installed and that the repair was made to the Police Department exterior door. We have received a check from our insurance company less our \$500 deductible. McGann reported further that the Pennsylvania State Police have a suspect. McGann will complete a Victim Impact Statement and will be checking into decals, logos and hours of operation signs to post.

Public Safety

Part-Time Officer Sworn In – CI'm Ibberson reported that Officer Thomas DeWees II was sworn in and will again be working part-time for the Borough.

Borough Resolution No. 16-03 – DAP-2 PEMA Designation of Agent – This resolution names Manager McGann as the individual authorized to execute documents on the Borough's behalf to receive financial assistance for expenses related to the January 2016 snowstorm. Motion by CI'm Hoffman, seconded by CI'm Paden to approve Borough Resolution No. 16-03. Motion carried. McGann reported that we will host a PEMA Kick-Off meeting for the Upper Dauphin County municipalities on April 25th.

Police Coverage Proposal to Upper Paxton Township – Council reviewed a letter drafted by Manager McGann proposing regional police coverage for Millersburg Borough and Upper Paxton Township. Motion by CI'm Boyer, seconded by CI'm Ibberson to approve the letter for signatures and to present the letter to the Township Supervisors at their April 27th Workshop. Motion carried.

Employee Relations

Principal Financial Group Agreement – Council reviewed an agreement making Principal responsible for reporting and remittance of FICA taxes and reporting of W-2 forms for short term disability benefits. There is no fee associated with this service. Motion by CI'm Wolfe, seconded by CI'm Paden to approve the agreement. Motion carried.

President Dietz called an executive session at 8:04PM for an employee relations matter and a legal update. Solicitor Kerwin left at the conclusion of the executive session. President Dietz called the meeting back into regular session at 8:45PM.

Temporary Employment Agency – Motion by CI'm Wolfe, seconded by CI'm Ibberson to authorize Manager McGann to contact a local temporary employment agency and to execute a contract to hire someone for a Public Works position on a temporary basis and to terminate our contract with Adecco Employment Services. Motion carried with yes votes from CI' ms Boyer, Dietz, Hoffman, Ibberson, Paden and Wolfe.

Streets

2016 Paving Project Bid Award – Manager McGann reported that the apparent low bidder was New Enterprise Stone and Lime at \$59,628.56. The engineer and solicitor have reviewed the bid for accuracy. Motion by CI'm Paden, seconded by CI'm Ibberson to award the paving project to New Enterprise Stone and Lime. Motion carried with yes votes from CI' ms Boyer, Dietz, Hoffman, Ibberson, Paden and Wolfe.

Brinjac Engineering Invoice – Council reviewed Brinjac's invoice for preparation of the 2016 paving project bid documents. Motion by CI'm Paden, seconded by CI'm Ibberson to approve paying Brinjac's invoice for \$3,500 from Liquid Fuels funds. Motion carried with yes votes from CI' ms Boyer, Dietz, Hoffman, Ibberson, Paden and Wolfe.

Facility Use Agreement – Tour de Millersburg – President Dietz tabled this matter until the May Council meeting. Council directed Manager McGann to correct the dates and add a requirement of a \$50 contribution to the Borough for volunteer insurance coverage. President Dietz directed Secretary Jackson to check availability of pavilions at Seal Park for race registration. CI'm Boyer left the meeting.

Economic Development – Chairman Dietz had no report.

Manager's Report

Escrow Funds for 260 Union Street – The former property owner is requesting release of the funds being held by the Borough. Motion by CI'm Hoffman, seconded by CI'm Wolfe to have Chris Hoover of Light-Heigel Associates inspect the property and provide an inspection report. Status of clean-up of the debris outside the home and connection of spouting are to be included in the report. Motion carried. CI'm Paden left the meeting. Council directed Manager McGann to draft an amendment to the current ordinance on fire damaged structures to include a procedure for a change in ownership.

Comcast Correspondence – Manager McGann reported that he received a notice of channel changes and asked if this type of correspondence should be put on the communications list in the future. President Dietz would like it to be listed.

Daniel Miller Fountain Repair – McGann reported that the EMC insurance adjuster is requiring a Proof of Loss form which he will complete and return. At CI'm Boyer's direction McGann executed both Houck's and Brinjac Engineering's contracts. President Dietz directed McGann to put the timeline for the repair of the fountain on the Borough's Facebook site. The total of Houck's proposal was \$46,800 and we have a \$1,000 deductible. EMC will issue the Borough a check for \$45,800. We are to send the invoices for the additional expenses for engineering services and bonding to EMC for processing. The matter will enter

subrogation between EMC and Erie Insurance and if EMC is successful, we will receive our deductible. Council agreed to use a sealed bid process for sale of the damaged column, to take place after the repair project is completed.

Unfinished Business

BL Companies Invoices – The Ferry Boat Association has two invoices for payment. One is for \$6,536.43 and the other is for \$3,537.06. Motion by Cl'm Wolfe, seconded by Cl'm Ibberson to forward both invoices to Dauphin County for payment. Motion carried.

New Business

Dauphin County Tax Collection Committee Annual Invoice – Motion by Cl'm Hoffman, seconded by Cl'm Wolfe to pay the invoice for \$193.29 for the Borough's membership. Motion carried with yes votes from Cl'ms Dietz, Hoffman, Ibberson and Wolfe.

HRG Invoice – State Street Storm Sewer Relocation Project – Motion by Cl'm Wolfe, seconded by Cl'm Ibberson to forward the invoice from HRG for \$14,817 to Dauphin County for payment. Motion carried with yes votes from Cl'ms Dietz, Hoffman, Ibberson and Wolfe.

Zoning Ordinance Matters – McGann reported that he received an agreement from the Millersburg School District to reserve the High School auditorium on June 29 from 7:00 to 11:00PM for the public hearing. Charges would be \$27.71 per hour for janitorial services. Motion by Cl'm Wolfe, seconded by Cl'm Hoffman to rent the High School auditorium as presented. Motion carried with yes votes from Cl'ms Dietz, Hoffman, Ibberson and Wolfe. Motion by Cl'm Wolfe, seconded by Cl'm Ibberson to forward the zoning ordinance draft with edits to the Dauphin County Planning Commission for review. Motion carried. McGann reported that we received three proposals for Zoning Hearing Board Solicitor. They will be forwarded to the Millersburg Planning Commission for review.

Borough Resolution No. 16-05 – Honoring Private Warren Snyder – This resolution recognizes Private Warren Snyder's service and establishes April 7, 2016 as Private Warren Snyder Day. Motion by Cl'm Hoffman, seconded by Cl'm Wolfe to approve Borough Resolution No. 16-05. Motion carried.

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

Organization Reports

Upper Dauphin COG – No report.

Millersburg Planning Commission – No report.

Millersburg Area Pool Association – No report.

Millersburg Fire Company – Cl'm Ibberson reported that 1st Assistant Chief Donald Harris has resigned.

Millersburg Area Authority – President Dietz referred Cl'ms to their meeting minutes.

Dauphin County Tax Collection Committee – Secretary Jackson reported that she missed the last meeting due to illness.

Millersburg Ferry Boat Association – Secretary Jackson will copy January and February Board meeting minutes to the Council.

Property Maintenance Ordinance Committee – Council will be reviewing the draft at the April 27th Committee meeting.

Next Meetings – President Dietz announced the Committee meetings will be on April 27th.

Motion by Cl'm Ibberson, seconded by Cl'm Hoffman to adjourn the meeting at 9:36PM. Motion carried.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary