

**Millersburg Borough Council Minutes  
October 11, 2017  
Millersburg Borough Council Chambers**

**Call to Order** – President Dietz called the Council meeting to order at 7:03PM with Cl’ms Boyer (arrived at 7:05PM), Breach, Hoffman, Ibberson, Paden and Wolfe 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** – Erick Wolochuk

**Approval of Minutes** – Motion by Cl’m Paden, seconded by Cl’m Ibberson to approve the minutes from the September 13 and September 27, 2017 meetings as presented. Motion carried.

**Public Comment** – None.

**Financial Reports** – Motion by Cl’m Paden, seconded by Cl’m Ibberson to accept the Financial Report as presented. Motion carried. Council reviewed the Capital Improvement Year to Date Report.

Motion by Cl’m Paden seconded by Cl’m Boyer to approve the Check Detail Report as presented. Motion carried with yes votes from Cl’ms Boyer, Breach, Dietz, Hoffman, Ibberson, Paden and Wolfe.

**Committee Reports**

**Employee Relations**

**Cintas Contract** – Council reviewed a proposal prepared by Manager McGann showing the cost of renewing our contract with Cintas versus supplying the Public Works crew with their own shorts and pants, plus a laundering allowance. The costs were similar. Council tabled the matter for McGann to do additional work which shall include the purchase price for winter jackets and a shorter than five year contract term with Cintas.

**PMHC Renewal Meeting** – Chairman Wolfe reported that Secretary Jackson will be attending the annual meeting in Harrisburg to get our health insurance renewal rates for next year.

**Public Works Cell Phones** – Manager McGann reported that he is unhappy with Tracfone Customer Service, specifically citing the difficulty he had with trying to obtain a replacement phone for Steve Jones. McGann provided quotes for Public Works cell phones from Verizon and AT&T, both of whom offer reduced governmental rates. Since the cost of either plan was several times current costs, Council was not interested in changing and directed McGann to purchase a replacement Tracfone phone for Jones at Wal-Mart.

**Finance and Risk Management**

**2018 Budget** – The October Committee meeting will be devoted to 2018 budget preparation. Committee requests are to be turned in to Secretary Jackson as soon as possible. Council directed Secretary Jackson to email the draft to Cl’ms prior to the October 25<sup>th</sup> meeting.

**Insurance Renewals** – Manager McGann reported that Nathan Troutman will be attending either the November 8<sup>th</sup> or November 22<sup>nd</sup> meeting to review our insurance renewals.

## **Parks and Recreation**

Millersburg Reamer Property – Cl'm Boyer reported that there was a pre-bid meeting held on site on October 6<sup>th</sup>, attending by George Conner (DCED) and seven contractors. Boyer drafted specifications for the demolition which were issued today. Bids are due later this month and the demolition is to be completed by May 1, 2018.

Facility Use Agreement – VFW Post 5507 Auxiliary - Veterans Day Observance – The organization has requested the use of Market Square and Veterans Park on Saturday, November 11<sup>th</sup> from 6:00-8:00PM for a Veterans Day observance. Special requirements were reviewed. It was recommended to waive the user fee. Motion by Cl'm Paden, seconded by Cl'm Wolfe to approve the agreement as presented with no user fee. Motion carried. Manager McGann reported that the Lions Club will be paying for the electricity usage for the Veteran's Day ceremony.

Island Flagpole Spotlight – President Dietz questioned the status of getting the spotlight working prior to the Veterans Day ceremony. Manager McGann reported that Lehman's is to provide a quote.

Facility Use Agreement – Max's Sports Bar - Wine Tasting Event & Craft Fair – Max's owner, Erick Wolochuk has applied to use Riverfront and MYO Parks on May 12, 2018 from 8:00AM to 8:00PM for a wine tasting event and craft fair. WQLV has not paid their full user fee for the May 2017 event so the date and facilities are available. The user fee would be \$750 payable in advance. Motion by Cl'm Hoffman, seconded by Cl'm Wolfe to approve the agreement with the established user fee, contingent upon receiving the required insurance certificates thirty days in advance of the event. Motion carried. Council directed Manager McGann to notify WQLV after October 15<sup>th</sup> that the May 12, 2018 date is taken. President Dietz confirmed for Mr. Wolochuk that the second Saturday in May would be reserved for him on an on-going basis.

Facility Use Agreement – Millersburg Ferry Boat Assn. Dry Docking – Council reviewed the agreement to reserve Riverfront Park between Pine Street and the Gun Club from October 12, 2017 through May 26, 2018 for the Ferry Boat Association to dry dock the boats. We have received their certificate of insurance, but no one from the Ferry Boat Association has signed the agreement to date. Motion by Cl'm Wolfe, seconded by Cl'm Hoffman to approve the agreement with no user fee. Motion carried.

Bollard Damage – Flyway Excavating will replace/repair the damaged bollard once the insurance settlement check arrives. Manager McGann will be checking into pricing to replace a tactile pad at the Pine Street parking area.

## **Property**

Mower Repair – Chairman Hoffman reported that the zero-turn mower is having the transfer case replaced at Valley Ag & Turf; the approximate cost is \$925.

Leaf Collection – Collection began two weeks ago and is on-going; collection days are Mondays, Wednesdays and Fridays, weather permitting.

Flower Barrels – Cl'm Wolfe again requested that Manager McGann have the Public Works crew cut off the plants in the barrels.

Women's Restroom Repair – Manager McGann reported that the crew repaired toilet and sink issues in the women's restroom this week.

## **Public Safety**

Borough Ordinance No. 3-17 - Open Burning – Manager McGann presented this ordinance, which is based on DEP’s model ordinance on open burning and replaces our total burn ban. Some language in proposed Ordinance No. 3-17 duplicates language already in place in Ordinance Nos. 3-08 and 4-08. This matter was tabled and Council directed McGann to re-work the draft, taking those portions of the current ordinances into consideration.

## **Streets**

2018 Budget Request – Chairman Paden reported that she has discussed 2018 budget needs with Manager McGann.

New Enterprise Paving Invoice – We received New Enterprise’s invoice for the paving project, totaling \$73,540. Punch list items have been completed and Engineer Anne Anderson has approved the project for payment. Motion by Cl’m Paden, seconded by Cl’m Wolfe to pay the invoice to New Enterprise from the Liquid Fuels account. Motion carried with yes votes from Cl’ms Boyer, Breach, Dietz, Hoffman, Ibberson, Paden and Wolfe.

Borough Ordinance No. 4-17 - Stop Signs – Council reviewed the draft which would call for stop signs to be placed on Chery Street at Lincoln Street and on Union Street at Wiconisco Street, in both the east and west directions.

## **Economic Development**

Tourism Brochures – President Dietz requested up to \$850 to update and print the 2018 tourism brochure. The brochures would be distributed to participating businesses in time for the November 24-25 Shop Small promotion. Motion by Cl’m Wolfe, seconded by Cl’m Paden to grant the request using \$500 from the Dauphin County Tourism grant and \$350 from the unexpended Council President’s salary allotment. Motion carried with yes votes from Cl’ms Boyer, Breach, Dietz, Hoffman, Ibberson, Paden and Wolfe.

## **Mayor’s Report**

Police Special Detail – Mayor Ibberson reported that he has secured additional personnel for the Halloween window painting contest, the Halloween parade and Trick-or-Treat. Part-time police and Fire police will be utilized.

UPMC Pinnacle – At Cpl. Wise’s request, Manager McGann nominated the Millersburg Police Department for a monetary award. The Borough could potentially receive \$2,500 to purchase a laptop, software and accessories.

**Manager’s Report** – Written report provided to all Cl’ms. McGann offered to answer any questions.

## **Unfinished Business**

Borough Ordinance No. 5-17 - Amendment to Property Maintenance Ordinance – This ordinance gives the Borough authority to clean up garbage on private property and recover the costs for doing so.

Legal Notice for Ordinance Nos. 3-17, 4-17 and 5-17 – Motion by Cl’m Breach, seconded by Cl’m Boyer to place the appropriate legal notice in the Upper Dauphin Sentinel, for Borough Ordinance Nos. 4-17 and 5-17. Motion carried with yes votes from Cl’ms Boyer, Breach, Dietz, Hoffman, Ibberson, Paden and Wolfe.

Review of Proposed Well Drilling Ordinance – Council directed Manager McGann to insert the \$11,500 remuneration figure into the draft, along with language regarding possible tax implications. Reliance Environmental has not responded yet to the Borough’s suggested remuneration; McGann is to follow up. Council directed McGann to submit the draft to Reliance Environmental. Council also directed McGann to contact the Solicitor to find out if a deed restriction could be required for the affected properties.

**New Business**

Disposition of State Aid Received for Volunteer Fire Relief Association – The Borough received \$11,749.92. Motion by Cl’m Wolfe, seconded by Cl’m Breach to forward the \$11,749.92 to the Millersburg Fire Relief Association. Motion carried with yes votes from Cl’ms Boyer, Breach, Dietz, Hoffman, Paden and Wolfe. Cl’m Ibberson abstained due to serving as the Fire Company Relief Association’s Treasurer.

Ned Smith Center Invoice – Council reviewed a print-out forwarded by the Ned Smith Center for signage materials for the Lykens Valley Rail Trail. Motion by Cl’m Paden, seconded by Cl’m Wolfe to pay \$3,595.89 to the Ned Smith Center to reimburse them for the signage materials. Motion carried with yes votes from Cl’ms Boyer, Breach, Dietz, Hoffman, Ibberson and Wolfe. Cl’m Paden abstained due to being an employee of the Ned Smith Center.

Upper Paxton Township Request for Donation to Electronics Recycling Program – Council reviewed a request from UDCOG to make a voluntary donation to Upper Paxton Township for forklift repairs to the forklift used for the electronics recycling program. President Dietz requested that \$250 be used from his unexpended salary line item. Motion by Cl’m Breach, seconded by Cl’m Boyer to send \$250 to Upper Paxton Township as discussed. Motion carried with yes votes from Cl’ms Boyer, Breach, Dietz, Ibberson, Paden and Wolfe. Cl’m Hoffman abstained due to being an employee of Upper Paxton Township.

HRG Invoices – Council reviewed the latest statement. Motion by Cl’m Breach, seconded by Cl’m Paden to forward all HRG invoices totaling \$46,392.00 to Dauphin County for payment. Motion carried.

**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 – President Dietz reported that the meeting was hosted by Upper Paxton Township. A presentation was given staff from the Dauphin County Office of Elections.

Millersburg Planning Commission – Cl’m Wolfe reported that there was no meeting.

Millersburg Pool Association – No report.

Millersburg Fire Company – Cl’m Ibberson reported that the Fire Company will be blocking off a portion of the 300 block of Center Street on the evening of October 31<sup>st</sup>.

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

Dauphin County Tax Collection Committee – Secretary Jackson referred Cl’ms to their minutes.

Millersburg Ferry Boat Association – President Dietz referred Cl’ms to their minutes.

Dauphin Lebanon County Boroughs Association – President Dietz reported that the next meeting will be on October 30<sup>th</sup> at the City Line Diner in Harrisburg. The speaker will be from Fair Districts PA regarding gerrymandering and a process to address fairness. Election of 2018 officers will also be held.

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

Upper Dauphin Industrial Development Authority – Cl'm Wolfe reported that they did not meet.

Millersburg Civil Service Commission – No meeting.

JMT – President Dietz referred Cl'ms to their minutes regarding the Master Parks Plan. JMT representatives recently spoke to the Millersburg 7<sup>th</sup> graders, local business owners and sports organization volunteers. The next meeting is scheduled for November 14<sup>th</sup>.

Next Meeting – President Dietz announced that the next meeting will be on October 25<sup>th</sup> and will be devoted mainly to preparation of the 2018 budget.

Motion by Cl'm Ibberson, seconded by Cl'm Breach to adjourn the meeting at 9:13PM. Motion carried.

Respectfully submitted,

Ann Bowman Jackson  
Borough Secretary