

Millersburg Borough Council Minutes
November 8, 2017
Millersburg Borough Council Chambers

Call to Order – President Dietz called the Council meeting to order at 7:04PM with Cl’ms Boyer, Hoffman, Ibberson and Paden 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 – Nathan Troutman, Deibler, Straub & Troutman Insurance Agency

Approval of Minutes – Motion by Cl’m Boyer, seconded by Cl’m Hoffman to approve the minutes from the October 11 and October 25, 2017 meetings as presented. Motion carried.

Public Comment – President Dietz recognized Nathan Troutman who was present to do the Borough’s insurance renewal review. EMC premiums basically stayed flat, while the worker’s compensation premiums saw a sizeable increase. All questions from Cl’ms were addressed. President Dietz thanked Mr. Troutman for his presentation and Mr. Troutman then left the meeting.

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

Committee Reports

Employee Relations

Parking Meter Attendant Job Description & Help Wanted Advertisement – Council reviewed the job description and directed Manager McGann to amend “every Saturday” under #2. There is also to be a provision for employee reviews. McGann questioned who will serve as this employee’s supervisor. Mayor Ibberson will discuss the supervisor question with Cpl. Wise and Ptl. Trego. Ibberson will also question employee Hayden Smith about his intentions regarding his work schedule. The matter was then tabled.

Cintas Contract – Council reviewed Manager McGann’s uniform allowance projection, Cintas’ Rental Service Agreement and the re-worked uniform proposal for the Public Works crew. Council agreed to discontinue the Cintas service as of December 31, 2017. Winter jackets are to be purchased for the Public Works crew out of this year’s budget. Beginning in 2018, a maximum of \$300 per full-time Public Works employee will be allotted as a clothing allowance. Appropriate receipts must be provided for reimbursement. Council directed Manager McGann to make the necessary changes in the Employee manual.

Letter of Resignation – President Dietz read a letter of resignation from Cl’m John Hoffman, whose resignation will be effective November 30, 2017. Motion by Cl’m Ibberson, seconded by Cl’m Paden to accept Hoffman’s letter of resignation. Motion carried. Council will have until December 31 to appoint a new councilman. Cl’m Paden reported that she will be submitting a letter of resignation to President Dietz, which will be effective December 31, 2017. Manager McGann was directed to contact Jerry Feaser at the Dauphin County Elections Board to discuss the process and timing for reducing the number of Councilmembers from seven to five. The matter was tabled until the November 21 Council meeting.

Finance and Risk Management

2018 Budgets – President Dietz directed Secretary Jackson to make the adjusted entries for the insurances and the Public Works clothing allowance and asked the Council to consider adding coverage for cyber

liability insurance. Manager McGann reported that Solicitor Kerwin advised that we should receive payment on the Upper Dauphin Income Tax Office matter during 2018. McGann has calculated that figure to be \$8,600. Jackson is also to update the appropriate entries and send out the latest budget draft to the Council. Dietz directed McGann to prepare both the Liquid Fuels and Capital Improvement budget proposals.

Parks and Recreation

MYO Renovations Project – Chairman Boyer reported that there will be a kick-off meeting with YSM on November 17th at 10:00AM.

Millersburg Reamer Demolition – Cl'm Boyer reported that the lowest bidder was ADM Logistics from Pottsville for \$65,000. Dauphin County has not awarded the bid yet. The work will have to be monitored by the Council.

Facility Use Agreement – Christmas Tree Lighting and Concert – The organization requested the use of Market Square Park, Veterans Park and the Bandstand on November 24 from 4:00PM to 10:00PM for the annual Christmas Tree Lighting and Concert. The user fee would be waived. Motion by Cl'm Ibberson, seconded by Cl'm Paden to approve the agreement, contingent upon receiving the appropriate certificate of insurance and waiving the user fee. Motion carried.

Gazebo Timer – Council directed Manager McGann to realign the timer on the gazebo lights, due to the time change.

Island Flag Spotlight – McGann reported that the spotlight on the flag in the island is still not working properly.

Property

Fry's Flooring Proposal – Council reviewed Fry's quote for \$595 to remove the carpeting in Secretary Jackson's office and replace with tile. Motion by Cl'm Hoffman, seconded by Cl'm Ibberson to approve \$595 for the Secretary's Office and up to \$305 to have Fry's strip and wax the hallway floor; all to be paid from the unexpended funds in the brick repointing line item of the Capital Improvement budget. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoffman, Ibberson and Paden.

Lehman's Quote - Exterior Light – Council reviewed a quote from Lehman's to relocate one lamppost from Union Street to West Street for \$400. Motion by Cl'm Hoffman, seconded by Cl'm Paden to approve the quote for \$400. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoffman, Ibberson and Paden. In house labor is to be used to replace the base on Union Street and cover with a plate. Regarding disposition of the damaged lamppost, Council directed Manager McGann to post the old lamppost on Facebook and to contact an individual who previously expressed interest advising that sealed offers are to be submitted to the Borough Office by November 21st.

Mini-Split for Manager's Office – Council directed Manager McGann to get a quote from Lehman's for a new mini-split for his office.

Public Safety

Chairman Ibberson had nothing to report.

Millersburg Reamer Demolition – Cl'm Boyer asked if the Borough will be notifying the affected residents prior to the work commencing. President Dietz responded that the Borough will do this closer to the time of the work and that Dauphin County will most likely do a press release regarding same.

Streets

Facility Use Agreement – Street Closure Request – James and Deborah Bower have requested the closure of Walnut Street between Herman and North Streets from October 30th through November 3rd to repair a retaining wall. Motion by Cl'm Hoffman, seconded by Cl'm Ibberson to approve the agreement as presented. Motion carried.

Economic Development

Shop Small Event – Chairman Dietz reported that there are 15 businesses participating in the event which will be held on November 24th and 25th. A Facebook event is being created. The new tourism brochure is being printed and plans are to distribute them in time for this year's Shop Small event.

Mayor's Report

Officer Still Resignation – Mayor Ibberson reported that he received a letter of resignation from Officer Christopher Still, effective October 17, 2017. All equipment has been returned to the Borough. Motion by Cl'm Ibberson, seconded by Cl'm Paden to accept Still's letter of resignation. Motion carried.

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

Unfinished Business

Borough Ordinance No. 4-17 - Stop Signs – This ordinance calls 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. Motion by Cl'm Hoffman, seconded by Cl'm Ibberson to approve Borough Ordinance No. 4-17. Motion carried.

Borough Ordinance No. 5-17 - Amendment to Property Maintenance Ordinance – This ordinance gives the Borough authority to clean up garbage on private property and to charge remediation fees for the work performed. Motion by Cl'm Ibberson, seconded by Cl'm Paden to approve Borough Ordinance No. 5-17. Motion carried. Mayor Ibberson directed McGann to proceed with citing the owner of 401 Market Street and to clean up the property.

New Business

HRG Invoice – Council reviewed the most recent invoice for \$5,968. Motion by Cl'm Hoffman, seconded by Cl'm Paden to forward it to Dauphin County for payment. Motion carried.

Borough Resolution No. 17-21 – Posting Policy – Council reviewed McGann's draft resolution which sets guidelines for posting signs (physically or on social media) on Borough owned property or on Borough maintained websites. McGann reported that Solicitor Kerwin has reviewed the draft. Council directed that #11 regarding religious displays be stricken. President Dietz tabled the matter for further review.

2018 Humane Society Service Agreement – McGann presented an overview of next years' service agreement. There is a \$250 non-refundable contracting fee. We still have funds in our account for drop-offs. Animal rescue service and pick-up service are offered again as optional services. Motion by Cl'm Ibberson, seconded by Cl'm Hoffman to approve the 2018 service agreement and to include both optional services. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoffman, Ibberson and Paden.

Firefighter Tax Relief Ordinance – Council reviewed preliminary information and agreed to invite Fire Chief Doug Snyder to an upcoming meeting to address this subject. President Dietz then tabled this matter.

Communications – All communications were made available to Cl'ms. There was nothing requiring Council action. Secretary Jackson highlighted the PA Office of Unemployment Compensation Tax Service Notice of 2018 Solvency Fee.

HRG – CDBG-DR Storm Sewer Relocation Project – Council reviewed and discussed the November 7, 2017 written status update.

Organization Reports

Upper Dauphin COG – President Dietz reported that the meeting was hosted by Lykens Township. Jerry Duke from the Tri County Regional Planning Commission gave the presentation. There was also discussion regarding Halifax Borough's firefighter tax relief ordinance.

Millersburg Planning Commission – Manager McGann reported that minutes were provided. Council was asked if they would like to pursue a small cell tower ordinance and they gave their consent. They were also asked if they would like to pursue a subdivision and land development ordinance and directed Manager McGann to prepare a report on the benefits of having a Borough ordinance rather than relying on Dauphin County's ordinance, and how it would be administered.

Millersburg Pool Association – No report.

Millersburg Fire Company – Nothing to report.

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

Dauphin County Tax Collection Committee – Secretary Jackson reported that there was no meeting held.

Millersburg Ferry Boat Association – President Dietz referred Cl'ms to their minutes. Dry-docking is planned for November 12th.

Dauphin Lebanon County Boroughs Association – President Dietz reported that the group met on October 30th. The presentation was done by a representative of Fair Districts PA. The 2018 officers were elected, including Christopher Dietz serving as President and Ann Jackson as Secretary. The next meeting will be on January 23, 2018.

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

Upper Dauphin Industrial Development Authority – No meeting held.

Millersburg Civil Service Commission – No meeting held.

JMT (Master Parks Plan) – The next local study committee meeting is scheduled for November 14th.

Millersburg Borough Safety Committee – McGann reported that he met with the Public Works crew and they will be meeting once a month. One item for future discussion will be the Pine Street garage floor.

Next Meeting – President Dietz announced that the next meeting will be on November 21st.

The meeting was recessed to the call of the Chair at 9:40PM.

Respectfully submitted,
Ann Bowman Jackson
Borough Secretary