

**Millersburg Borough Council Minutes**  
**July 11, 2018**  
**Millersburg Borough Council Chambers**

**Call to Order** – President Dietz called the Council meeting to order at 7:00PM with Cl’ms Boyer, Breach, Hoch, Ibberson and Rivera present. Solicitor Kerwin arrived at 8:12PM. Mayor Ibberson, Manager McGann and Secretary Jackson were also present. The invocation was given by President Dietz, followed by the Pledge of Allegiance.

**Guests** – None.

**Approval of Minutes** – Motion by Cl’m Breach, seconded by Cl’m Rivera to approve the minutes from the June 13 and June 27, 2018 meetings as presented. Motion carried.

**Public Comment** – None.

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

**Committee Reports**

**Employee Relations**

**Branson Smith Review** – Tabled until executive session.

**Police Department Negotiations Committee** – Tabled until executive session.

**Finance and Risk Management**

**Approval of 2017 Audit & Authorization to Advertise Summary** – Cl’m Breach reported that action must be taken to approve the audit. Motion by Cl’m Breach, seconded by Cl’m Hoch to approve the 2017 audit and to advertise the State of Revenues, Expenditures and Changes in Fund Balances – Modified Cash Basis – Governmental Funds, as required. Motion carried with yes votes from Cl’ms Boyer, Breach, Dietz, Hoch, Ibberson and Rivera.

**Parks and Recreation**

**Report from Chairman Boyer** – Cl’m Boyer reported that we are currently under budget for the Riverfront clean-up. Additionally, Boyer directed Manager McGann to have the Public Works crews take care of the former Reamer lot, which has been neglected.

**Tree Trimming Quote** – Council reviewed quotes from Stoltzfus Tree Service for trimming at various locations. Motion by Cl’m Breach, seconded by Cl’m Ibberson to approve the quotes for trimming two trees on Keystone Street and one in Riverfront Park, to remove one tree in Riverfront Park and grind the stump and to remove the large Christmas tree in Veterans Park and grind the stump for a total of \$3,350. The Parks line item is to be fully expended and the remainder of the expense is to be taken from the Shade Tree tree maintenance line item of the budget. Millersburg Area Working together (MAWT) has agreed to reimburse the Borough for the removal of the tree and stump grinding in Veterans Park at \$500. Motion carried with yes votes from Cl’ms Boyer, Breach, Dietz, Hoch, Ibberson and Rivera.

Facility Use Agreement – Millersburg Midget Football Association – The organization has requested the use of MYO Park and the former Reamer lot for football practices from August 1 through October 31. Manager McGann reviewed the special requirements. Motion by Cl'm Boyer, seconded by Cl'm Hoch to approve the agreement as presented, waiving the user fee. Motion carried.

YSM Invoices – Council reviewed invoices for March through June for work on the MYO Park project. Motion by Cl'm Rivera, seconded by Cl'm Breach to approve paying the total of \$14,360.70 to YSM from the DCNR grant and to request reimbursement from Dauphin County. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz, Hoch, Ibberson and Rivera.

### **Property**

New Storage Building – Cl'm Rivera circulated a drawing of a new building to possibly be erected on the Keystone Street lot. The building would have the same square footage as the Pine Street garage, but would have a different footprint. Council discussed inside/outside salt bins and other options. It was suggested that Manager McGann try to tour a few municipal facilities to get ideas and feedback. Recalculations need to be done with the Clean-Up Day dumpsters placed. Research needs to be done for special storage of any materials to be housed.

Public Safety – Cl'm Ibberson had nothing to report.

### **Streets**

Borough Ordinance No. 3-18 – Market Street Parking Restrictions and Borough Ordinance No. 4-18 – Center Street Parking Restrictions – Ordinance No. 3-18 establishes compact car parking at certain specified locations for improved visibility. Ordinance No. 4-18 extends the “No Parking Here to Corner” zone on the north side of Center Street at River Street. Cl'm Hoch reported that the signs have been ordered for both areas and that the public seems to be supportive. Motion by Cl'm Hoch, seconded by Cl'm Breach to adopt Borough Ordinances No. 3-18 and 4-18. The effective date of both ordinances will be when the signs are erected. Motion carried.

Borough Resolution No. 18-14 – Apple Alley Sink Hole – This resolution permits Borough Council to declare an emergency purchase and bypass the normal procurement procedure, to repair a sink hole on Apple Alley, south of the Pine and Walnut Streets intersection. New Enterprise Stone and Lime Company will repair the sink hole for \$25,000. The work is scheduled for July 12 and will be funded by the overage in the police part-time wages line item. Motion by Cl'm Hoch, seconded by Cl'm Rivera to approve Borough Resolution No. 18-14. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz, Hoch, Ibberson and Rivera.

State Street Storm Sewer Relocation Project – HRG Change Order No. 2 – HRG was previously asked to rework the Change Order, which indicates a decrease of \$4,500. Motion by Cl'm Hoch, seconded by Cl'm Ibberson to approve Change Order No. 2 and Work Change Directive No. 1. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz, Hoch, Ibberson and Rivera. The new contract total is now \$943,970.

HRG Application for Payment No. 3 – This invoice is for the construction phase, at \$145,019.25. Motion by Cl'm Hoch, seconded by Cl'm Breach to forward the invoice to Dauphin County for direct payment. Motion carried.

Pothole Repairs and Paving Project – Manager McGann reported that New Enterprise will be starting the pothole repairs on July 25 and will follow with the main paving project.

Council Direction – Manager McGann was instructed to contact PennDOT regarding the Borough’s request to have the trimming along the Wiconisco Creek bank completed so that the Welcome to Millersburg sign is visible. McGann was also directed to contact Norfolk Southern Railroad to discuss the Center Street ponding issue, just east of the railroad tracks.

Economic Development – Cl’m Dietz reported that the screenings for Millersburg were shown on PCN recently. They are also available on the PSAB and PCNTV websites. The Colonnade viewing party is scheduled for July 30.

Mayor’s Report – The June Police Department statistical reports were provided to all Cl’ms. Mayor Ibberson reported that the new police vehicle is in front of the building this evening. The system for electronic submission of citations is now functional for the cars, Police Department office and the District Justice’s office.

Fireworks Event Feedback – Cl’m Rivera reported that the riverbank was not cleared very well. Additionally, Cl’m Boyer reported that the curb trimming around town has not been done and directed that the Public Works crew take care of this. Council directed Manager McGann to revisit the current Public Works comp time policy with specific policy clarifications.

President Dietz called an executive session at 8:15 PM for legal and personnel issues. Manager McGann and Secretary Jackson were excused for a portion of the executive session and then returned to Council Chambers. Solicitor Kerwin left the meeting at the conclusion of the executive session. President Dietz called the meeting back onto regular session at 9:10PM.

Police Contract Negotiations Committee – President Dietz appointed Cl’ms Hoch and Rivera to the Ad Hoc Police Contract Negotiations Committee.

Branson Smith Review – Motion by Cl’m Beach, seconded by Cl’m Ibberson to award a 50 cents per hour increase to Branson Smith, retroactive to his 60 day mark, upon receiving a positive review. Motion carried with yes votes from Cl’ms Boyer, Breach, Dietz, Hoch, Ibberson and Rivera.

Manager’s Report – Written report provided to all Cl’ms. McGann also reported that we received a \$300 check from MAWT from the Cherry Blossom Festival for the Park Committee. Council directed McGann to clarify whether this is truly for the Park Committee or if it is their promised \$300 annual tree maintenance donation.

### Unfinished Business

Welcome Center Concession Center Rental – Manager McGann reported that he has not heard back from JoAnne Smyre regarding the lease. Council directed McGann to advise her that she has until July 25 to respond, after which time the concession stand availability will be re-advertised.

### New Business

Borough Resolution No. 18-12 – Co-Sponsorship of Borough’s Gaming Grant Application – This resolution requests Dauphin County sponsorship of the Borough’s application for a Gaming Grant for funding for the Center Street Basin Flood and Erosion Control Program. This is an extension of the State Street Storm Sewer Relocation Project and covers three specific alternates within that project.

Borough Resolution No. 18-13 – Municipal Co-Sponsorship of Moose’s Gaming Grant Application – This resolution states Millersburg Borough’s agreement to co-sponsor the Millersburg Moose’s Gaming Grant application for funding for ADA upgrades and sidewalk repairs.

Motion by Cl'm Breach, seconded by Cl'm Ibberson to approve both Borough Resolution Nos. 18-12 and 18-13. Motion carried.

Borough Resolution No. 18-15 – Recognizing Katherine J. Wolfe's Service – This resolution honors Katherine J. Wolfe's community service through her participation on the Millersburg Borough Council and Millersburg Planning Commission and extends condolences to her family. Motion by Cl'm Breach, seconded by Cl'm Hoch to approve Borough Resolution No. 18-15. Motion carried.

Council Vacancy – President Dietz declared an open Council seat and directed Manager McGann to prepare and submit a press release and to post the vacancy on the Borough's Facebook page and website. Letters of interest are to be received by August 8.

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

HRG – CDBG-DR Storm Sewer Relocation Project – Manager McGann reported that we are on target for completion.

### **Organization Reports**

Upper Dauphin COG – Draft minutes were provided. President Dietz announced that the next meeting will be in September, hosted by Upper Paxton Township.

Millersburg Planning Commission – Minutes were provided. Motion by Cl'm Ibberson, seconded by Cl'm Rivera to appoint Brian Hoch to fill the remainder of Kathy Wolfe's term. Motion carried.

Millersburg Pool Association – Manager McGann reported that we have not received any splash pad plans yet. President Dietz directed McGann to get a timeline from the Pool Board.

Millersburg Fire Company – June meeting minutes were provided to all Cl'ms. There were some errors in the information regarding the volunteer firefighter tax credit. Chief Snyder will get corrections made. On behalf of Council, President Dietz thanked the Fire Company for their condolence card for Cl'm Kathy Wolfe's passing.

Millersburg Area Authority – June minutes were provided to all Cl'ms.

Dauphin County Tax Collection Committee – Secretary Jackson reported that a special meeting was held in June to review the new contract with Keystone Collections Group. The new contract lowers Keystone's fee from 1.45% to 1.38%, effective 7/01/18. Their bond was lowered from \$3,280,000 to \$2,500,000 and they will be closing their Harrisburg office. The July 2018 meeting was cancelled. The next regular meeting is September 2018.

Millersburg Ferry Boat Association – No report.

Dauphin Lebanon County Boroughs Association – Invitations to the July meeting were provided to all Cl'ms. The speaker will be from LTAP.

Zoning Hearing Board – Council reviewed a letter of interest from Dennis A. Maloskey. Motion by Cl'm Breach seconded by Cl'm Ibberson to appoint Dennis Maloskey to fill the remainder of Brian Musa's term on the Zoning Hearing Board. Motion carried.

Upper Dauphin Industrial Development Authority – There was no report.

Millersburg Civil Service Commission – No report.

JMT (Master Parks Plan) – Manager McGann reported there will be a Local Study Committee meeting in late August.

Millersburg Borough Safety Committee – Minutes provided to all CI'ms.

Council observed a few moments of silence and shared remembrances and sentiments in honor of Kathy Wolfe.

**Next Meeting** – President Dietz announced that the next Committee meeting will be on July 25.

The meeting was adjourned at 9:55PM upon motion by CI'm Hoch, seconded by CI'm Breach.

Respectfully submitted,

Ann Bowman Jackson  
Borough Secretary