

Millersburg Borough Council Minutes
September 12, 2018
Millersburg Borough Council Chambers

Call to Order – President Dietz called the Council meeting to order at 7:05PM with Cl’ms Boyer (arrived at 7:12PM), Breach, Hooper, 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 – Stacey and Sierra Troutman.

Approval of Minutes – Motion by Cl’m Rivera, seconded by Cl’m Breach to approve the minutes from the August 8 and August 22, 2018 meetings as presented. Motion carried.

Public Comment – President Dietz recognized Stacey Troutman, owner of The Furniture Center at 267 Market Street. Ms. Troutman requested the removal of the two “Sub-Compact/Compact Parking Only” signs in front of her store because she feels that they are hurting her customer traffic. Some of her clientele is older, with health issues. The signs affect parking for neighboring businesses, also. Council had several suggestions, such as surveying Borough residents to determine problem spots around town, installing a “Right Turn Only” sign and adding a solar-powered flashing yellow light. President Dietz referred the matter to the Streets Committee for further discussion. Alternative signage may be sought. President Dietz directed Manager McGann to consult LTAP and get quotes on the flashing yellow light. Ms. Troutman and her daughter then left the meeting.

Financial Reports – Council reviewed the Financial Report. Motion by Cl’m Breach, seconded by Cl’m Rivera to accept the Financial Report as presented. Motion carried. The Capital Improvement Year to Date Report was also reviewed. Motion by Cl’m Ibberson, seconded by Cl’m Rivera to approve the Check Detail Report as presented. Motion carried with yes votes from Cl’ms Boyer, Breach, Dietz, Hooper, Ibberson and Rivera.

Committee Reports

Employee Relations

Comp. Time Proposal – Cl’m Hooper reported that she reviewed the policy and has no objections. Manager McGann reported that Solicitor Kerwin added some language since the proposal was last reviewed by Council. The revised policy eliminates the 90 day deadline to use the comp time and sets maximums for banking hours for both uniformed and non-uniformed employees. Motion by Cl’m Hooper, seconded by Cl’m Breach to approve the policy change and to issue an Employee Manual Amendment to employees. Motion carried.

Employee Annual Evaluations – Manager McGann reported that he is almost finished with the reviews on the Public Works crew. McGann stated that he and Secretary Jackson have not had evaluations done in quite a few years. President Dietz directed McGann to email the evaluation form to the members of the Employee Relations Committee.

Finance and Risk Management

J.H. Williams & Co. Engagement Letter – Cl’m Breach reported that we received the engagement letter from J.H. Williams for performing the 2018 audit. The letter explains their responsibility and the Borough’s responsibility. The audit is scheduled for January 20, 2019 and the fee will be \$6,900. Motion by Cl’m

Ibberson, seconded by Cl'm Rivera to approve the engagement letter from J. H. Williams for the 2018 audit. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz, Hooper, Ibberson and Rivera.

Parks and Recreation

Swinging Bridge Status – Both Cl'm Boyer and Manager McGann reported that they have not heard anything from James Koppenhaver, who recently inspected the swinging bridge. Cl'm Boyer directed McGann to contact Mr. Koppenhaver.

Ferry Boat Dry-Docking – Cl'm Boyer reported that the Ferry Boat Association would like to use their excess grant funds to modify the river bank to make it easier to pull the boats out of the river. Motion by Cl'm Boyer, seconded by Cl'm Hooper to allow the Ferry Boat Association to continue to work on a plan/design. The final plan is to be approved by the Borough Council. Maintenance responsibility of the site will need to be determined. A professional engineer(s) is to be consulted. A floodplain permit is needed and will be reviewed by the Borough's engineer. State permits will be applied for by the Borough engineer or a ferry Boat representative, whichever is more cost effective. Motion carried.

President Dietz called an executive session at 8:15PM for legal reasons. The meeting was called back into regular session at 8:55PM.

Millersburg Gun Club Request – Manager McGann relayed a request from the Gun Club to install a handicapped ramp from the porch to the parking lot area and to reserve the southernmost spot for as a handicapped spot. Additionally they request that the entire parking lot be reserved for Gun Club members only on their monthly meeting night. They would pay all associated expenses. Council agreed that they may put up signage to reserve the lot as requested, but they shall self-govern as to the handicapped parking. Signage to be reviewed prior to installation.

Facility Use Agreement – Patty Smith for PA – Ms. Smith requests the use of Veteran's Park on September 22, 2018 from 11:00AM to 1:00PM for a campaign rally and fund raiser. Special requirements were noted and the proper certificate of insurance has been received. Motion by Cl'm Boyer, seconded by Cl'm Breach to approve the agreement with the \$55 user fee. Motion carried.

Property

Daniel Miller House Lease – The art studio tenants (Connie Deibler and Jacqueline Whitcomb) wish to continue the arrangement. Manager McGann reported that the new lease will begin on November 1, 2018. It states a monthly rent of \$75, plus utilities. Motion by Cl'm Rivera, seconded by Cl'm Breach to approve the lease agreement. Motion carried.

Manager's Additional Report – Manager McGann reported that there was a roof leak over the Police Department vestibule. RET caulked the flashing. A refrigerator was donated to the Public Works employees for use in the garage. A thank you letter will be sent to the donor.

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

Streets

Facility Use Agreements – VFW Window Painting Contest and Halloween Parade – The VFW requests the use of various sidewalks and Veteran's Park on October 15 from 11:00AM until 5:00PM for the annual Halloween Window Painting Contest. Additionally the VFW requests the use of various streets and Market Square on October 17 from 6:00PM to 9:00PM for the annual Halloween Parade. Manager McGann reported that the certificate of insurance is in order and suggested waiving the user fees for both events.

Motion by Cl' Breach, seconded by Cl'm Rivera to approve the agreements as presented for both events. Motion carried.

Request for Handicapped Parking Space – Manager McGann reported that the resident of 422 River Street is requesting a designated handicapped parking spot in front of his home. President Dietz tabled the matter and requested that all Cl'ms investigate the matter on their own. If anyone has questions, they are to pose them to Manager McGann. Further discussion will resume at the next Committee meeting.

Economic Development

Tourism Grants – Manager McGann reminded President Dietz about the Tourism grant for brochures. President Dietz directed Secretary Jackson to compile a list of the community events and dates for 2019.

Mayor's Report – The August Police Department statistical reports were provided to all Cl'ms.

Trick-or-Treat – Mayor Ibberson set Thursday, October 25 from 6:00PM until 8:00PM as Trick-or-Treat night in the Borough.

Manager's Report – Written report provided to all Cl'ms. McGann also reported that we received notice from Dauphin County Department of Community and Economic Development that there will be CDBG money available and asked Cl'ms to begin thinking about possible projects. The Dauphin County Commissioners' visit to the State Street Storm Sewer Relocation Project site, which was to follow their Eggs & Issues Breakfast on September 13th has been cancelled.

Unfinished Business

HRG Invoice – Council reviewed the latest invoice for work on the State Street Storm Sewer Relocation project. Motion by Cl'm Ibberson, seconded by Cl'm Rivera to forward the invoice for \$19,159.97 to Dauphin County for payment. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz, Hooper, Ibberson and Rivera.

YSM Invoices – Manager McGann reported that these invoices are for the MYO Park project and suggested paying the total of \$5,812.93 from the DCNR grant and to seek reimbursement from the Gaming Grant. Motion by Cl'm Rivera, seconded by Cl'm Breach to proceed as above. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz, Hooper, Ibberson and Rivera.

State Street Storm Sewer Relocation Project – HRG Application for Payment No. 5 – Council reviewed the invoice for \$211,453.13. Motion by Cl'm Breach, seconded by Cl'm Rivera to refer the \$186,574.05 portion of the invoice to Dauphin County for payment from the CDBG-DR grant. The \$24,879.08 portion of the invoice will be referred to the Millersburg Area Authority for payment. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz, Hooper, Ibberson and Rivera.

President Dietz reported on the recent conference call. The substantial completion date was August 28th. Four dates were allowed for weather delays. The project is now five weeks behind schedule. Liquidated damages are set at \$500 per day. Dietz asked Cl'ms to consider the pros and cons of implementing late fee charges against the contractor.

Borough Resolution No. 18-18 Mid Penn Bank's 150th Anniversary (Revised) – This resolution updates and replaces Borough Resolution No. 18-03. The additional language was reviewed with Cl'ms. Motion by Cl'm Rivera, seconded by Cl'm Boyer to approve Borough Resolution No. 18-18. Motion carried.

New Business

2019 Minimum Municipal Obligations and Borough Resolution No. 18-17 Police Pension Plan Waiver of Required Member Contribution – Secretary Jackson reviewed the MMO’s with Council. For 2019, the Police Pension Plan MMO is \$6,105 and the Non-Uniformed Plan MMO is \$22,280. Borough Resolution No. 18-17 waives the required 5% member contribution for year 2019 for the Police Pension Plan. Motion by Cl’m Hooper, seconded by Cl’m Rivera to approve both MMO’s for 2019 as well as Borough Resolution No. 18-17. Motion carried.

Borough Ordinance No. 5-18 – Amendment to Landlord Tenant Ordinance – Council reviewed the draft of the ordinance amendment which updates the information which landlords must provide about their tenants. Motion by Cl’m Breach, seconded by Cl’m Rivera to advertise the ordinance one time in the Upper Dauphin Sentinel for formal adoption at the October 10, 2018 meeting. Motion carried with yes votes from Cl’ms Boyer, Breach, Dietz, Hooper, Ibberson and Rivera.

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

HRG – CDBG-DR Storm Sewer Relocation Project – Report given by President Dietz earlier in the meeting.

Organization Reports

Upper Dauphin COG – President Dietz announced that the next meeting will be September 20th, hosted by Upper Paxton Township.

Millersburg Planning Commission – Minutes were provided. Manager McGann called Cl’ms attention to the draft of the Zoning Ordinance amendment as recommended by the Planning Commission. Discussion will take place at the September Committee meeting. The Borough’s Codes Officer will not cite the property owner for his wheeled sign on private property along Route 209. President Dietz directed Manager McGann to contact PSAB for any sample regulations.

Millersburg Pool Association – No report.

Millersburg Fire Company – August meeting minutes were provided to all Cl’ms.

Millersburg Area Authority – August minutes were provided to all Cl’ms.

Dauphin County Tax Collection Committee – Secretary Jackson reported that the Committee will meet next week.

Millersburg Ferry Boat Association – No report.

Dauphin Lebanon County Boroughs Association – August meeting minutes were provided to all Cl’ms.

Zoning Hearing Board – No report.

Upper Dauphin Industrial Development Authority – No report.

Millersburg Civil Service Commission – No report.

JMT (Master Parks Plan) – Manager McGann reported the Local Study Committee will meet on September 25th at 7:00PM.

Millersburg Borough Safety Committee – No report.

Next Meeting – President Dietz announced that the next Committee meeting will be on September 26th.

Motion by Cl'm Breach, seconded by Cl'm Rivera to adjourn the meeting at 10:02PM. Motion carried.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary