

**Millersburg Borough Council Minutes**  
**April 10, 2019**  
**Millersburg Borough Council Chambers**

**Call to Order** – President Dietz called the Council meeting to order at 7:02PM with Cl’ms Boyer, Breach, Hoch, Hooper, Ibberson and Rivera present. Manager McGann and Secretary Jackson were also present. The invocation was given by President Dietz, followed by the Pledge of Allegiance.

**Guests** – Robin Skiles, Steve Barndt, Bonnie Kent, Sara Harris, Kendra Urwin, Shannon Faust, Donald Wingard, and Michael Kattner.

**Approval of Minutes** – Motion by Cl’m Breach, seconded by Cl’m Rivera to approve the minutes from the March 13 and March 27, 2019 meetings as presented. Motion carried.

**Public Comment**

President Dietz recognized Robin Skiles, Director, Dauphin County Dept. of Drug & Alcohol. Mr. Skiles requested Council’s support in establishing a recovery and treatment facility for individuals with substance abuse problems. The proposed location is 444 Market Street. Support and counselling services would also be available. Staff would include a recovery specialist and case management workers. Steve Barndt, Director of Just For Today in Lemoyne, addressed Council regarding establishing a peer support center to be opened seven days a week and structured housing for those in recovery, lasting six to eighteen months. Any individual relapsing would be referred back to Dauphin County for assistance. Bonnie Kent, Northern Dauphin Human Services Operations Manager/Community Liaison, works on establishing gaps in services and helps communities find solutions. Mr. Skiles, Mr. Barndt and Ms. Kent answered questions from Council following their presentations and then left the meeting.

President Dietz welcomed the Millersburg High School students in attendance.

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

**Committee Reports**

**Employee Relations**

**Pension Plans** – PMRS previously suggested updating the Non-Uniformed plan. Options were discussed at the March Committee meeting. Motion by Cl’m Hooper, seconded by Cl’m Rivera to request an actuarial study to implement a cost of living adjustment for current employees and retired/vested members. A second actuarial study is requested to add a disability pension for a service related injury at 50% of final salary and a non-service related injury at 30%, of final salary, eligible after three years of service. Motion carried. The studies are at no cost to the Borough and should be finalized in six weeks.

**Employee Manual Update – Personnel Files Policy** – Council reviewed the amendment, which deals with the content and storage of personnel files, as well as inquiries from prospective employers (Employee Manual, Sections 1000, 1001 and 1002). Manager McGann reported that the Police union has given verbal approval of the amendment. Motion by Cl’m Rivera, seconded by Cl’m Hooper to approve the amendment. Motion carried.

PSAB Borough Management Caucus Memberships – Jackson, McGann – Council reviewed the invoices for membership renewal at \$25 each. Motion by Cl'm Hooper, seconded by Cl'm Rivera to approve paying both invoices to PSAB. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz, Hoch, Hooper, Ibberson and Rivera.

**Finance and Risk Management** – Cl'm Breach had nothing to report.

### **Parks and Recreation**

Riverfront Clean Up – Cl'm Boyer reported that clean-up is pending.

Concession Stand Serving Window – Council reviewed a quote from Ramberger Construction to install a serving window in the Welcome Center Concession Stand. Motion by Cl'm Hoch, seconded by Cl'm Rivera to approve the quote at \$1,797 to provide and install the window, plus an additional \$20 to drill the hole to vent the air conditioner. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz, Hoch, Hooper, Ibberson and Rivera.

### **Property**

Daniel Miller House Lease – Manager McGann reported that originally, Connie Deibler had two partners and both have left. The term of the current lease is November through November. She requested that the lease be re-written to accommodate the changes and to use a June 1 renewal date. Council reviewed the new lease. Motion by Cl'm Rivera, seconded by Cl'm Hoch to approve the lease as presented. Motion carried.

Energy Audit – Manager McGann reported that he and Cl'm Rivera will be meeting with a representative of PPEEC to discuss a possible energy audit.

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

Right to Know Request – Cl'm Boyer reported that he had Manager McGann complete a Right to Know request form to be submitted to the PA State Police requesting their response time for the March incident on West Union Street, which involved the death of a 29-year-old woman. McGann reported that he will file the request tomorrow.

Police Department Statistical Report – Cl'm Boyer wanted to know if the statistical report could be further broken down to reflect drug related medical responses. Cl'm Ibberson referred Cl'm Boyer to Mayor Ibberson with any specific questions.

Police Complaints – Cl'm Hoch reported that he received inquiries regarding the schedule of our police and complaints about having to use PA State Police because of PSP's lengthy response times.

Mr. Wingard, Ms. Harris, Ms. Urwin and Ms. Faust left the meeting.

### **Streets**

Pavement Marking & Sign Quote – Council reviewed a recommendation prepared by Manager McGann for crosswalk materials for pavement marking and signage. Quotes were received from US Municipal for the supplies. The matter was tabled for further discussion until the April Committee meeting.

ARLE Grant for School Speed Limit Sign – Manager McGann reported that application was made during the 2018 grant cycle. PennDOT reported that they have not yet reviewed the applications.

Facility Use Agreement – Memorial Day Parade – The VFW Post 5507 has requested the use of Market Square and various Borough streets on May 27 from 7:00AM to noon for the annual Memorial Day ceremony and parade. Motion by Cl'm Breach, seconded by Cl'm Hoch to approve the agreement as presented with the user fee being waived. Motion carried.

Economic Development – Cl'm Dietz reported that the Cherry Blossom Festival is coming up.

Mayor's Report – Manager McGann reported that the Police Department will be receiving a grant for \$6,000 to cover expenses related to their reporting system.

Manager's Report – Written report provided to all Cl'ms. Additionally, McGann reported that the street light conversion project is scheduled for May 20-24, depending upon the weather. Berrysburg Borough Secretary has requested assistance for grant writing, on behalf of their Council. McGann has agreed to share tips via a meeting. Mileage is not reimbursable for attending said meeting. McGann will be speaking to Millersburg Area High School students next Tuesday.

### Unfinished Business

Adoption of Borough Ord. No. 2-19 Handicapped Parking – Council reviewed the latest draft with updated language. Council directed Manager McGann to contact Solicitor Kerwin to find out if an executive session may be called to discuss an applicant's disability and under what law may an executive session be called. Motion by Cl'm Hoch, seconded by Cl'm Rivera to adopt Borough Ordinance No. 2-19, effective May 9, 2019. Motion carried.

Borough Resolution No. 19-05 - Fees for Handicapped Parking – Tabled until April Committee meeting.

Bellefonte Resolutions – Council took no action on the sample resolutions regarding the PA Health Care Plan, the Keystone Communities Program or the Federal Historic Preservation Fund.

### New Business

USDA Grant – Capital Improvement Purchases – Manager McGann met recently with representatives from the US Department of Agriculture to discuss the Borough's grant application for the police vehicle. Too much time has elapsed for USDA to award any funding for the Police vehicle. The new proposal is to provide 35% of the purchase price of four specific capital improvement items. A riding mower and mini split for the Manager's office are included in this year's budget and a utility vehicle and a gate for the MYO compost site would need to be included in the 2020 budget. The four items total \$39,000 and the grant would be for approximately \$13,000. Motion by Cl'm Rivera, seconded by Cl'm Boyer to direct Manager McGann to apply for the USDA grant as presented.

Cl'm Boyer left the meeting.

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

### Organization Reports

Upper Dauphin COG – Cl'm Dietz reported that he did not attend the March meeting. Information on the April meeting should be coming soon.

Millersburg Planning Commission – April (draft) meeting minutes were provided. Manager McGann called Council's attention to his memo regarding the Planning Commission's recommendations for completing action items in the 2007 Comprehensive Plan. Manager McGann will provide President Dietz with a scope

of services for an individual to assist with the PA Historical and Museum Commission's grant application for us to officially establish a historic district in the Borough.

Millersburg Area Pool Association – Clean Up Day is April 13.

Millersburg Fire Company – February meeting minutes were provided. Manager McGann will be attending a fireworks planning meeting with Fire Company representatives.

Millersburg Area Authority – March meeting minutes provided to all Council members.

Dauphin County Tax Collection Committee – January summary meeting minutes were provided to all Council members. Secretary Jackson reported that the Committee will meet in May.

Millersburg Ferry Boat Association – President Dietz reported that the boats are being prepared for launch. The Millersburg Rotary Club will be assisting with painting on April 20. Additional volunteers are welcomed.

Dauphin Lebanon County Borough Association – President Dietz called Council's attention to their invitation to the April 23 meeting. Keldeen Stambaugh will be the featured speaker; she will speak on local service organizations partnering with municipalities.

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

Upper Dauphin Industrial Development Authority – Secretary Jackson reported that Solicitor Jeff Engle has recommended John Faust for appointment to the vacancy resulting from Ken Beach's resignation. Motion by Cl'm Breach, seconded by Cl'm Ibberson to appoint John Faust of Washington Township, provided that he is still interested in serving. Motion carried.

Millersburg Civil Service Commission – Cl'm Ibberson had nothing to report.

Millersburg Borough Safety Committee – Manager McGann reported that the Committee will be meeting on April 11 for a webinar on hand and power tool safety.

**Next Meeting** – President Dietz announced that the next will be the Committee meetings on April 24<sup>th</sup>.

The meeting was recessed to the Call of the Chair at 9:20PM.

Respectfully submitted,

Ann Bowman Jackson  
Borough Secretary