

**Millersburg Borough Council Minutes  
September 11, 2019  
Millersburg Borough Council Chambers**

**Call to Order** – Vice President Ibberson called the Council meeting to order at 7:05PM with Cl’ms Boyer, Breach, Hoch and Rivera present. Mayor Ibberson, Manager McGann and Secretary Jackson were also present. The invocation was given by Vice President Ibberson, 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 August 14 and August 28, 2019 meetings as presented. Motion carried.

**Public Comment** – None.

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

**Committee Reports**

**Employee Relations** – No report.

**Finance and Risk Management**

**Cable Franchise Agreement** – Council received a copy of the renewal agreement with Comcast at the August Committee meeting. The current agreement expires in February, 2020. The new agreement retains a 5% franchise fee. The complimentary internet service will expire on May 31, 2020. The term of the agreement is ten years. There are no immediate plans for a local Comcast office. Solicitor Kerwin has approved the agreement. Action on the agreement was tabled until the October Council meeting.

**JH Williams Engagement Letter FY 2019** – Council reviewed the engagement letter for the 2019 audit. The stated fee is \$7,100. Motion by Cl’m Rivera, seconded by Cl’m Hoch to sign the agreement with JH Williams and Company. Motion carried with yes votes from Cl’ms Boyer, Breach, Hoch, Ibberson and Rivera.

**Dept. of Auditor General – Liquid Fuels Audit FY 2017/2018** – Cl’m Breach reported that we had no findings in our Liquid Fuels Audit for 2017 and 2018.

**Parks and Recreation**

**Report from Chairman** – Cl’m Boyer reported that we are cutting down more trees in the parks than we are replacing and directed Manager McGann to look for sources of free trees.

**YSM Invoice** – Council reviewed the latest invoice for \$4,577.70. Manager McGann advised that this invoice should be paid from the Borough’s DCNR MYO Renovations Grant account and then we should seek reimbursement from the Borough’s Gaming Grant. Motion by Cl’m Breach seconded by Cl’m Rivera to approve payment of the invoice and seek reimbursement as presented. Motion carried with yes votes from Cl’ms Boyer, Breach, Hoch, Ibberson and Rivera.

Holiday Display Needs – Council reviewed a listing of supplies and associated costs. The former tree supplier is not able to provide the quantity needed, so we will be switching vendors. Motion by Cl'm Breach, seconded by Cl'm Hoch to approve the supplies list, not to exceed \$5,000, with the expenses to be fully reimbursed by the Millersburg Lions Club. Motion carried with yes votes from Cl'ms Boyer, Breach, Hoch, Ibberson and Rivera. Additionally, Council agreed to have the holiday lights on from 4:45PM to midnight, and to leave them on overnight on Christmas Eve and New Year's Eve. Manager McGann reported that he has asked the Ned Smith Center if it would be possible to grow Christmas trees on their property for the Borough to purchase every year.

Property – Chairman Rivera had nothing to report.

Reamer Lot Development Direction – Council reviewed the letter that was sent to the Dauphin County Commissioners on March 5, 2018, stating their priorities for the site. Discussion was held regarding Council's current preference, which is now residential development and directed Manager McGann to provide an updated response to George Connor, with Dauphin County DCED.

Public Safety – Chairman Ibberson had nothing to report.

Streets – Chairman Hoch had nothing to report.

Mr. Rehab Quote – Seal Street – Council reviewed the quote for \$6,800 to repair the sinkhole on Seal Street. Motion by Cl'm Rivera, seconded by Cl'm Breach to approve the quote and to pay the expense from General Fund reserves. Motion carried with yes votes from Cl'ms Boyer, Breach, Hoch, Ibberson and Rivera.

Facility Use Agreement Amendments – Halloween Parade & Window Painting Contest – Manager McGann reported that the VFW has requested date changes for the Halloween Window Painting Contest to October 14 and the Halloween Parade to October 16, rain date October 17. Motion by Cl'm Breach, seconded by Cl'm Hoch to approve both changes. Motion carried.

Handicapped Parking Request – Manager McGann reported that he received an application for a handicapped parking spot for 618 Union Street. Motion by Cl'm Hoch, seconded by Cl'm Rivera to approve the application. Motion carried.

Council Concerns – Cl'm Breach questioned Boyd Street, north of Center being repaired. Manager McGann stated that this is on the list for hot mix repairs. Cl'm Boyer questioned a plan for storm sewer repairs. Manager McGann stated that the system needs to be mapped and videotaped. Cl'm Boyer directed Manager McGann to get an updated cost from NazzTech and apply again for a grant for this project. McGann will have the grant information available for the October Council meeting.

Economic Development – No report.

Mayor's Report – Mayor Ibberson had nothing to report.

Manager's Report – Written report was provided to all Cl'ms. Manager McGann reported that the Millersburg Lions Club is not able to take over the Veterans Banner Project. Banners will be removed Memorial Day, 2020.

Complaint – Cl'm Breach reported that she was advised that one of our Public Works crew blew stones from the curb onto a passing car. She requested that Manager McGann address this with the employees so that we can avoid a possible insurance claim.

## **Unfinished Business**

Borough Ordinance No. 1-19 – PMRS Pension Plans – This ordinance amends the Borough’s PMRS pension plan documents. Motion by Cl’m Hoch, seconded by Cl’m Rivera to adopt Borough Ordinance No. 1-19. Motion carried.

Borough Ordinance No. 3-19 – Property Maintenance Amendment – This ordinance amends the Borough’s Property Maintenance Ordinance regarding off-street parking and standing water. Motion by Cl’m Breach, seconded by Cl’m Hoch to adopt Borough Ordinance No. 3-19. Motion carried.

## **New Business**

Advertise Ordinance No. 4-19 – Repeal Compact Parking Ordinance and Ordinance No. 5-19 – Open Burning Amendments – Council reviewed the draft of the legal notice. Manager McGann reported that Solicitor Kerwin has reviewed both ordinance drafts and approved them. Cpl. Wise has also given input. Motion by Cl’m Breach, seconded by Cl’m Hoch to advertise the ordinances for adoption at the October 9 Council meeting, one time in the Upper Dauphin Sentinel. Motion carried with yes votes from Cl’ms Boyer, Breach, Hoch, Ibberson and Rivera.

HRG Engineering Proposal – State Street Project – Council reviewed the proposal for the final phase of the State Street Storm Sewer Relocation Project. This work entails building a headwall and streambed work and retaining wall. HRG has quoted \$20,000. Motion by Cl’m Boyer, seconded by Cl’m Breach to accept the proposal from HRG, with the cost covered under the Gaming Grant. Motion carried with yes votes from Cl’ms Boyer, Breach, Hoch, Ibberson and Rivera.

2020 Minimum Municipal Obligations and Borough Resolution No. 19-10 Police Pension Plan Waiver of Required Member Contribution – Secretary Jackson reviewed the MMO’s with Council. For 2020, the Police Pension Plan MMO is \$7,920 and the Non-Uniformed Plan MMO is \$30,158. Borough Resolution No. 19-10 waives the required 5% member contribution for year 2020 for the Police Pension Plan. Motion by Cl’m Breach, seconded by Cl’m Rivera to approve both MMO’s for 2020 as well as Borough Resolution No. 19-10. Motion carried with yes votes from Cl’ms Boyer, Breach, Hoch, Ibberson and Rivera.

Nomination to Tri-County Regional Planning Commission – Council reviewed a letter from Steven Deck, Executive Director of TCRPC, asking for nominations to represent the Dauphin North Regional Planning Area. Our current representative is Deb Everly of Jefferson Township and she is willing to continue serving for the 2020-2021 term. Council had no other nominations.

**Communications** – All communications were made available to Cl’ms.

## **Organization Reports**

Upper Dauphin COG – The next meeting will be September 19 at Upper Paxton Township.

Millersburg Planning Commission – Draft minutes from the September 4 meeting were provided. Motion by Cl’m Boyer, seconded by Cl’m Rivera to accept the resignation of Planning Commission member Brian Hoch. Motion carried; Cl’m Hoch abstained. Motion by Cl’m Rivera, seconded by Cl’m Hoch to appoint Brent Boyer to serve the remainder of Mr. Hoch’s term. Motion carried; Cl’m Boyer abstained.

Millersburg Area Pool Association – No report.

Millersburg Fire Company – July meeting minutes were provided.

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

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

Millersburg Ferry Boat Association – No report.

Dauphin Lebanon County Borough Association – The next meeting will be on October 29.

Millersburg Civil Service Commission – Minutes of the reorganizational meeting were provided to all CI'ms.

Millersburg Borough Safety Committee – Manager McGann reported that the Committee did not meet.

**Next Meeting** – Vice President Ibberson announced that the Council will meet next on September 25 for Committee of the Whole.

The meeting was properly adjourned at 8:58PM upon motion by CI'm Hoch seconded by CI'm Breach.

Respectfully submitted,

Ann Bowman Jackson  
Borough Secretary