

**February 11, 2015**  
**Regular Meeting – Council Chambers**  
**Millersburg, Pennsylvania**

President Dietz called the Council meeting to order at 7:05PM with Cl' ms Boyer, Ibberson and Wolfe present. Manager McGann and Secretary Jackson were also present. Cl'm Miller arrived at 7:30PM. Solicitor Kerwin arrived at 8:15PM. Mayor Ibberson arrived at 9:08PM. The invocation was given by President Dietz, followed by the Pledge of Allegiance.

**GUESTS** – Harry Bricker III

**APPROVAL OF MINUTES** – Motion by Cl'm Wolfe, seconded by Cl'm Ibberson to approve the minutes from the January 14, 2015 meeting as presented. Motion carried.

**PUBLIC COMMENT** – President Dietz recognized Harry Bricker III, who read a hand-written letter requesting Borough records and stated that he wished to submit it. Mr. Bricker was advised to complete an Open Records Request form, which Secretary Jackson will supply as well as assist in completing. Mr. Bricker then left the meeting.

**FINANCIAL REPORT AND CHECK DETAIL REPORT** – Reports on file.

- Motion by Cl'm Wolfe, seconded by Cl'm Ibberson to approve the Financial Report as presented. Motion carried.
- Motion by Cl'm Wolfe, seconded by Cl'm Ibberson to approve the Check Detail Report as presented. Motion carried with yes votes from Cl' ms Boyer, Dietz, Ibberson and Wolfe.

**COMMITTEE REPORTS**

**EMPLOYEE RELATIONS** – Chairman Wolfe reported on the following:

**PMHIC Agreement & Borough Ordinance No. 3-15** – Council reviewed the ordinance and related agreement to join the Pennsylvania Municipal Health Insurance Cooperative and directed Secretary Jackson to forward both documents to Solicitor Kerwin for his review and comment prior to the February 25 Committee meetings. Motion by Cl'm Wolfe, seconded by Cl'm Boyer to advertise Borough Ordinance No. 3-15 one time in the Upper Dauphin Sentinel for adoption at the March 11 Council meeting. Motion carried with yes votes from Cl' ms Boyer, Dietz, Ibberson and Wolfe. Motion by Cl'm Wolfe, seconded by Cl'm Ibberson to adopt the agreement effective February 26, 2015 unless Solicitor Kerwin has any objection. Motion carried.

**PMHIC Vision Insurance** – Council reviewed quotes from PMHIC for Davis Vision and NVA. Motion by Cl'm Wolfe, seconded by Cl'm Ibberson to switch the Borough employee vision coverage to Davis Vision, Option D at a monthly premium of \$5.09 for a single rate and \$13.22 for a multi rate, effective March 1, 2015. Motion carried with yes votes from Cl' ms Boyer, Dietz, Ibberson and Wolfe. Council directed Secretary Jackson to copy the Davis Vision benefit summary to the Patrol Officers Association.

**Safety Compliance - MSDS Manual** – Manager McGann reported that we received the MSDS book from Ark Safety and that it will be stored in the Manager's Office. Council reviewed the memo from the Manager to the Public works employees regarding the new policies. Council directed Manager McGann to provide the same communiqué to the Police Department and the Millersburg Area Authority.

## **FINANCE & RISK MANAGEMENT**

**Annual Audit Update** – Secretary Jackson reported that the auditors expect to issue their report by the end of February. Council directed Secretary Jackson to invite them to the March 11 Council meeting to do a presentation of the highlights from the financial statements.

Secretary Jackson also reported that she is working on a self audit for EMC Insurance's third party auditing service.

**PARKS & RECREATION** – Chairman Boyer reported on the following:

**2015 Ferry Boat Association Fees** – Council reviewed the proposed rates for the upcoming season. Motion by Cl'm Ibberson, seconded by Cl'm Miller to approve the 2015 rates as proposed. Motion carried.

**Borough Ordinance No. 2-15 Boat Docking** – Council reviewed the latest draft. Section 2 is to state "in excess of 72 hours". Motion by Cl'm Boyer, seconded by Cl'm Ibberson to advertise Borough Ordinance No. 2-15 as amended one time in the Upper Dauphin Sentinel for adoption at the March 11 Council meeting. Motion carried with yes votes from Cl'ms Boyer, Dietz, Ibberson, Miller and Wolfe. Council directed that once the ordinance is adopted, Manager McGann is to issue a press release and post this information on the River Front Park bulletin board and the Borough's website and Facebook page.

**Firearms in Parks** – The Park Rules signs state that firearms are not allowed in the Parks but this could be legally challenged. The matter will be referred to Solicitor Kerwin.

**Event Agreement – First UM Church – Easter Sunrise Service** - The applicant requests the use of Market Square Park for an Easter sunrise service on April 5 from 6:00 to 7:00AM. Their certificate of insurance has been received. Special requirements were reviewed. The user fee would be waived. Motion by Cl'm Ibberson, seconded by Cl'm Boyer to approve the agreement as presented. Motion carried.

**Millersburg Borough Park Upgrades 2015-2017** – Cl'm Boyer reported on yesterday's meeting with Ann Yost, YSM Landscape Architects, Lori Yeich, DCNR, Council President Dietz by phone, Manager McGann and himself. Discussion was held regarding how to build money from the Bicentennial Legacy money. Various upgrades were discussed and prioritized into separate phases of the overall project. Motion by Cl'm Boyer, seconded by Cl'm Ibberson to approve the YSM Landscaping site plan proposal for \$950 for Phases I and II and to pay the expense from the Bicentennial Legacy account. Motion carried with yes votes from Cl'ms Boyer, Dietz, Ibberson, Miller and Wolfe.

## **PROPERTY COMMITTEE**

**The Stoeffler Group Contract** – Manager McGann reported that we received the annual service invoice for \$2,160 and proposed splitting it 80/20 between the Police Department and Manager/Secretary. Motion by Cl'm Ibberson, seconded by Cl'm Miller to approve the invoice for payment as proposed. Motion carried with yes votes from Cl'ms Boyer, Dietz, Ibberson, Miller and Wolfe.

**Electricity Purchasing Consortium & Electricity Generation Rates** – Manager McGann reported on Borough Resolution No. 15-02 which would provide for Millersburg Borough to join the Pennsylvania Public Entity Energy Consortium. Quotes for electricity generation were provided by APPI, Insource Power and PPEEC. PPEEC had the lowest rates at \$.061 per kilowatt hour, plus a \$.003 service charge for a total of \$.064 per kilowatt hour. Borough Resolution No. 15-03 provides for the Borough to purchase electricity and provide related services. Motion by Cl'm Wolfe, seconded by Cl'm Boyer to approve both Resolution No. 15-02 and 15-03. Motion carried with yes votes from Cl'ms Boyer, Dietz, Ibberson, Miller and Wolfe. Motion by Cl'm Wolfe, seconded by Cl'm Ibberson to name Manager McGann as the Borough's representative to the PPEEC Board. Motion carried.

President Dietz called an executive session at 8:17PM for legal reasons. The meeting was called back into regular session at 9:05PM.

**School Subdivision Resolution** – Motion by Cl'm Wolfe, seconded by Cl'm Ibberson to approve Borough Resolution No. 15-04 (to be drafted by Solicitor Kerwin) illustrating Council's intent to vacate sidewalks, parking areas and the portion of the North Street Extension which passes through the High School. Motion carried. Solicitor Kerwin then left the meeting.

**PUBLIC SAFETY** – Chairman Ibberson had nothing to report.

## **STREETS**

**Williams French Fry Invoice** – Manager McGann reported that Williams French Fry is the only business with a reserved parking spot; regular fee is \$200. Mr. Williams is requesting a prorated invoice for 2015 due to the demolition work done in 2014, during which Mr. Williams reports he lost business and did not have use of the parking space. Motion by Cl'm Ibberson, seconded by Cl'm Miller to approve the 2015 prorated invoice at \$183.33. Motion carried.

**Short Street Decision** – Manager McGann advised Council that he would like Council to put end to the constant complaints from RML's neighbors regarding damages from the tractor trailers. Council directed Manager McGann to draft a letter to Ken and Wendy Etzweiler stating that the Borough Council has done everything they can to address the situation and that any future complaint is to be taken up with the trucking companies as a civil matter. The letter is to be signed by both the Borough Manager and Streets Committee Chairman.

**Brinjac Contract for 2015 Paving Project** – Manager McGann presented the contract for engineering work for this year's paving project. President Dietz requested that the intersection of Church and Moore Streets be added. Motion by Cl'm Boyer, seconded by Cl'm Miller to approve Brinjac's contract to develop specifications for the 2015 paving project with the addition of the intersection of Church and Moore Streets for \$3,500 which is to be paid from the Liquid Fuels account. Motion carried with yes votes from Cl'ms Boyer, Dietz, Ibberson, Miller and Wolfe.

**Event Agreement – Grace United Methodist Church Kid's Fun Run** – The applicant requests the use of Evelyn Drive for a Fun Run on May 9 from 8:00 to 9:00PM. We have received their certificate of insurance. The user fee would be waived. Special requirements were reviewed. Motion by Cl'm Ibberson, seconded by Cl'm Miller to approve the agreement as presented. Motion carried.

**Upper Paxton Township Salt Invoice** – We have received the Township's invoice for salt for pick-ups from December 3, 2014 through February 3, 2015. Motion by Cl'm Ibberson, seconded by Cl'm Wolfe to approve paying the invoice for \$2,661.75. Motion carried with yes votes from Cl'ms Boyer, Dietz, Ibberson, Miller and Wolfe.

## **ECONOMIC DEVELOPMENT**

**Shop Small** – Chairman Dietz reported that there was a follow-up meeting to discuss last November's event. Plans are being made for an event for Flag Day, possibly Stars & Stripes in Millersburg.

**MAYOR'S REPORT** – Mayor Ibberson reported that we have received three applications for part-time police. Background checks are being completed. We will be hiring two.

## **UNFINISHED BUSINESS**

**Borough Ordinance No. 1-15 Abolishing Elected Auditors** – Motion by Cl'm Ibberson, seconded by Cl'm Boyer to adopt Borough Ordinance No. 1-15. Motion carried.

**Event Agreement - WQLV Wine Tasting** – Council reviewed the updated agreement. Motion by CI'm Ibberson, seconded by CI'm Boyer to approve the agreement, contingent upon receiving the proper insurance certificates, LCB information and security plan. Motion carried.

## **NEW BUSINESS**

**PSAB 2015 Yearbook Listing** – Motion by CI'm Ibberson, seconded by CI'm Miller to approve the Borough's listing in the 2015 PSAB Yearbook for \$40. Motion carried with yes votes from CI' ms Boyer, Dietz, Ibberson, Miller and Wolfe.

Councilman Boyer left the meeting.

**Aegis Group/American Sentinel Blanket Accident Insurance** – Council reviewed the renewal application for our volunteer accident insurance coverage. Total number of volunteers for the year is now required on the application. The matter was tabled.

**Dauphin County Treasurer Return of Uncollected Real Estate Taxes** – Motion by CI'm Ibberson, seconded by CI'm Miller to exonerate Dauphin County Treasurer Janis Creason for the uncollected 2014 real estate taxes in the amount of \$21,938.71. Debt collection for the delinquent taxes is now assigned to the Dauphin County Tax Claim Bureau. Motion carried.

**Appointment of Fire Company Audit Committee Representative** – Motion by CI'm Ibberson, seconded by CI'm Miller to nominate Secretary Jackson as the Borough's representative to the Fire Company Audit Committee. There were no other nominations and President Dietz closed nominations. Motion by CI'm Miller, seconded by CI'm Ibberson to appoint Secretary Jackson to the Fire Company Audit Committee, on paid time. Motion carried.

**Specialized Taxes for 2016** – In preparation for future discussion, Council directed Secretary Jackson to research certain specialized taxes and Manager McGann to investigate the topic with the Borough Discussion Group.

**COMMUNICATIONS** – All communications were made available to CI' ms. There was nothing requiring Council action.

## **ORGANIZATION REPORTS**

- **Upper Dauphin COG** – No report on last month's meeting. Manager McGann reported that Gerald Feaser, Dauphin County Elections Bureau, will be attending the February meeting.
- **Millersburg Planning Commission** – Manager McGann reported that they worked on zoning.
- **Millersburg Area Pool Association** – No report.
- **Millersburg Fire Company** – No report.
- **Millersburg Area Authority** – President Dietz referred CI' ms to their meeting minutes.
- **Dauphin County Tax Collection Committee** – Secretary Jackson reported that the January meeting was postponed this month. The Committee will meet next week.
- **Property Maintenance Ordinance Committee** – Did not meet.

President Dietz called for a motion to recess to the call of the Chair. Motion by CI'm Wolfe, seconded by CI'm Ibberson to recess to the call of the Chair at 9:55PM. Motion carried.

Respectfully submitted,

Ann Bowman Jackson  
Borough Secretary

President Dietz called the meeting back into session on Feb. 25, 2015 at 7:08 p.m. Cl' ms Boyer, Ibberson and Wolfe were present. Manager McGann was also present.

**GUEST** – Christopher Beauregard, CenterPoint Engineering

**PMHIC Agreement** – Manager McGann reported that the Borough Solicitor has reviewed the agreement and has no objections. Motion by Cl'm Wolfe, second by Cl'm Ibberson to adopt the agreement as presented. Motion carried.

**Millersburg Area School District Subdivision and Land Development Plan** – Manager McGann introduced Chris Beauregard with CenterPoint Engineering. CenterPoint has been working on the subdivision plans for the Middle/High School campus. Council has previously reviewed plans and raised some concerns. Mr. Beauregard presented the Council with a revised set of plans to address those concerns.

On the subdivision plan, CenterPoint has revised the previous drawings. For now, the School District is only requesting the vacation of a right-of-way that runs through the school. The plan also corrects the boundary of the swimming pool lease. The other issues with the sidewalks and parking areas will be addressed separately in another subdivision plan. The campus is currently on a number of lots. The ultimate goal is to consolidate the campus into two lots. The school board has passed a resolution stating their intention to complete this process.

On the land development plan, the only change from the previously approved plans is to increase the size of one of the required stormwater infiltration beds. The area of the proposed chiller pad quadrupled, so the area of the infiltration bed quadrupled.

McGann reported that the Millersburg Planning Commission met the previous evening and recommends that Council approve the subdivision and land development request.

Motion by Cl'm Wolfe, second by Cl'm Ibberson to approve the subdivision and land development request. Motion carried.

The plans require signatures of the Council President and the Borough Secretary. McGann was directed to make arrangements to have the Secretary sign the following morning and to get the plans to CenterPoint.

Motion by Cl'm Wolfe, second by Ibberson to adjourn at 7:16 p.m. Motion carried.

Respectfully Submitted

Christopher M. McGann  
Borough Manager