

**February 10, 2016**  
**Regular Meeting – Council Chambers**  
**Millersburg, Pennsylvania**

**Call to Order** – President Dietz called the Council meeting to order at 7:05PM with CI’ms Boyer, Breach, Hoffman, Ibberson and Wolfe present. Manager McGann and Secretary Jackson were also present. Borough Solicitor Terry Kerwin arrived at 8:25PM. The invocation was given by President Dietz, followed by the Pledge of Allegiance.

**Guests** – None.

**Approval of Minutes** – Motion by CI’m Breach, seconded by CI’m Ibberson to approve the minutes from the January 4, January 13 and January 27, 2016 meetings as presented. Motion carried.

**Public Comment** – None.

**Financial Reports** – Motion by CI’m Boyer, seconded by CI’m Hoffman to approve the Financial Report as presented. Motion carried. Council also reviewed and approved the Capital Improvement Budget Report. Motion by CI’m Breach, seconded by CI’m Ibberson to approve the Check Detail Report as presented. Motion carried with yes votes from CI’ms Boyer, Breach, Dietz, Hoffman, Ibberson and Wolfe.

**Committee Reports**

**Employee Relations**

**Principal Quotes for Short-Term Disability** – Secretary Jackson reported that our agent has stated that he received the quotes but needs more information from the carrier before he is able to forward the quotes to the Borough.

**Police Contract** – Motion by CI’m Wolfe, seconded by CI’m Ibberson to approve the police contract with the arbitrator’s award. Motion carried with yes votes from CI’ms Boyer, Breach, Dietz, Hoffman, Ibberson and Wolfe.

**Finance and Risk Management**

**Flood Insurance Proposals** – Manager McGann reported that quotes were received from Dana Bellis with the Coup Agency for flood insurance for the MYO restrooms and the Welcome Center. The charge will be \$591.50 for each property, with \$50,000 coverage and a \$1,000 deductible through Lloyds of London. Motion by CI’m Breach, seconded by CI’m Wolfe to switch coverage from Selective to Lloyds of London as quoted. Motion carried with yes votes from CI’ms Boyer, Breach, Dietz, Hoffman, Ibberson and Wolfe.

**Annual Audit** – Secretary Jackson reported that Zelenkofske Axelrod is currently performing the Borough’s audit and expects to be on site for two weeks.

**Parks and Recreation**

**Daniel Miller Fountain Proposals** – We received re-quotes for repairs to the damaged monument. CI’ms reviewed proposals from Houck and Company, Inc., B.R. Howard and Associates, Inc., Eagle Ridge Contracting, Inc., Joseph Brooke Shaffer and a new quote from Mosko Cemetery Monument Services. CI’m Boyer recommended awarding to Houck for the monument restoration and Brinjac Engineering for the permitting and street closure. Council directed Manager McGann to prepare the total to be submitted to the driver’s auto insurance company using the total of Houck’s quote, Brinjac’s quote for \$2,000, and estimated Borough employee labor for erecting detour signs and directing traffic at 125% rate. Manager McGann is

also to confirm with Brinjac that their quote covers permitting for two separate work phases. Motion by Cl'm Hoffman, seconded by Cl'm Breach to select Houck's proposal and to submit to the driver's insurance company. Motion carried.

2016 Ferry Boat Rates – Council reviewed the suggested rates provided by the Ferry Boat Association Board. They remained the same as last year. Motion by Cl'm Ibberson, seconded by Cl'm Hoffman to approve the rates as presented. Motion carried.

MYO Recycling Permits – Council reviewed both the residential and business/industrial permits as revised February 9, 2016. Motion by Cl'm Breach, seconded by Cl'm Ibberson to approve the permits as presented. Motion carried.

Facility Use Agreement – Millersburg Little League – The organization requested the use of Seal Park baseball field for practices and games from March 1 to October 31, 2016.

Facility Use Agreement – Millersburg High School Baseball – The organization requested the use of MYO Park baseball field for practices and games from March 7 to May 31, 2016.

Motion by Cl'm Hoffman, seconded by Cl'm Ibberson to approve both agreements as presented with the user fee being waived for both organizations. Motion carried.

Youth Football Tires – Cl'm Hoffman questioned where to store tires used for conditioning for the boys football organization at MYO Park. Manager McGann responded that he will check and advise Cl'm Hoffman at a later date.

Park Opening – Manager McGann reported that the Park restrooms will be opened in late March, weather permitting. Council agreed that the Public Works crew should install the swings at the same time. Manager McGann will advise Crew Leader Steve Jones.

## **Property**

Report from Chairman – Cl'm Hoffman reported that he requested a list of all equipment from Manager McGann to work drafting a five year plan. He is checking prices for a motor for the broken spinner.

## **Public Safety**

Rhoads & Sinon Police Arbitration Invoice – Council reviewed the invoice for \$598.00. Motion by Cl'm Ibberson, seconded by Cl'm Wolfe to pay the \$598 invoice to Rhoads and Sinon. Motion carried with yes votes from Cl'ms Boyer, Breach, Dietz, Hoffman, Ibberson and Wolfe.

President Dietz called an executive session at 8:25PM to discuss legal and personnel matters. Secretary Jackson was excused part-way through the executive session. The meeting was called back into regular session at 9:05PM with Secretary Jackson returning to Council Chambers. Solicitor Kerwin and Cl'm Hoffman then left the meeting.

## **Streets**

2016 Paving Project Bid Notice – Council reviewed the draft of the notice prepared by Manager McGann. McGann gave the following timeline. There will be a mandatory pre-bid meeting on March 7. Bids will be opened at the March 23 Committee meetings. The Project will be awarded at the April 13 Council meeting, with project completion by July 28. Motion by Cl'm Breach, seconded by Cl'm Ibberson to advertise the bid notice one time in the Upper Dauphin Sentinel. Motion carried with yes votes from Cl'ms Breach, Dietz, Ibberson and Wolfe (Cl'm Boyer had stepped out of the room).

Brinjac Engineering Contract for Paving Project – Motion by Cl'm Wolfe, seconded by Cl'm Ibberson to approve Brinjac's contract for construction document preparation for \$3,500 to be paid from Liquid Fuels funds. Motion carried with yes votes from Cl' ms Boyer, Breach, Dietz, Ibberson and Wolfe.

Disaster Declaration – This covered a snow emergency in the Borough from January 22-27, 2016. Motion by Cl'm Breach, seconded by Cl'm Ibberson to approve the disaster declaration. Motion carried.

Snow Removal Sub-Contractor Invoices – Invoices were received from Grosser Excavating, Inc. for \$1,760; Reed's Sunoco for \$2,087.50; and DDS Outdoors for \$1,312.50. Motion by Cl'm Ibberson, seconded by Cl'm Boyer to approve all three invoices for payment as presented. Motion carried with yes votes from Cl' ms Boyer, Breach, Dietz, Ibberson and Wolfe. The Millersburg Area Authority has invoiced the Borough for \$1,320, but will waive payment if the Borough does not receive disaster relief funds. Motion by Cl'm Breach, seconded by Cl'm Ibberson to reimburse the Millersburg Area Authority if we are deemed eligible to receive disaster relief funds from FEMA/PEMA. Motion carried.

Economic Development – No report.

Manager's Report – Manager McGann called Cl' ms attention to the PSAB Annual Conference Tuesday schedule.

### Unfinished Business

BL Companies Invoice – Millersburg Ferry Boat Association Gaming Grant – Council reviewed the invoice for \$2,745.82 for the ferry wall study. Motion by Cl'm Ibberson, seconded by Cl'm Wolfe to authorize sending the invoice to Dauphin County for payment. Motion carried. Council directed Manager McGann to prepare a status report on the project expenses and charges to the grant.

MYO Park Renovations Project – President Dietz reported that the Borough is to receive \$200,000 from DCNR and should have applied for \$300,000 from DCED, utilizing the Borough's \$100,000 contribution; \$200,000 was the amount applied for from DCED. Manager McGann stated that the maximum award from DCED is \$250,000.

### New Business

Zoning Solicitor and Stenographer Requests for Proposals (RFP's) – Council reviewed two legal notices advertising for RFP's for a Zoning Hearing Board stenographer and solicitor. Council directed Manager McGann to combine the notices into one. Additionally, Solicitor Kerwin suggested some revisions to both proposals. Motion by Cl'm Wolfe, seconded by Cl'm Ibberson to approve the combined format legal notice for publication one time in the Upper Dauphin Sentinel and to amend both proposals as per Solicitor Kerwin's suggestions. Motion carried with yes votes from Cl' ms Boyer, Breach, Dietz, Ibberson and Wolfe.

2016 Memberships & Subscriptions – Motion by Cl'm Wolfe, seconded by Cl'm Ibberson, to approve payment of PA State Association of Boroughs membership dues at \$402.00; Upper Dauphin COG membership dues at \$357.98 and nine subscriptions at \$10 each of the PA Borough News. Motion carried with yes votes from Cl' ms Boyer, Breach, Dietz, Ibberson and Wolfe.

Heim's Disposal Service Proposal – Manager McGann presented two quotes from Heim's Disposal. One 15-yard dumpster for street sweeping debris at \$175 per pull and \$73.90 per ton for April 4-8 and three 40-yard dumpsters for Spring Clean-Up Day at \$225 per pull and \$73.90 per ton for April 9-10. Motion by Cl'm Boyer, seconded by Cl'm Breach to accept the proposals as presented. Motion carried with yes votes from Cl' ms Boyer, Breach, Dietz, Ibberson and Wolfe.

HRG Agreement – State Street Storm Sewer Project – Council reviewed HRG’s contract for engineering and related services for the State Street Storm Sewer project. Motion by CI’m Ibberson, seconded by CI’m Breach to approve the contract. Motion carried.

Communications – All communications were made available to CI’ms. There was nothing requiring Council action. President Dietz announced that the date for the Dauphin Lebanon County Boroughs Association has been rescheduled for February 29.

**Organization Reports**

Upper Dauphin COG – No report.

Millersburg Planning Commission – Manager McGann reported that they will be working on the final draft of the zoning ordinance at the February meeting. Chairman Wolfe will be excused.

Millersburg Area Pool Association – No report.

Millersburg Fire Company – CI’m Ibberson reported that they shoveled out fire hydrants following the recent blizzard.

Millersburg Area Authority – President Dietz referred CI’ms to their meeting minutes.

Dauphin County Tax Collection Committee – Secretary Jackson referred CI’ms to their meeting minutes.

Millersburg Ferry Boat Association – Council was provided with meeting minutes from the November meeting.

**Next Meetings** – President Dietz announced the Committee meetings will be on February 24.

The meeting was adjourned at 9:40PM.

Respectfully submitted,

Ann Bowman Jackson  
Borough Secretary