

Millersburg Borough Council
Minutes
August 10, 2016
Millersburg Borough Council Chambers

Call to Order – President Dietz called the Council meeting to order at 7:00PM with CI’ms Breach (arrived at 7:10PM), Hoffman, Ibberson, Paden and Wolfe present. Manager McGann and Secretary Jackson were also present. The invocation was given by President Dietz, followed by the Pledge of Allegiance.

Guests – Brian Musa and David Sassaman

Approval of Minutes – Motion by CI’m Paden, seconded by CI’m Wolfe to approve the minutes from the July 13 and July 27, 2016 meetings as presented. Motion carried.

Public Comment – President Dietz recognized Brian Musa who addressed Council regarding a nuisance violation letter he recently received. Musa recommended to the Council that if someone is personally known or a former elected official, they be given a courtesy contact regarding the violation. Musa reported that the violation on his property has been taken care of. Musa also questioned the status of the Chelton Avenue project. President Dietz advised him that the Township and Borough are working together to get the street repaired, but there is one easement the Borough is waiting for. Manager McGann reported that the project is in the permitting process. Council directed McGann to do an inspection of the Cherry Street properties and contact any property owner in violation.

Financial Reports – Motion by CI’m Ibberson, seconded by CI’m Paden to accept the Financial Report as presented. Motion carried. McGann reported that the Ned Smith Center has installed the signs on the rail trail. DCNR still owes the Borough the final 15% of the Lykens Valley Rail Trail grant. When those funds arrive they are to go into the general fund along with the remaining balance in the grant account. Council also reviewed the Capital Improvement Budget Report. McGann reported that he will have a proposal for the Market Square Park community billboard ready for the August Committee meeting. CI’m Wolfe questioned why this project is not included in the Master Parks Plan. President Dietz referred the matter to Committee meetings for further discussion. President Dietz asked McGann if he has contacted Lori Yeich with DCNR to find out if the Borough’s purchase of the former Millersburg Reamer property will count as a local match for any future grant. McGann will follow up. Motion by CI’m Breach, seconded by CI’m Paden to approve the Check Detail Report as presented. Motion carried with yes votes from CI’ms Breach, Dietz, Hoffman, Ibberson, Paden and Wolfe.

Committee Reports

Employee Relations

Chairman Wolfe requested an executive session later in the meeting to discuss an employee matter.

Finance and Risk Management

Chairman Breach had nothing to report.

Parks and Recreation

Facility Use Agreement – Millersburg Teener Baseball League Fall Ball – The organization requests the use of MYO Park baseball field for fall practices and games from August 13 to November 6, 2016. The user fee would be waived. Motion by CI’m Hoffman, seconded by CI’m Wolfe to approve the agreement as presented. Motion carried.

Facility Use Agreement – Yoga in the Park – Jane Brajkovich, owner of Living Arts Studio, has requested the use of the area behind the Gun Club building in Riverfront Park to hold yoga on Sunday afternoons. Council set the user fee at \$5.00 per hour. Motion by Cl'm Wolfe, seconded by Cl'm Ibberson to approve the agreement. Motion carried. Council directed Manager McGann to advise Ms. Brajkovich of the established fee.

Millersburg Reamer Property Survey – McGann reported that we received two quotes to survey Parcel Nos. 45-017-005, 45-017-006, 45-017-007 and 45-017-010. Light-Heigel & Associates quoted \$3,929. Burch Associates quoted \$2,500-3,000. McGann reported that the Millersburg Area Authority has agreed to pay for half the surveying costs. Motion by Cl'm Hoffman, seconded by Cl'm Paden to have Burch Associates proceed with the survey of all four parcels. Motion carried with yes votes from Cl'ms Breach, Dietz, Hoffman, Ibberson, Paden and Wolfe.

Flyway Excavating Invoice – Flyway has invoiced the Borough for repairs to two bollards that were damaged by delivery trucks. We received one reimbursement; the other payment is pending. Motion by Cl'm Paden, seconded by Cl'm Wolfe to pay Flyway's invoice for \$6,095 as presented. Motion carried with yes votes from Cl'ms Breach, Dietz, Hoffman, Ibberson, Paden and Wolfe.

Property

Truck Purchase – Council reviewed the customer proposal provided by Sunbury Motors for a 2017 F-550 truck. The cost would be \$59,217; 5-year municipal lease with a \$1 buyout at the end; color to be determined. The box, plow and slide-in hopper/spreader are included. Motion by Cl'm Hoffman, seconded by Cl'm Ibberson to approve the purchase of the 2017 F-550 truck from Sunbury Motors as quoted and to authorize Cl'm Hoffman to sign the necessary documents. Motion carried with yes votes from Cl'ms Breach, Dietz, Hoffman, Ibberson, Paden and Wolfe. Additionally Cl'm Hoffman recommended using TAW Service Center in Berrysburg for truck repairs. Council agreed to try Hegins Valley Lines first and if there is a scheduling problem to then use TAW Service Center.

Debris Clean Up – Pine Street Lot – Manager McGann reported that Cl'm Boyer would like the debris piles at the Pine Street lot to be taken away. Council agreed that the MYO compost site is to be cleared first. Motion by Cl'm Hoffman, seconded by Cl'm Wolfe to use \$300 out of the additional \$5,000 allocated to clean up the MYO site, to clear the debris piles from the Pine Street lot, once the MYO site has been cleared. Motion carried with yes votes from Cl'ms Breach, Dietz, Hoffman, Ibberson, Paden and Wolfe.

101 West Street Parking Sign – The current sign is unreadable. Motion by Cl'm Wolfe, seconded by Cl'm Paden to purchase a new sign from US Municipal Supply, not to exceed \$50, to read: 30 Minute Parking for Borough, Authority or Police Business. No Idling. Motion carried with yes votes from Cl'ms Breach, Dietz, Hoffman, Ibberson, Paden and Wolfe.

Public Safety

Chairman Ibberson had nothing to report.

Streets

Chairman Paden reported that Edra Carvell extended her thanks to the Public Works crew for repairing the catch basin at Seal and North Streets.

Storm Sewer Clean Out – Manager McGann reported that Nazztech's hourly rate is \$195. He would like to have them here for 8 hours to do a portion of Boyd Street, the 300 block of Cherry Street, and the 400 block of Front Street. Via McGann, Cl'm Boyer has expressed his opposition to doing work on Boyd Street due to his concerns regarding the possibility of damaging the terra cotta pipe. Cherry Street may be scheduled for a paving project, so that would be the time to determine whether or not the storm sewer pipe is failing. No

decision was made regarding the Front Street project. Council directed McGann to find out when the Authority plan to schedule Nazztech to do some work.

2016 Paving Project Invoice – The project has been completed and we received the invoice for \$65,974.56. The base bid was \$59,628.56. McGann explained that there were two overages. One change order was for \$2,500 for stone to repair soft spots that were discovered. The second overage was for \$3,846 for paving material due to underestimation by Brinjac Engineering. Both overages can be covered in full from the Liquid Fuels account. Motion by CI'm Paden, seconded by CI'm Breach to pay the full amount of the invoice to New Enterprise from the Liquid Fuels account. Motion carried with yes votes from CI'ms Breach, Dietz, Hoffman, Ibberson, Paden and Wolfe.

Borough Ordinance No. 1-16 – Transferrable Parking Permits & Legal Notice – This ordinance will allow a permit to be transferred from one vehicle to another for metered spaces. Motion by CI'm Wolfe, seconded by CI'm Paden to approve Borough Ordinance No 1-16. Motion carried. Employees who may write parking tickets for this violation are to take a picture of the absence of a displayed permit and the license number of the vehicle.

Facility Use Agreement – Legion Car Show – The organization requests the use of River Street and West Street between Market and Moore Streets on October 1 from 7:00AM to 5:00PM for a classic car show. The user fee was established as \$50 for the two street closures. Manager McGann reported that there will likely not be any alcohol served at this event. All other special requirements remain the same as last year. Motion by CI'm Wolfe, seconded by CI'm Paden to approve the agreement as presented with the fee of \$50 for the two street closures. Motion carried.

Economic Development – President Dietz reported that the Bike Race was very successful and positive feedback was received from racers as well as officials.

Manager's Report – Written report was distributed to CI'ms. Council agreed that there will be no interruption in the 2017 pavilion reservation schedule and that any work on the MYO Park Renovation project will be scheduled after the season ends. Planning and timing of the actual work and its effect on 2018 reservations is yet to be determined.

Unfinished Business

Zoning Hearing Board Appointments – Manager McGann reported that we received letters of interest from Craig Zimmerman and Alphus Klinger II. Brian Musa, present at the meeting, indicated his interest in serving. Motion by CI'm Wolfe, seconded by CI'm Paden, to appoint the following Millersburg Borough residents to the Zoning Hearing Board: Alphus Klinger II for a one year term; Brian Musa for a two-year term and Craig Zimmerman for a three-year term. All terms thereafter will be for three years. Motion carried. The Board will meet with Solicitor Beneventano to become acquainted and then only as necessary.

Borough Resolution No. 16-13 Setting Zoning Permit Rates – This resolution adds and sets the fees for zoning permits and zoning appeals. Motion by CI'm Wolfe, seconded by CI'm Paden to adopt Borough Resolution No. 16-13, setting the fees for zoning permits and appeals. Motion carried. Additionally, Manager McGann presented a draft of the new cover page for the assessment permit packet. Motion by CI'm Wolfe, seconded by CI'm Breach to adopt the assessment cover page and to use it as the cover page for the permit packet. Motion carried. Council directed McGann to forward this form to the Dauphin County Assessment Office when permits are approved.

Designation of Zoning Hearing Board Stenographer – Manager McGann reported on Geiger Loria Filius McLucas Reporting of Harrisburg. Their rates are \$150 for the first hour and \$100 each additional hour. Travel time is not charged. Transcripts, if needed, cost \$5.40 per page. Motion by CI'm Wolfe, seconded by CI'm Paden to appoint Geiger Loria Filius McLucas Reporting. Motion carried.

Borough Ordinance No. 2-16 Zoning Ordinance – Motion by CI'm Wolfe, seconded by CI'm Paden to adopt Borough Ordinance No. 2-16. Motion carried.

President Dietz called an executive session at 8:32PM to discuss an employee matter. Mr. Musa and Mr. Sassaman left Council Chambers. President Dietz called the meeting back into regular session at 8:44PM with Mr. Sassaman returning to Council Chambers.

BL Companies Invoices – Ferry Boat Association Gaming Grant – The Ferry Boat has forwarded three invoices for review. Motion by Cl'm Wolfe, seconded by Cl'm Ibberson to approve sending the three BL Companies invoices in the amounts of \$2,570.50, \$250.97 and \$387.26 to Dauphin County for payment through the Gaming Grant. Motion carried.

HRG Invoices – State Street Storm Sewer Project – The Borough received two invoices; one for \$2,245 and one for \$4,490. Motion by Cl'm Wolfe, seconded by Cl'm Paden to forward both invoices to Dauphin County for payment. Motion carried.

New Business

Request for Proposals – Historic District – Council reviewed a draft RFP for publication. Council agreed that they wish to proceed with this and the matter was tabled.

Communications – All communications were made available to Cl'ms. There was nothing requiring Council action. Cl'ms were reminded about the upcoming DLCBA meeting on August 23rd.

Organization Reports

Upper Dauphin COG – President Dietz reported that there was no meeting.

Millersburg Planning Commission – Manager McGann reported that the Polk Foundation has applied for a permit to install a rain garden at the 400 block of Moore Street location.

Millersburg Area Pool Association – No report.

Millersburg Fire Company – Cl'm Ibberson reported that they were busy during the bike race. Cl'm Breach requested that another meeting be held to discuss the fire protection services agreement.

Millersburg Area Authority – President Dietz referred Cl'ms to their meeting minutes.

Dauphin County Tax Collection Committee – Secretary Jackson reported that they will meet next month.

Millersburg Ferry Boat Association – President Dietz referred Cl'ms to their meeting minutes.

Property Maintenance Ordinance Committee – Nothing to report.

Dauphin Lebanon County Boroughs Association – President Dietz reported that the guest speaker for the August 23rd meeting will be speaking about a Supreme Court case regarding signs.

Next Meetings – President Dietz announced the next meeting which will be August 24, 2016 at 7:00PM.

The meeting was then recessed to the Call of the Chair at 8:56PM.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary