

Millersburg Borough Council Minutes
February 13, 2019
Millersburg Borough Council Chambers

Call to Order – President Dietz called the Council meeting to order at 7:00PM with Cl’ms Breach, Hoch, Hooper, Ibberson and Rivera present. Manager McGann and Secretary Jackson were also present. Solicitor Kerwin arrived at 8:05PM. The invocation was given by President Dietz, followed by the Pledge of Allegiance.

Guests – State Representative Sue Helm and Erick Wolochuk.

Approval of Minutes – Motion by Cl’m Breach seconded by Cl’m Rivera to approve the minutes from the January 9 and January 23, 2019 meetings as presented. Motion carried.

Public Comment – Representative Sue Helm was in attendance to present a State flag to the Council, to be flown in front of the Borough Building. This flag had been flown over the State Capitol.

PSAB Resolution – Senate Bill 101 would require PennDOT to maintain storm sewer structures on state highways in Boroughs of fewer than 2,500 people. Council considered offering proposed language to amend current PennDOT policy to state that PennDOT take responsibility for costs related to maintenance of all storm sewer inlets and pipes on state roads in all boroughs. Once submitted to PSAB and adopted at the annual meeting, they would lobby for the state legislature to pass it. Council requested that Rep. Helm work towards this goal and she offered to speak with the Transportation Committee Chairman. She also requested a copy of the resolution once it is drafted and signed. The Council expressed their thanks and Rep. Helm then left the meeting.

President Dietz recognized Erick Wolochuk who addressed the Council regarding the proposed Master Parks Plan. Mr. Wolochuk’s concern was that the proposal to install a temporary pedestrian cut-off in front of the Wooden Nickel would negatively impact local businesses by eliminating 25-30 parking spaces and prohibiting tractor trailer delivery to a number of businesses in the immediate area. President Dietz requested that Mr. Wolochuk provide his comments in writing with the intent of incorporating the public’s comments into feedback to JMT, the plan designer. Additionally, Manager McGann reported that the Kathy Weiss, the Pool Board President, also has comments regarding the proposed softball field adjacent to the swimming pool. President Dietz directed Manager McGann to contact JMT regarding submitting concerns and comments on the proposed plan.

Financial Reports – Council reviewed the Financial Report. Motion by Cl’m Rivera, seconded by Cl’m Hoch to accept the Financial Report as presented. Motion carried. The Capital Improvement Year to Date Report was also reviewed as well as the 2018 Fixed Assets report. For 2019 Secretary Jackson was directed to report fixed asset expenses which are not reflected in the General Fund budget. Motion by Cl’m Ibberson, seconded by Cl’m Rivera to approve the Check Detail Report as presented. Motion carried with yes votes from Cl’ms Breach, Dietz, Hoch, Hooper, Ibberson and Rivera.

Committee Reports

Employee Relations

Gunn Mowery Agreements – Administrative Services Agreement, MERP Plan & POP Plan – The 2019 plan agreements were forwarded to Council via email. There were no changes from 2018. Motion by Cl’m Rivera, seconded by Cl’m Hooper to approve the three agreements for signature. Motion carried with yes votes from Cl’ms Breach, Dietz, Hoch, Hooper, Ibberson and Rivera.

Pension Plan Amendments – President Dietz reported that during discussion with PMRS regarding revising the Police pension plan to provide for the DROP, he also gave authorization for PMRS to update the Non-Uniformed Pension plan. The documents will be reviewed at the February Committee meeting.

Finance and Risk Management

2018 Audit Update – Cl'm Breach reported that JH Williams was here during the last week of January to complete their field work, as well as the single audit on the State Street Storm Sewer Relocation project. Everything went well and they expect to finalize their reports and present them to Council at the June Council meeting.

AEGIS Volunteer Accident Insurance Coverage – Council reviewed the renewal application. Motion by Cl'm Breach, seconded by Cl'm Ibberson to apply for \$10,000 in coverage with a \$250 deductible for \$330. Motion carried with yes votes from Cl'ms Breach, Dietz, Hoch, Hooper, Ibberson and Rivera.

Parks and Recreation

Review of Concession Stand Proposals – Council reviewed a proposal from Cindy Shiffer of Elizabethtown to serve home-made ice cream. Council agreed to have Manager McGann invite her to attend the February Committee meeting to discuss the proposal further. President Dietz directed Manager McGann to get quotes for installing a three-bay sink and some type of retro-fit for the front windows and an air conditioning unit.

Gazebo Repairs – The matter was tabled. The proposal from RET Associates will be discussed in further detail at the February Committee meetings.

Facility Use Request – Millersburg High School Baseball – The organization requests the use of the MYO baseball field from March 4 to June 17, 2019 for practices and games. Their certificate of insurance has been received.

Facility Use Request – Healthy Kids Running Series – The organization requests the use of the MYO Park on Sundays from April 7 through May 12, 2019 to hold the children's running series. Their certificate of insurance has been received.

Facility Use Request – Millersburg Little League – The organization requests the use of the Seal Park baseball field from April 13 to October 31, 2019 for practices and games. Their certificate of insurance has been received.

Facility Use Request – Millersburg Girl's Youth Softball – The organization requests the use of the Bradenbuagh Park softball field from March to July 2019 for practices and games. Their certificate of insurance has been received.

Motion by Cl'm Rivera, seconded by Cl'm Breach to approve all four agreements as presented with no user fees. Motion carried.

Hoffman's Outdoor Invoice – Council reviewed the invoice for a chainsaw and three weed eaters, totaling \$1,133.96. Motion by Cl'm Rivera, seconded by Cl'm Hoch to approve paying the invoice as presented. Motion carried with yes votes from Cl'ms Breach, Dietz, Hoch, Hooper, Ibberson and Rivera.

YSM Invoices – Council reviewed three invoices from YSM for work on the MYO Park Renovation project. The invoices total \$11,804.11. Manager McGann proposed paying the invoice using \$10,000 received from the Lorena Lemons TFEC fund with the balance to come out of the DCNR MYO Park Renovations Grant account. Motion by Cl'm Breach, seconded by Cl'm Rivera to pay the invoices as outlined. Motion carried with yes votes from Cl'ms Breach, Dietz, Hoch, Hooper, Ibberson and Rivera.

Upon Solicitor Kerwin's arrival, President Dietz called an executive session at 8:05PM for Council to discuss legal issues. Solicitor Kerwin left the meeting at the conclusion of the executive session. The meeting was called back into regular session at 8:48PM.

American Arbitration Association Invoice – Motion by Cl'm Rivera, seconded by Cl'm Breach to pay \$150 to the American Arbitration Association and to send the payment to Solicitor Kerwin's office. Motion carried with yes votes from Cl'ms Breach, Dietz, Hoch, Hooper, Ibberson and Rivera.

Property

Riding Mower Purchase – Council reviewed quotes for four different models. Motion by Cl'm Rivera, seconded by Cl'm Hoch to purchase a John Deere 930M Z-Trak from Land Pro for \$8,946. Motion carried with yes votes from Cl'ms Breach, Dietz, Hoch, Hooper, Ibberson and Rivera. Council will review quotes for a lawn vacuum at the February Committee meeting.

Public Safety

Patrol Officer Thomas DeWees II Resignation – Council reviewed a letter of resignation submitted by part-time Officer DeWees. Motion by Cl'm Breach, seconded by Cl'm Ibberson to accept Officer DeWees' resignation. Motion carried. President Dietz directed Manager McGann to send a thank you letter to Mr. DeWees.

Employee Robert Sechler Probation – Council reviewed Cpl. Wise's email to Mayor Ibberson regarding the successful completion of the one year probation period by Mr. Sechler. Motion by Cl'm Ibberson, seconded by Cl'm Hooper to recognize the end of Mr. Sechler's probationary period as of January 15, 2019. Motion carried.

Streets

Brinjac Quote for 2019 Paving Project – Council reviewed the quote for engineering services for the 2019 paving project. Motion by Cl'm Hoch, seconded by Cl'm Rivera to approve accepting Brinjac's quote for \$7,500 for their services for the 2019 paving project. Motion carried with yes votes from Cl'ms Breach, Dietz, Hoch, Hooper, Ibberson and Rivera.

Facility Use Agreement – Cherry Blossom Festival – The organization requests the use of Market Square Park, Veterans Park and the 200 and 300 blocks of Market Street on May 4, 2019 from 5:00AM until 4:00PM for the annual Cherry Blossom Festival. Motion by Cl'm Hoch, seconded by Cl'm Beach to approve the agreement as presented, contingent upon receiving the required certificate of insurance and to waive the user fee. Motion carried.

Legal Notice – Ordinance No. 2-19 Handicapped Parking – Council reviewed the proposed legal notice. Motion by Cl'm Hoch, seconded by Cl'm Ibberson to advertise Borough Ordinance No 2-19 for adoption at the March 13, 2019 Council meeting, one time in the Upper Dauphin Sentinel. Motion carried with yes votes from Cl'ms Breach, Dietz, Hoch, Hooper, Ibberson and Rivera.

Economic Development

Harrisburg/Hershey Visitors Bureau Guide – Cl'm Dietz reported that we received the 2019 guides.

Manager's Report – Written report provided to all Cl'ms. Manager McGann highlighted that we are enrolled in PA One Call. The Phase II Environmental Study at the former Reamer lot is now underway. KMIT is offering grants of up to \$2,500 for safety improvements. He is getting quotes on an eye wash station as well as personal protective equipment. President Dietz directed McGann to research the availability of a grant through Susquehanna Greenways Partnership to supplement the MYO Park Renovations grant. Discussion was held regarding the deteriorating base of the flagpole in the island. McGann was directed to contact Eagle Ridge regarding quoting masonry repairs to the flagpole base and gazebo flooring repairs.

Unfinished Business

Adoption of Borough Ord. No. 1-19 Police Deferred Retirement Option Program – President Dietz announced that this is on hold.

New Business

Property Maintenance Deputy – A specific list of duties was created for a Property Maintenance Deputy during a recent meeting between Ed Fegley (Commonwealth Code Inspection Services), Cl'm Boyer, Manager McGann and Skip Wingard. Council's priorities were reviewed with Mr. Wingard, who would serve as a volunteer. Motion by Cl'm Hoch, seconded by Cl'm Rivera to deputize Donald "Skip" Wingard as a Code Enforcement Officer for the Property Maintenance Code as a volunteer and to approve the duties description. Motion carried.

2019 UDCOG Dues – Motion by Cl'm Breach, seconded by Cl'm Hoch to pay \$460.26 as invoiced for the Borough's 2019 UDCOG dues. Motion carried with yes votes from Cl'ms Breach, Dietz, Hoch, Hooper, Ibberson and Rivera. President Dietz will serve as the main representative, but others may serve in the rotation.

Display Sales Quote – Manager McGann reviewed the quote with Council. The expense would be fully reimbursed by the Millersburg Lions Club. The quote is for an additional 300 colored LED lights, for \$1,170. Motion by Cl'm Breach, seconded by Cl'm Ibberson to approve the purchase of the lights as presented. Motion carried with yes votes from Cl'ms Breach, Dietz, Hoch, Hooper, Ibberson and Rivera.

PSAB Resolution – Motion by Cl'm Breach, seconded by Cl'm Hoch to draft a Borough resolution to forward to PSAB stating Council's wishes to not state a population restriction for PennDOT to be required to maintain storm sewer inlets and pipes on state roads in boroughs. Motion carried. President Dietz directed Manager McGann to draft the resolution.

Pool Gaming Grant Invoice – Rain Drop Products – Council reviewed the invoice for a splash pad piece for \$331.50. Motion by Cl'm Breach, seconded by Cl'm Rivera to submit the invoice to Dauphin County for payment on behalf of the swimming pool. Motion carried with yes votes from Cl'ms Breach, Dietz, Hoch, Hooper, Ibberson and Rivera.

VFW Gaming Grant Invoice – Sheesley Contracting – The VFW's grant is for ADA improvements and improvements to a walk-in cooler. Council reviewed the invoice for architect plans for \$1,000. Motion by Cl'm Hoch, seconded by Cl'm Rivera to submit the invoice to Dauphin County for payment on behalf of the VFW. Motion carried with yes votes from Cl'ms Breach, Dietz, Hoch, Hooper, Ibberson and Rivera.

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

Organization Reports

Upper Dauphin COG – President Dietz reported that the guest speakers were Keith Kepler from Dauphin County Solid Waste and Recycling and Jerry Duke from Dauphin County Planning Commission.

Millersburg Planning Commission – December meeting minutes were provided as well as the 2018 Annual Report to Council.

Millersburg Area Pool Association – No report.

Millersburg Fire Company – No report. Secretary Jackson reported that no minutes or financial reports were received.

Millersburg Area Authority – Minutes provided to all Council members.

Dauphin County Tax Collection Committee – Minutes of the November meeting were provided. Secretary Jackson gave a summary report on the January meeting.

Millersburg Ferry Boat Association – No report.

Dauphin Lebanon County Boroughs Association – Draft meeting minutes from the January meeting were provided. President Dietz reported that the guest speaker was Una Martone, President and CEO of Leadership Harrisburg Area. The next meeting will be in April.

Zoning Hearing Board – No report.

Upper Dauphin Industrial Development Authority – Minutes from the April 2018 meeting were provided as well as the agenda from the February 7, 2019 meeting. Council reviewed notification of Ken Beach's resignation. An appointment will need to be made to fill the resulting vacancy.

Millersburg Civil Service Commission – No report.

Johnson, Mirmiran & Thompson (JMT) Master Parks Plan – Manager McGann reported that Council should expect the finalized plan at any time.

Millersburg Borough Safety Committee – Meeting minutes provided.

Next Meeting – President Dietz announced that the next will be the Committee meetings on February 27th.

The meeting was recessed to the Call of the Chair at 10:12PM.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary