

Millersburg Borough Council
Committee of the Whole Minutes
January 22, 2020
Millersburg Borough Council Chambers

Present: Committee Chairs Christopher Dietz, Brian Hoch and Gary Ibberson, Mayor Ibberson and Acting Borough Manager Ann Bowman Jackson.

Employee Relations

Borough Manager Vacancy – President Dietz called an executive session at 7:02PM to discuss the resumes received for the Manager’s position, resulting from the second round of advertising. The meeting was called back into regular session at 7:15PM. President Dietz directed AMgr. Jackson to contact two of the candidates to schedule interviews on January 29th with a back-up date of January 30th.

Public Works Crew – Council discussed current practices and agreed on several new policies. President Dietz directed AMgr. Jackson to draft a memo to all crew members detailing those policy changes.

Finance and Risk Management

2019 Audit – AMgr. Jackson advised the Council that the 2019 audit with JH Williams has been rescheduled from January 27th and 28th to March 5th and 6th.

Volunteer Firefighter Workmen Comp Claim – President Dietz called an executive session at 7:51PM to discuss a claim. The meeting was called back into regular session at 8:05PM. President Dietz directed AMgr. Jackson to contact Solicitor Kerwin to discuss.

Borough Debit Card – AMgr. Jackson reported that the Borough’s debit card remains in former Manager Chris McGann’s name as well as Millersburg Borough. As advised by our auditors, Council agreed that no change will be made until after a new Borough Manager is hired.

Parks & Recreation

Houck’s Fountain Repair – AMgr. Jackson reported that we have not yet received the insurance check for the damages, but it is in process. Houck’s repair quote is for \$1,935. This will be revisited at the February Council meeting for action.

Cleaning of Informational Pedestals – AMgr. Jackson was directed to contact Hopewell Manufacturing and Pannier Graphics to see if they could provide quotes to clean the gazebo and Civil War soldier information panels. It was suggested that the Historical Society be contacted to possibly assist with this expense.

MAWT Cherry Blossom Festival – Possible Wine Tasting – AMgr. reported that MAWT has decided to not allow any wine tasting. The event agreement for this year’s festival has no changes from last year’s agreement and will be on the February Council meeting agenda for action.

Lenker Trust Grant – President Dietz reported that he and AMgr. Jackson will be working together on applying for a Lenker Trust grant through Mid Penn Bank for funding for the MYO Park Renovations project. MAWT will be the applicant on the Borough’s behalf.

Streets – Chairman Hoch reported that the Public Works crew did a good job plowing during last weekend's storm. President Dietz stated that we need to work with Gannett Fleming to proceed with the 2020 paving project. Additionally, the bids for the Center Street Erosion project and the MYO Park Renovations project will be opened on February 26th at HRG's offices. They will forward results to the Borough for award of the bids at the March Council meeting.

Property

Outdated Electronics – Council reviewed a memo detailing pieces in storage which AMgr. Jackson requested be recycled. Additionally there are files which former Manager McGann requested be shredded. All materials would go to the Dauphin County recycling site in Harrisburg for disposal. President Dietz directed AMgr. Jackson to offer the miscellaneous old police car lights and hardware to EMC Deputy Coordinator Brabits and to contact Dauphin County recycling for direction on disabling a laptop and disposal of cords and wires.

Security System Upgrade – Council reviewed a memo regarding the status of our current security system. We have been having an on-going problem with the battery back-up system. Knight Security has advised that they have difficulty finding repair parts for our ten-year old system. Former Manager McGann requested a proposal from Knight Security for a new system.

Public Safety – No items.

Economic Development – No items.

Other Business

Council Vacancy – Letter of Interest/Resume – Council reviewed the letter of interest and resume submitted by Adam Hoke.

Ordinances for Adoption – Zoning Amendment, Parking Meter Enforcement – AMgr. Jackson reported that both ordinances have been advertised for adoption at the February 12th Council meeting and that Solicitor Kerwin has reviewed both drafts and has no objections.

260 Union Street – President Dietz directed AMgr. Jackson to contact the owner of the property to discuss his intentions regarding repairs of fire damage and to refer the matter to Commonwealth Codes for follow-up.

UDIDA Appointment – President Dietz directed AMgr. Jackson to check on the status of Mr. Engle's willingness to be reappointed.

The meeting was duly adjourned at 8:35PM.

Respectfully submitted,

Ann Bowman Jackson
Acting Borough Manager
Borough Secretary Treasurer