

BOROUGH OF DAUPHIN COUNCIL MEETING

March 7, 2017

Council meeting came to order at 1900 hours located at the:

Dauphin Borough Building

200 Church Street

Dauphin, PA 17018

Roll Call of Council

Council President	Stephen Bomgardner
Council Vice-President	David Grbich
Council Pro-Temp	John Windish
Councilman	John Reichard
Councilman	David Koppenhaver
Councilman	Joseph Wynn
Councilwoman	Dianne Price
Mayor	Terry Searight-absent
Borough Engineer	Keith Heigel with Light-Heigel & Associates
Borough Solicitor	Michael Cassidy with Johnson/Duffy Law Firm
Secretary	Trudy Koppenhaver
Treasurer	Tracy Klinger

Call to Order

Open with the Pledge of Allegiance

APPROVAL OF MINUTES

Council President Bomgardner asked for questions/comments/corrections regarding the Council Meeting Minutes of February 7, 2017. Borough Treasurer, Tracy Klinger made a correction to the Minutes. The corrected cost for Certified Public Accountants, MaherDuessel, to perform an Audit for Dauphin Borough, for the year 2016 is: DCED Report \$7,975, DCED Report with Footnotes \$9,975, Financial Statement and DCED Report \$11,975. Correction was made to the minutes and forwarded to all Council members. Motion made by **Councilman Reichard** to approve the minutes from the February 7, 2017 with corrections made. The motion was second by **Councilman Koppenhaver**. Motion passed unanimously. **Council President Bomgardner** Abstained.

**Middle Paxton Lions Club
Dauphin-Middle Paxton Historical Society**

Representatives from the Middle Paxton Lions Club and Dauphin-Middle Paxton Historical Society were present to sign the Termination of Lease Agreement, Building Lease Agreement and a Facility Use Agreement.

Ronald Hull was in attendance representing the Middle Paxton Lions Club

Mike Gutshall was in attendance representing the Dauphin-Middle Paxton Historical Society

Councilman Windish made a motion to approve the Termination Lease Agreement between the Middle Paxton Lions Club and Dauphin Borough. The motion was second by **Councilman Koppenhaver**. Motion passed unanimously.

Councilman Windish made a motion to approve the Building Lease Agreement between the Dauphin-Middle Paxton Historical Society and Dauphin Borough. **Councilman Reichard** second the motion. The motion passed unanimously.

Councilman Windish made a motion to approve the Facility Use Agreement between the Dauphin-Middle Paxton Historical Society and the Middle Paxton Lions Club. **Councilman Wynn** second the motion. The motion passed unanimously.

Open Comments from Dauphin Borough Residents

None

Bob Rusbatch, EMC Coordinator for Middle Paxton Township/ Dauphin Borough

The training with South Central Awareness has been tabled until April.

A motion to approve resolution 2017-01 mandating Dauphin Borough prepare, maintain and keep current an emergency operations plan for the prevention and minimization of injury and damage caused by a major emergency or disaster within the Borough, was made by **Councilman Wynn** and second by **Council Vice-President Grbich**

Brian Cuddy-Parks and Recreation

The yearly check is due to the Dauphin Middle-Paxton Joint Park Authority.

Public Facility Report

No Report

Engineer's Report

Light-Heigel & Associates, Inc. supplied a Monthly Engineering Report, a Dauphin Borough Zoning Report, a Projects at a Glance and a Dauphin Borough UCC Report. All reports were reviewed – Attachment to be included in minutes.

Gaming Grant-The Dauphin County Commissioners awarded the Borough a Gaming Grant for the Dauphin Borough Parks Project in the amount of \$92,218.00 The Public Facilities Committee, consisting of Bomgardner, Wynn, and Koppenhaver, will meet to review the plans and the Borough's monetary match.

A preliminary CBDG recommendation for \$50,000 toward ADA ramps is pending.

Bridge Access-Light-Heigel was asked to confirm the ownership of the bridge for the access driveway over Stony Creek to the Sutton property. The PADOT Senior Civil Engineer Supervisor confirmed the Bridge assessing the Sutton property is not a State or a Borough Bridge. The Borough's responsibility of River Road ends approximately 300 feet short of the bridge. Penn Dot did not rule out the bridge may be privately owned or a Norfolk Southern Bridge.

Trash Collection on River Road-Councilman Reichard inquired where the borough employees pick trash up on River Road. **Councilman Wynn** confirmed the Borough picks up trash the entire length of River Road on the east bound side. **Councilman Reichard** suggested the borough establish a designated location for the residents on the east bound side of River Road to drop off their trash on a weekly basis. Discussion was held. **Councilman Reichard** made a motion to have a central location, with a facility built located under the Market Street underpass, by the old pumping station on River Road, for the residents on the east bound side of Lower River Road to dispose of their trash. **Councilman Koppenhaver** seconded the motion. **Councilwoman Price** opposed the motion. All other Council Members approved the motion. A letter stating all trash must be bagged will be sent to the residents after the facility is built.

Annual Dep Chapter 94 Report-the 2016 PADEP Chapter 94 Annual Report is complete and requires signatures before submitting to the Department. A motion to direct the Council President to sign the Chapter 94 Report for 2016 was made by **Councilman Reichard** and second by **Council Vice- President Dave Grbich**. Motion passed unanimously.

Tier II Emergency & Hazardous Chemical Inventory Report- was filed and attached to the Engineers Report.

Corner of Canal and Schuylkill Street-Council members expressed an interest in maintaining the lot and where the boundaries are located.

Keith Heigel stated the lot is 50 feet wide by 37 feet deep. The Road Master is clear on the boundaries and the Council President has given permission to clean the lot.

Rental Property Inspection- Four citations were issued for 230-232 Erie Street. The landlord is now working with Light-Heigel. The Borough treasurer, Tracy Klinger, stated she has a separate line item for the collection of rental fees.

SOLICITOR'S REPORT

Elizabeth Avenue-Mike Cassidy has been in communication with Steve Stine, Middle Paxton Township Solicitor, regarding regulating parking along Elizabeth Avenue. The research indicates that Elizabeth Avenue lies completely within the Township. As such, it is appropriate for the Township to regulate parking within the right of way. Middle Paxton Township will enact an ordinance prohibiting parking on Elizabeth Avenue its entire length.

Parking Enforcement Officer-via E mail dated February 8, 2017, Michael Cassidy reported it would be appropriate for Council to appoint someone to serve as the Borough's parking enforcement officer. This person could be a Council member. Michael Cassidy's E mail of this subject will be attached to the minutes of this meeting. Details of the E Mail will need further discussion at next month's Council meeting.

UNFINISHED BUSINESS

Historical Society – all agreements were signed

Rental Ordinance – Board needs one additional member

Community Park License Agreement-draft agreement is in place for any entity that might have an interest in utilizing any grounds owned by the Borough. **Councilman Windish** will E mail the agreement to the Council members. **Councilman Windish** suggested Council give formal names to the different areas that would be available for use.

Establishing a Parking Ordinance along Elizabeth Avenue- discussed in Solicitor report

Agreement between Dauphin Borough and Middle Paxton Township for Snow Removal and Lawn-Maintenance at the Life Team Garage- bids are back for mowing the property. Middle Paxton Township will continue to mow the property. This item will be discussed further at the May 2017 meeting.

NEW BUSINESS

None

CORRESPONDENCE

Council President Bomgardner read a letter from EMC Insurance stating the Borough was denied their claim for moisture damage inside the building.

SECRETARY REPORT

Grinder Pump Service Agreement-Inspections are due May 2017. Mike Keffer has contacted Eshenurer's Fuel for a date to begin the inspections. By request of Council, Trudy Koppenhaver will make a copy of the Eshenuer's grinder pump service agreement and forward to Michael Cassidy.

VIRTUS Group-received a quote from for \$760.00. **Councilman Windish** approved the request to obtain the VIRTUS Group. **Councilman Reichard** second the request.

Central Pa. Technical Services-Trudy Koppenhaver requested Council revisit the bill from Central Pa. Technical Services. **Councilman Reichard** made a motion to approve the bill for payment not to exceed \$1,500.00. **Vice-President Grbich** second the motion. Motion passed unanimously

COMMITTEE REPORTS

Administration and Finance – Steve Bomgardner- Chairman-Committee will meet to discuss the Borough's fee schedule.

Personnel - David Grbich - Chairman-committee had a meeting to review the Employee Manual, specifically employee vacation and sick leave time and usage. A discussion was held on the changes that are being proposed. **Councilman Reichard** made a motion to approve the changes to the Employee manual, with amendments as presented. The changes to the Employee Manual will be included in the minutes. **Councilman Wynn** second the motion. The motion passed unanimously.

Public Facilities- Joe Wynn- Chairman-presented an estimate, for spraying vegetation throughout the Boro, from All Phase Landscaping in the amount \$2,600.00. The estimate did not include spraying the fence at the rear of the sewer plant. **Councilman Koppenhaver** made a motion to approve the bill, subject to changes that were discussed. **Council President Bomgardner** seconded the motion. Motion passed unanimously.

Sanitation – David Koppenhaver – Chairman-submitted an estimate from Patrick Booton, Masonry Contractor to replace block at the Chlorine Contactor tank. The estimate was \$1,450.00. **Councilman Wynn** made a motion to approve the bill. **Vice President Grbich** second the motion. The motion passed unanimously. **Councilman Koppenhaver** reported the floor in the Mayor's office is sinking. **Councilman Koppenhaver** reported that Mike Keffer, with Light-Heigel, will work with Joe Wynn II to help prepare Joe

for the sewer plant testing. **Councilman Windish** is requesting a timeline spreadsheet, from Light Heigel, for a time estimate on the training.

Community Development- John Windish - Chairman- previously discussed

Public Safety – Dianne Price- Chairwoman- Will not meet until April.

Mayor's Report

NONE

Treasurer's Report

A motion was made by **Councilman Reichard** and second by **Councilman Koppenhaver** to approve the treasurer report. The treasurer received approval to transfer \$40,000.00 from the General Fund to the General Fund Money Market Account. Tracy Klinger reported \$2,000.00 is transferred, from the Sewer Fund Account to the General Fund Account, for payroll on a monthly basis. She asked Council if she was to continue to do this. Discussion followed. No decision was made.

Tracy reported on the audit conducted by MaaherDuessel. If the borough does not commit to have MaaherDuessel perform the DCED audit for three years, an additional \$1,500 will be added to the cost for 2016.

Charging a late fee on sewer bills was discussed. Applied Micro Systems stated a \$3.00 late fee was a fair charge. No decision was made. A late fee would be set by a Resolution.

EXECUTIVE SESSION

NONE

ADJOURNMENT FROM COUNCIL MEETING – 9:39 p.m.

Attest:

Approved:

Trudy Koppenhaver
Secretary

Steve Bomgardner
President of Borough Council

