

BOROUGH OF DAUPHIN COUNCIL MEETING

February 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-absent
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 Vice-President Grbich asked for questions/comments/corrections regarding the Council Meeting Minutes of January 3, 2017. Motion made by **Councilman Reichard** to approve the minutes from the January 3, 2017 meeting and was second by **Councilman Windish**. Motion passed unanimously. **Councilman Wynn** and **Councilman Koppenhaver** abstained.

Open Comments from Dauphin Borough Residents

Ms. Deb Hoffman, 308 Market Street, addressed Council over her concern of the Dauphin Borough Rental Ordinance. Mrs. Hoffman currently owns the property at 308 Market Street and her disabled child lives in the residence. Mrs. Hoffman was questioning a child living in a property that is currently owned by a family member.

Mr. Jerimiah Hardy property owner of 505 High Street addressed Council concerning the Rental Property Ordinance.

Ms. Sally Wynn, property owner at 501 High Street, addressed Council concerning visitors parking in front of her driveway and the steps at High and Erie Street. **Councilman Windish** suggested this type of problem should be directed to the mayor. If the mayor is out of town a chain of command would be followed. (Council President, Council Vice President, etc.).

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

Bob requested an Inventory List of resources from Our Road Crew. The Road Crew has completed our inventory list and Bob has the list in his possession. Examples of items for the inventory included trucks, plows, chainsaws, etc. This inventory list was requested for a Notification Resource Manual due from Dauphin County later this year.

Upcoming Events: classes for PEMA

Regular monthly training with Dauphin County

March- adoption of the yearly Dauphin County Emergency Operations Plan. This will be handled by a resolution.

South Central Alert Awareness Training- a system to alert residents of the Borough of any disaster. Bob would like to coordinate training between Middle Paxton and Dauphin Borough. Dauphin County would provide the training. The training is a three hour course. Bob would like the training to be conducted sometime in March or April. Bob does not recommend paying a fee (\$500.00) to alert Council Members of disasters. The system is free for residents of the Borough.

Bridge on River Road-weight Limits. **Councilwoman Price** stated the bridge is a private bridge and not the Borough's responsibility. Dianne stated the Borough has never had any responsibility for the bridge, the bridge is like any other driveway in the Borough.

Brian Cuddy-Parks and Recreation

Brian inquired if Council had any thoughts or ideas on improving the park or ball fields.

The Kennedy field grandstands will be completed in 2017 with the grant the Association received in 2016.

Brian inquired if Kennedy field has a physical street address. Members of Council were not aware of a physical street address (number) for the field in terms of a street number.

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 Gaming Advisory meeting is scheduled for February 20, 2017.

Rental Inspection-Councilman Windish will talk to Keith Heigel concerning the report.

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

Decorative Pole Lighting- Councilman Grbich inquired if Dauphin Borough has this type of pole. It was determined that the Borough does not have this type of pole. The poles belong to PP&L.

Custer-The shop drawings for the terminal manhole on Swatara Street are being coordinated with the Contractor. Light Heigel has given Custer until early spring to complete the project. Light Heigel has instructed the contractor to notify the Borough when they are ready to begin the job.

SOLICITOR'S REPORT

1985 Mack Truck-was advertised on Munichbid. The highest bid was \$5,900.00. A motion was made by **Councilman Reichard** to accept the bid of \$5,900.00 and to give permission to either the Council President or the Borough Secretary to conduct the transaction. The motion was second by **Councilman Wynn**. The motion passed unanimously.

Rental Ordinance- Mike Cassidy reported there are a number of properties that are not owner occupied. The properties are occupied by family members. At the April 5, 2016 Borough Council meeting, Council determined if your children live in your rental property and the owner of the rental property writes a letter stating that his or her children do not pay rent, it would not be considered a rental property. Council has now determined that this decision will be nullified and the Ordinance 2015-01 that was written will be the legal determination for family occupied properties and the definition of tenant will remain as per the ordinance. Light-Heigel will send a letter notify the owners of such properties.

Lease Termination with Middle Paxton Lions Club and Historical Society Agreement-Mike Cassidy stated the Borough is at a point where we can have both organizations sign the agreements. **Councilman Windish** stated the Building Lease Agreement is between the Middle Paxton Lions Club and the Historical Society. **Councilman Windish's** goal is for approval of the agreements at the March 7, 2017 Council Meeting.

UNFINISHED BUSINESS

Historical Society – discussed in Solicitor Report

Rental Ordinance – Board needs one additional member

Park License Agreement-draft agreement is in place

Establishing a Parking Ordinance along Elizabeth Avenue-Mike Cassidy is waiting to hear from the Middle Paxton Solicitor.

Agreement between Dauphin Borough and Middle Paxton Township for Snow Removal and Lawn Maintenance at the Life Team Garage- the township will plow the snow for the winter months and the township is putting out a bid for lawn maintenance. This item is tabled until Middle Paxton bids come back.

Central PA Technical Services-The repair estimate of \$1,611.55 was rejected by Council. Councilman **Windish** made a motion for Joe Wynn II to get three estimates for new and refurbished equipment. The motion was second by **Councilman Koppenhaver**.

NEW BUSINESS

Advanta Clean- was contracted to determine if the Borough building has a mold problem. The report showed visible water damage around the windows in the building. Visible mold was found in a few places. **Councilman Grbich** would like an air quality test performed. Trudy Koppenhaver will contact several business that performs this type of testing. A motion was made by **Councilman Wynn** and seconded by **Councilman Koppenhaver** to have the air quality test performed. The motion passed unanimously.

Eshenaur-would like the Borough to replace our fuel tank with a larger tank. A larger tank will help resolved our problem of running out of fuel. Eshenaur suggested a 1,000 gallon tank. The Borough will not have any cost incurred with the tank replacement.

No Parking Signs on High Street-a suggestion was made to place no parking signs on High Street. The Council decided not to place the signs on High Street due to the fact that the Borough does not have a Codes Enforcement Officer. **Councilman Reichard** volunteered to be the Borough Codes Enforcement Officer. Mike Cassidy will review our ordinances to determine who is officially allowed to be a Codes Enforcement Officer.

Mayor's office-Terry Searight will be informed that the mayor's office should be cleaned by March 31, 2017. Trudy Koppenhaver will notify the mayor of this decision.

CORRESPONDENCE

None

SECRETARY REPORT

Paris Contract-The Borough contract with Paris will expire on February 22, 2017. Trudy Koppenhaver has written an official letter to Paris officially canceling the contract with Paris. **Councilwoman Price** made a motion to reimburse the workers for 5 pair of work pants not to exceed \$18.00 per pair and a safety boot allowance up to \$200.00 annually. **Councilman Koppenhaver** second the motion. The motion passed unanimously.

Eshenaurs Service Contracts-Two Planned Maintenance service contracts were presented to Council. A contract for \$1,150.00 to service the heating system for the office, garage and waste plant. Another contract to service the air conditioning units for the office and Waste Plant at a cost of \$425.00. **Councilman Reichard** made a motion to accept the contracts. **Councilman Koppenhaver** second the motion. Motion passed unanimously.

Sewer Plant Training--a motion was made by **Councilman Reichard** to purchase the Sacramento Test for Joe Wynn II. **Councilman Koppenhaver** second the motion. The motion passed unanimously. Joe Wynn II will have six months to take the required testing

Overtime for Employees-a discussion was held on employees working outside of their regular schedule. Is overtime based on employees working an 8 hour day or a 40 hour week? Mike Cassidy advised the Council overtime was based on working a 40 hour week. After further discussion it was decided that the Personnel Committee would meet to decide upon a written policy which will be approved by Council. Until the Personnel Committee meets the treasurer will continue to pay employee overtime as in the past.

Equipment quotes-Two estimates were presented to Council. New Case 580 at a cost of \$60,000.00 and a Caterpillar 420F2ST for \$64,515.00. It was suggested that Council look over the quotes and discuss at the next Council meeting. **Councilman Reichard** stated there was not a need to look over the quotes. There is not a need for the equipment. The attending Council members agreed there was not a need to look at the quotes.

COMMITTEE REPORTS

Administration and Finance – Steve Bomgardner- Chairman-absent

Personnel - David Grbich - Chairman-will schedule a meeting to discuss personnel issues.

Public Facilities- Joe Wynn- Chairman-a motion to purchase a new riding lawn mower at a cost of \$5,850 and use the proceeds of selling the Mack Truck to purchase the lawn mower was made by **Councilman Windish**. Motion was second by **Councilman Koppenhaver**. Motion passed unanimously.

Sanitation – David Koppenhaver - Chairman- a new utility water pump was ordered for the Sewer Plant. The cost of the pump was \$2,784.47 and does not include labor. The pump was ordered, from Envvirop, at the authority of Mike Keffer of Light Heigel Estimated delivery time is 2 weeks. The motion to authorized purchase of the pump was made by **Councilman Reichard** and second by **Councilman Grbich**. Motion passed unanimously.

Community Development- John Windish - Chairman- discussed in Solicitor's Report

Public Safety – Dianne Price- Chairwoman- nothing to report

Mayor's Report

NONE

Treasurer's Report

A motion to approve the January 2017 treasurer report was made by **Councilwoman Price** and was second by **Councilman Reichard**. Motion passed unanimously.

Tracy Klinger reported our current auditors, Robert Morris, will not be performing our audit for the year 2016. MaherDussel will prepare an audit for Dauphin Borough. Quotes from MaherDussel are as follows:

DCED Report \$7,975

DCED Report with Footnotes \$9,975

Financial Statement and DCED Report \$11,975

A motion was made by **Councilman Grbich** and second by **Councilwoman Price** that MaherDussel perform the minimum report.

EXECUTIVE SESSION

NONE

ADJOURNMENT FROM COUNCIL MEETING – 9:59 p.m.

Attest:

Approved:

Trudy Koppenhaver
Secretary

Dave Grbich
Vice-President of Borough Council