

**DAUPHIN BOROUGH
COUNCIL MEETING MINUTES**

January 2, 2018

Council meeting came to order at 19:00 hours located at the:

Dauphin Borough Building

200 Church Street

Dauphin, PA 17018

Call to Order

By The Honorable Michael McKenna
Dauphin Borough Mayor

Open with the Pledge of Allegiance

AFFIDAVIT OF RESIDENCY FROM THOSE TO BE SWORN IN

Trudy Koppenhaver, Borough Secretary, presented the affidavits of residency for the following Council Members: Harner, Koppenhaver, Reichard and S. Wynn. An Affidavit of residency was also presented for Virginia Wynn, Tax Collector.

CERTIFICATES OF ELECTION

Trudy Koppenhaver, Borough Secretary, presented the Certificates of Election for the following Council Members: Harner, Koppenhaver, Reichard and S. Wynn. A Certification of Election was also presented for Virginia Wynn, Tax Collector.

SWEARING IN OF COUNCIL MEMBERS AND TAX COLLECTOR

Mr. Donald Harner, Mr. David Koppenhaver, Mr. John Reichard and Ms. Sally Wynn and Tax Collector, Virginia Wynn were sworn in by Keith Heigel.

NOMINATIONS AND ELECTIONS

The Honorable Michael McKenna, Mayor, asked for the Council President nominations. The nomination of John Reichard for President was made by **Councilman Wynn**. **Councilman Grbich** second the motion. Motion passed unanimously. The Honorable Michael McKenna, Mayor, asked Council President, John Reichard, to preside over the Council Meeting.

Council President Reichard asked for the Vice-President nominations. The nomination of John Windish for Vice-President was made by **Council President Reichard**. **Councilman Wynn** second the motion. Motion passed unanimously.

Council President Reichard asked for the Council Pro Tem nominations. The nomination of David Grbich was made by **Council President Reichard**. **Councilman Koppenhaver** second the motion. The motion passed unanimously.

Roll Call of Council

Council President	John Reichard
Council Vice-President	John Windish
Council Pro-Tem	David Grbich
Councilman	Donald Harner
Councilman	David Koppenhaver
Councilman	Joseph Wynn
Councilwoman	Sally Wynn
Mayor	Michael McKenna

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OTHER APPOINTMENTS

Secretary: Trudy Koppenhaver

Treasurer: Tracy Klinger

Engineer: Light-Heigel & Assoc. Inc.

Solicitor: Johnson Duffy and Associates

Depositor of Funds: Mid Penn Bank

Cap Cog: David Koppenhaver- delegate

Trudy Koppenhaver - alternate

Motion made by **Council President Reichard** to maintain the same individuals as in the past. The motion was second by **Councilman Koppenhaver**. Motion passed unanimously

APPROVAL OF MINUTES

Council President Reichard asked for questions/comments/corrections regarding the Council Meeting Minutes of December 5, 2017, December 19, 2017 and December 22, 2017. Two corrections will be made to the minutes of the December 5, 2017 meeting. (1) Under Open Comments from Dauphin Borough Residents, Tradesman will be added to item 2. New language shall read: Language shall be added to the Tradesman's current deed identifying the operation and maintenance of the Guiderail be Lot 41 owner's responsibility. **Under Millage Rate** the designated rate for Real Estate shall be changed from 3.65% to 4.65%. Motion to approve the minutes with corrections was made by **Councilman Koppenhaver**. **Councilman Wynn** second the motion. Motion passed unanimously.

Open Comments from Dauphin Borough Residents

Mr. George Bechtel of Stump Road congratulated the Public Facility workers (Troy Toland and Joseph Wynn II) on an excellent job of plowing snow.

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

Mr. Rusbach would like to conduct a training/informational meeting for the Borough Council and Township Supervisors. The tentative date is February 8 at 7 p.m. at the Middle Paxton Township Building.

Brian Cuddy-Parks and Recreation

No report

Public Facility Report

Report attached to the minutes.

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-plans, specifications and bid documents are being prepared.

Complaint of Water Leak on High Street-A NOV for the High street icing at 419 High Street was issued and no response via mail, email or site visits was received. Brian Carter, of Johnson Duffy, will investigate the possibility of water shut off for 419 High Street due to the lack of non-response from the landlord. It was determined this situation creates an unsafe condition.

Motion-direct the Borough Engineer and other appropriate borough parties to take appropriate action to remedy the water discharge from 419 High Street onto the Public Right of Way. The motion was made by **Councilman Winidsh** and second by **Councilman Koppenhaver**. The motion passed unanimously

DCED-received HUD's approval for \$50,000 of the grant for the ADA project. Written notice of the award should be received soon. A Committee meeting should follow the written notice to determine the final scope and the bidding process.

Pa Small Water and Sewer Grant-is prepared and the Resolution and correspondence are prepared for action.

Resolution 2018-01-Dauphin Borough requests a PA Small Water and Sewer Program grant (ID# 8120083) in the amount of \$288,150.00 from the Commonwealth Financing Authority to be used for rehabilitation the existing sanitary sewer system to reduce inflow and infiltration. A motion was made by **Councilman Wynn** and second by **Councilman Koppenhaver** to pass Resolution 2018-01. Motion passed unanimously.

Light Heigel also prepared a contingency letter, a letter of ownership and a non-discriminate letter to accompany the grant.

Letters are attached to the minutes.

Council President Reichard will be the contact person from Dauphin Borough for the Grant.

Troy Toland-requested the Borough purchase a spare actuator for the sewer plant. The approximate cost is \$2,700.00. **Councilman Koppenhaver** made a motion to purchase the actuator. **Councilman Harner** seconded the motion. Motion passed unanimously.

PP&L Grant- Keith Heigel is inquiring into a grant for LED lights within the Borough.

Suez-nothing reported in regards to Sewer Plant.

SOLICITOR'S REPORT

No Report

UNFINISHED BUSINESS

Rental Ordinance – Board needs one additional member.

Troy Toland-sewer plant license-effective December 14, 2017. Expiration date is September 30, 2020.

Old School Basement Drain-on hold due to the weather conditions.

Mid Penn Bank Refinance-after receiving additional information concerning the fees involved (\$14,000.00) with the loan closing, Borough Council has decided not to proceed with the loan. A motion to abandon the loan was made by **Councilman Windish** and second by **Councilman Koppenhaver**. The motion passed unanimously.

Quote to Repair Manhole 120- this project was placed on hold until the determination for the Small Water Grant is made.

Lot # 41 Tall Trees-has agreed to place 39 feet of Guide Rail. As stated in a previous meeting, the deed for Tradesman shall reflect the operation and maintenance of the Guiderail be Lot 41 owner's responsibility. When Tradesman sells the property, the new owner's deed should reflect the same verbiage. **Councilman Windish** made a motion to grant permission for a 39 feet Guide Rail to be installed on the opposite side of

the road from the driveway entrance on Riverview Terrace, allow Tradesman to make settlement on the property, and verbiage that deed language should run onto all new owners of the property. **Councilman Koppenhaver** second the motion. Motion passed unanimously.

NEW BUSINESS

Tax Rate for Dauphin Boro Ordinance 2018-01- Council of the Borough of Dauphin levies a tax rate for general borough purposes, the sum of 4.65% on each dollar of assessed valuation of real estate. It is further ordained and enacted that the Council of the Borough of Dauphin levies a tax rate for fire protection purposes the sum of .35% mills on each dollar assessed valuation of real estate. The total millage is 5%.

Councilman Grbich made the motion to pass the tax rate. **Councilman Harmer** second the motion. Motion passed unanimously.

Appointment of Council member to the Joint Public Safety Committee of Dauphin Borough and Middle Paxton Township-Council President Reichard appointed **Councilman Harner** to this position

Fee Resolution- can we establish a fee for a Right-To-Know request? Brian Carter stated we can only charge for paper usage not for time. Brian Carter will inquire into charges that are allowable.

CORRESPONDENCE

None

COMMITTEE REPORTS

New Committee Assignments are attached to the minutes.

Administration and Finance – David Grbich- Chairman-no report

Personnel- John Windish Chairman-no report

Public Facilities-Joe Wynn-Chairman- Combination door locks should changed

Sanitation – David Koppenhaver – Chairman-no report

Community Development- John Windish – Chairman- no report

Public Safety – Donald Harner- Chairman-no report

Mayor's Report

Van on Erie Street is still parked illegible. Mayor will gather more on this situation.

Treasurer's Report

Councilman Grbich made a motion to approve the treasurer report for December 2017. **Councilman Koppenhaver** second the motion. The motion passed unanimously. **Councilman Windish** is requesting a more detail explanation of the Money Market Spreadsheet report. Tracy Klinger, Dauphin Borough Treasurer, will add new reports beginning in January 2018.

Maher Duessel, Certified Public Accounts, will be conducting our Audit in February 2018.

Council President Reichard requested an executive session. Meeting will be in recess. The meeting will reconvene after the executive session.

EXECUTIVE SESSION

8:39 p.m. to 9:46 p.m.

The meeting reconvened at 9:47p.m. **Councilman Windish** made a motion to increase the salaries of the Dauphin Borough employees as follows:

Troy Toland's salary will increase from \$17.00 to \$18.50 an hour

Joey Wynn's salary will increase from \$16.35 to \$16.85 an hour

Trudy Koppenhaver's salary will increase from \$14.00 an hour to \$15.00 an hour.

All employees will receive an additional three (3) personal days per year. Personal days will increase from three (3) days to six (6) days per calendar year.

Councilman Grbich second the motion. Motion passed unanimously.

**Motion to Adjourn
Councilman Windish
Councilman Grbich second the motion**
Motion passed unanimously.
Meeting adjourned at 9:48 p.m.

Attest:

Trudy Koppenhaver
Trudy Koppenhaver
Secretary

Approved:

John Reichard
John Reichard
President
Dauphin Borough Council