

DAUPHIN BOROUGH
COUNCIL MEETING MINUTES

August 7, 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

Open with the Pledge of Allegiance

Roll Call of Council Members

Council President	John Windish
Council Vice-President	Dave Grbich
Council Pro-Tem	Dave Koppenhaver
Councilman	Donald Harner
Councilman	Kevin Musselman
Councilman	Joseph Wynn
Councilwoman	Sally Wynn
Mayor	Michael McKenna
Borough Engineer	Keith Heigel with Light-Heigel and Associates
Borough Solicitor	Brian Carter with Johnson/Duffie Law Firm
Treasurer	Tracy Klinger
Secretary	Trudy Koppenhaver

APPROVAL OF MINUTES

A motion by **Councilman Harner** and second by **Councilman Wynn** to approve the minutes of the July 3, 2018 meeting as presented passed unanimously.

Open Comments from Dauphin Borough Resident's

None

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

Report attached to the Minutes

Bob and the Mayor are inquiring into purchasing a drone for emergency purposes. The purpose of the drone will be to conduct searches, mountain fires, ECT. Bob will be applying for a grant to help purchase the drone. He is asking for support of the Dauphin Borough Council in applying for the grant.

Brian Cuddy-Parks and Recreation

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.

PP&L -to install and convert some or all of its existing street lights to LED lighting was submitted June 13, 2018.

Stony Creek Road Project Grant- a motion to receive and approve the grant from the Department of Community & Economic Development in the amount of \$35,000.00 was made by **Councilman Wynn** and second by **Councilman Musselman**. Motion passed unanimously.

Traffic Calming Options-Keith Heigel presented the Borough with a handbook with several options. **Council President Windish** assigned the traffic calming options to the Public Safety Committee. **Councilman Harner** is the chair of this committee.

Suez Water- Light Heigel will continue conversations with Suez Water concerning the swale issue on Hillside Road. The swale is on the Suez Water property and must be maintained by Suez Water.

Waste Water Treatment Plant-see Mike Keffer's report attached to the minutes in regards to the high flows that the Borough has been experiencing. An insurance claim for the incident was submitted to EMC Insurance. The Borough received official notice that the claim was denied. Letter is attached to the minutes.

NPDES Permit (National Pollutant Discharge Elimination)-was issued. See attached Engineer report concerning additional testing that is required at the WWTP.

Tree Vitalization-Councilwoman Wynn will attend a class for the grant.

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 Community Development Committee meeting should follow the written notice to determine the final scope and the bidding process.

Pa Small Water and Sewer Grant-was submitted. A copy of the request is at the Borough Office.

Rental Program-the costs for Dauphin Borough to maintain the rental program since 2015 is approximately \$28,000.00. Dauphin Borough has collected approximately \$18,000.00 in fees. Keith presented three options for the program:

Options:

1. In 2019 free inspections would no longer be available. The 2nd inspections for any violations would be charged. **This would require a change to the ordinance.**
2. Change the inspection from two to three year rounds.
3. Wait for plan to even out with income and expenses which would be approximately 2026.

Keith also stated several reasons for the high cost of the program.

7% of inspections were repeat inspections two inspections were offered with the initial fee. First and second rounds were more expensive than anticipated. Next round would be more in line with our fees. Sixth and seventh rounds should see more even expenses. 2026 Dauphin should be even as far as monetary issues are concerned.

This task was assigned to the Public Safety Committee.

Council President Windish is requested the Engineer to send copies of all NOV'S to Dauphin Borough.

Council President Windish requested all questions concerning bilingl of NOV's be sent to the Finance Committee.

Council Vice-President Grbich requested Mike Keffer look at the five year plan for the WWTP for budgeting purposes.

SOLICITOR'S REPORT

Ordinance 2018-03-Amending Chapter 10 of Ordinances relating to Abandoned Vehicles –was published in the Upper Dauphin Sentinel. A motion to approve Ordinance 2018-03 was made by **Councilman Wynn** and second by **Councilwoman Wynn**. The motion passed unanimously.

Tradesman Deed Language-Keith Heigel requested the language in the deed concerning the guide rail be change from guard rail to guide rail. Brian Carter will approve the language in the deed before an occupancy permit is issued. The deed convent runs with the land.

Bridge report-Councilman Harner requested an action plan from the Solicitor on the status of the Bridges and obtaining help from Penn DOT.

Council President Windish asked the mayor to inquire on the tractor trailers that use the Borough property for storage.

Camper Parked on Borough Property-resident was given permission by a Borough employee. **Council President Windish** questioned the liability for the Borough in the event of damage to the vehicle parked on Boro property. Mayor will inquire into the camper.

UNFINISHED BUSINESS

Zoning Hearing Board-Councilman Harner nominated Jennifer Peck for the Board. **Councilman Wynn** second the motion. The motion passed unanimously. The Zoning Hearing Board has three members, which is the required number.

305 & 306 Swatara-Trudy Koppenhaver reported that Roto-Rooter would give an estimate on cleaning the lines.

Tall Trees Sign- per Joey Wynn, the sign will be removed.

Funding for the WWTP Emergency-Councilman Koppenhaver reported the approximate cost of the emergencies was \$19,000.00. Tracy Klinger reported the monies for the repairs were taken from the general sewer fund. It was the decision of Borough Council to transfer \$12,000.00 for the Sewer Money Market Account for additional projects that must be completed. It was the suggestion of Borough Council to wait until the work is completed and bills are due to transfer the monies.

Rental Inspection Board-needs two additional members

CORRESPONDENCE

Council President Windish verbally read the Borough 2019 Financial Requirement and Minimum Obligation for the Borough's Pension fund for the employees.

NEW BUSINES

None

COMMITTEE REPORTS

Administration and Finance – David Grbich- Chairman-Councilman Grbich requested all committees to have budget expenses presented to the committee by October. Recommended raises for employees should also be submitted.

Personnel- John Windish- Chairman-recommends a budget for a Personnel Handbook written by a professional firm

Public Facilities-Joe Wynn-Chairman-nothing to report from **Councilman Wynn**

Joey Wynn-Public Facility report attached to the minutes.

Purchase of a new truck-Joey Wynn reported the 2001 F-250 will not pass inspection in October. Value of the truck is approximately \$3,000.00. The repairs would be at least or over \$3,000.00.

Inquiries have been made with Ford, Chevy and Dodge. Chevy will not be manufacturing a truck For 2019 that would meet our needs. Ford was the best option. The recommendation for the Public Facility was to purchase a new truck. Joey Wynn presented two options for the purchase Of the truck. The options are attached to the minutes. Joey Wynn recommends purchasing the Truck. Recommendation for payment:

Thru a Municipal Lease with an annual payment. The Borough could put a down payment on the Truck to reduce the annual payment. Joey recommends selling the truck out-right verses a trade-in.

Pipe Project on Hillside Road-Councilman Koppenhaver made a motion to complete the pipe project. Cost up to \$1,000.00. **Councilman Musselman** second the motion. The motion passed unanimously.

Street cleaning option-in committee.

Dumping at Memorial Park-dumping will be permitted for Dauphin Borough use only. Residents Should contact Middle Paxton Township for a permit to use the facility.

Sanitation – David Koppenhaver –Chairman-will obtain an estimate for the budget to repair the head building at the sewer plant.

Community Development-Sally Wynn – Chairman-nothing to report.

Public Safety – Donald Harner- Chairman-reported responses times for an ambulance call is less than 20 minutes for the Borough and the Township.

Mayor's Report

Tractor-Trailers Parked on Borough Property-The mayor will contact the Solicitor for help.

The white Vehicle on Hillside road was inspected and the registration is up to date.

The vehicle on Market Street was removed.

Will inquire into the vehicle parked at 403 High Street

The Recreation Vehicle is now parked at Duscan Bratic at 230-232 Erie Street.

Treasurer's Report

Motion to approve the June 2018 and July 2018 treasurer report was made by **Councilman Grbich** and second by **Councilwoman Wynn**. The motion passed unanimously.

Employee Pension Plan-employee questioned if they could personally contribute to our Pension Plan. This would require an ordinance to change the type of plan the Borough currently offers. Tracy Klinger will contact our plan administrator for details.

Motion to adjourn made by **Councilman Grbich**. Council Adjourned at 8:54

No executive session was held

Attest:

Approved:

Trudy Koppenhaver
Secretary

John Windish
President
Dauphin Borough Council