

**DAUPHIN BOROUGH
COUNCIL MEETING MINUTES**

December 18, 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 Councilwoman Wynn to approve the minutes of the November 7 and November 15, 2018 meetings as presented passed unanimously. Council President Windish abstained due to his absence at the November 7 and November 15, 2018 meetings.

OPEN COMMENTS FROM RESIDENTS

Raymond Shaffer, 103 Erie Street, addressed the condition of Lower Erie Street. He reports there are severe potholes on lower Erie Street. The Public Facilities Committee and the Borough Engineer will be completing a priority list for road repairs, which will be used to allocate available funds. Lower Erie Street will be considered when developing the list.

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

No report

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.

Keith Heigel and the Public Facility Committee will meet on January 7, 2018 to discuss our grant awarded for Parks and Recreation. Council President Windish questioned if funds from the park project could fund security cameras for the park area. Council President Windish suggested contacting COMCAST for a package for security cameras, telephone and internet services.

305 Swatara Street-The property owners complained to the Borough that they had a sewer odor. The Borough hired Roto-Rooter to camera the sewer line. 305 Swatara has a clay sewer line that is compromised. It is cracked and the joints are no longer sealed properly; therefore sewage is leaking from the sewer line. Roto-Rooter recommended replacing the sewer line. According to the Borough Ordinance, the property owners are responsible for the sewer line from the outer wall of the structure to the curb line or property line. A Notice of Violation was mailed to the homeowners on November 6, 2018. The property owner has contacted Light-Heigel several times. Because he is on long-term disability, the owner is currently unable to pay for repairs. He was given low cost loan information and he is pursuing a low cost loan. He is also obtaining estimates.

PA Small Water and Sewer Grant (I & I Project) was not granted to the Borough for 2018. In June 2019, Keith Heigel will know if any monies are available to reapply for the grant.

GRANT UPDATES

Gaming Grant (receiving \$92,218 for parks project) – engineering cost is being used as match money for the DCNR grant application. AWARDED

2017 CDBG (receiving \$50,000 for ADA ramps) – engineering cost is being used as match money for the grant. AWARDED

PA Small Water & Sewer Projects (asked for \$288,150) - which included an engineering budget of \$28,636.00. PENDING

2018 CDBG (asked for \$150,000 for High Street sewer) NOT AWARDED

DCNR (asked for \$154,000) – Professional services are eligible up to 15% of grant amount. Granted \$150.00 for park equipment.

DCNR-TREE VITALIZE (asked for \$6,798.95) – NOT AWARDED

2019 CDBG (asked for \$103,785.00) – PENDING

Water Run Off on Hillside-Council President Windish reported water problems continue on Hillside. Keith Heigel will inquire into the situation.

Solicitor Report

No Report

UNFINISHED BUSINESS

2018-06 Ordinance-a motion made by Councilman Grbrich and second by Councilman Harner to Levy a special road fund tax for permanent street improvements and other uses authorized by the Pennsylvania Borough Code. The motion passed unanimously.

The special fund road tax millage rate of 1.0 mills is estimated to generate a total 2019 face value tax revenue amount of \$29,250.00, which tax revenues shall be used for making permanent street improvements and to pay contract prices for paving and other street improvements.

2018-07 Ordinance-a motion made by Councilman Grbich and second by Councilman Musselman fixing the tax rate for 2019 and appropriating specific sums estimated to be required for municipal government during the year 2019 passed unanimously.

The combined total millage for Dauphin Borough is six (6) mills. The breakdown is as follows:

4.65 General
.35 fire tax
1.00 road fund tax

A motion to adopt the 2019 budget was made by Council Grbich and second by Councilman Musselman. Motion passed unanimously.

General Fund Revenue:	\$436,435.00
General Fund Expense:	\$436,435.00
Sewer Fund Revenue:	\$375,900.00
Sewer Fund Expense:	\$375,900.00
Highway Fund Revenue:	\$ 36,252.00
Highway Fund Expense:	\$ 36,252.00

Highway Road Fund Revenue: \$ 29,250.00

Highway Road Fund Expense: \$ 29,250.00

Councilman Musselman made a motion to accept Cynthia Long as Dauphin Borough Treasurer. Councilman Harner second the motion pending a background check. Motion passed unanimously. Cynthia Long will be paid on a salary basis based on 20 hours a month at a rate of \$18.00 an hour.

Rental Inspection Board-tabled

CORRESPONDENCE

None

NEW BUSINESS

Council President Windish suggested an update of Codification of our Ordinances. Brian Carter will suggest a company to help with the codification.

Councilman Harner suggested all press publicity be directed to the mayor.

Capital Region COG-if Council members would like to attend the annual dinner, please respond to Trudy Koppenhaver by January 11, 2019.

Rental Inspections-Council President Windish suggested an in house inspector with employees attending a class to become certified. This was assigned to the Community Development Committee.

COMMITTEE REPORTS

Administration and Finance-Dave Grbich-chairman-nothing to report.

Personnel- Kevin Musselman- Chairman- working on job descriptions for employees. Will contract with a company to write an employee handbook.

Public Facilities-Joe Wynn-Chairman- will have options for street cleaning at January 2019 Borough Council meeting.

Joey Wynn-monthly report attached to the minutes.

A quote was received from OSAGE Piping, not to exceed \$3,000.00, for providing material and manpower to fabricate and install 3 sections of primed only handrail in front of the building and at the steps leading into the doors. This quote was assigned to the Public Facility Committee for a recommendation.

A quote for a new sign outside was presented to Borough Council. The cost would be between \$825.00 and \$875.00. This was assigned to the Public Facility Committee.

Discussion continues on the bridges.

Sanitation – David Koppenhaver –Chairman-requested Confined Space Training for Troy Toland. The cost of the class is \$155.00. Council approved the training.

Troy Toland WWTP Report-attached to the minutes.

SBR1 is scheduled to be back on line within one week.

The OMI site needs updated. The cost is approximately \$300.00.

Grinder Pump at 103 Erie Street-rags were found in the pump. Council decided the bill will be the homeowners responsibly.

Community Development-Sally Wynn – Chairwoman- Committee will schedule a meeting for Rental Property maintenance review and Blighted properties. Council President Windish would like emphasis put on our Nuisance Ordinance.

Public Safety – Donald Harner- Chairman- Traffic calming is pending.

Middle Paxton-Dauphin Borough Joint Public Safety Committee-discussions continue on the necessity of the Authority.

Mayor's Report

All tractor trailers were removed from the Borough property. Mayor McKenna suggested chaining the area. At the suggested of Council it was decided to wait and see if the trucks reappear.

Councilman Koppenhaver expressed concerns of a trailer parked on the road on Floral Lane. Councilman Koppenhaver asked the mayor if he would inquire into the situation.

TREASURER'S EPORT

A Motion to approve the November 2018 Treasurer report was made by Council Vice President Grbich and second by Councilman Wynn. The motion passed unanimously.

Training of Treasurer-Tracy Klinger reported she will work with Cindy Long on a weekly basis for training. Tracy Klinger will officially resign as of December 31, 2018.

ADJOURNMENT FROM COUNCIL

A motion was made by Councilman Harner and second by Council Musselman
Adjournment 8:40

EXECUTIVE SESSION

None

Attest:

Trudy Koppenhaver
Secretary

Approved:

John J. Windish
President
Dauphin Borough Council