

**DAUPHIN BOROUGH**  
**COUNCIL MEETING MINUTES**

November 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-absent
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 Musselman to approve the minutes of the October 2, 2018 meeting as presented passed unanimously.

PFM Financial Advisors, LLC-Zach Willard was in attendance at the Borough Council meeting to discuss the Guaranteed Sewer Revenue Note. The Guaranteed Sewer Revenue Note, Series of 2018 was presented to the Borough Council for questions or concerns.

# FORM OF PROPOSAL

## Borough of Dauphin

### General Obligation Note, Series of 2018

The Bank {the "Bank" or "Lender"} hereby agrees to purchase the General Obligation Note, Series of 2018 {the "Note"}, to be issued by the Borough of Dauphin, Pennsylvania (the "Borough") in the approximate amount of \$2,123,000, subject to the terms and conditions set forth in the term sheet dated September 10, 2018 (the "Term Sheet"), which is attached hereto and incorporated herein by this reference. The Borough reserves the right to adjust the amortization and size of the Note based upon the proposals received. The Bank agrees to be legally bound to such terms from the date of the Form of Proposal to the Closing Date of the Note.

I. Variable Rate of Interest - (5 Year Fixed Rate, Variable Rate Thereafter)

Initial Interest Rate: The initial interest rate on the Note shall be 3.84 % for a period of approximately five years, ending December 1, 2023.

Interest Rate Reset: After the initial fixed interest rate period, the rate shall be reset at 65% of the Prime.

Maximum Cap Interest Rate: In no instance shall the interest rate ever exceed 4.125%. This is a thirty year loan.

It is the recommendation of the Finance Committee to accept the loan proposal.

A motion to approve **Ordinance 2018-05** authorizing and securing the issuance of a general obligation note, in the maximum principal amount of \$2,017,000, pursuant to the Pennsylvania Local Government Unit Debt Act was made by Councilman Harner and second by Councilman Wynn. The motion passed unanimously. A roll call vote was taken. Council President Windish was absent from the meeting. The loan will be thru Mid Penn Bank.

### Open Comments from Dauphin Borough Resident's

**Mr. Allen Peffer and Elizabeth Davis**-family owns property close to Stump Road. Mr Peffer states they have no public to access their property. The public road is approximately 100 hundred feet away from their property. Keith Heigel stated the property in concern is located in Middle Paxton Township. Keith stated that Stump Road, which is a Borough Road, does not border the Peffer property. Discussion pursued. Mr. Peffer was told he has the burden to obtain a right-of-way. Keith Heigel stated logging rights would be a concern to the Borough.

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

Report attached to the Minutes

### **Brian Cuddy-Parks and Recreation**

In the process of closing the park for the winter. The winter Turkey Trot will be held Thanksgiving Day in Dauphin.

### **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.

**The Stony Creek Project** is completed. A Change Order for \$613.59 is recommended for action. A motion made by Councilman Wynn and second by Councilman Koppenhaver to accept the change order passed unanimously.

A motion to pay Meckley in the amount of \$32,991.41 was made by Councilman Koppenhaver and second by Councilman Harner. The motion passed unanimously.

The High Street project (CDBG 2018) request was not awarded to the Borough. The recent low-moderate income surveys does not qualify High Street for the 2019 CDBG 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. **PENDING**

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

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

## **Solicitor Report**

No Report

## **UNFINISHED BUSINESS**

**Rental Inspection Board**-tabled

**Ordinance 2018-04** a motion to adopt the restated Master Plan and Trust currently administer by the Pennsylvania State Association of Borough which was established on January 1, 2002 to establish a retirement plan for certain of its employees known as the Dauphin Borough Non-Uniformed Employees' Pension Plan was made by Councilman Koppenhaver and second by Councilman Musselman. The motion passed unanimously.

**Tracy Klinger Resignation (Treasurer)**-a motion to accept the resignation was made by Councilman Musselman. Councilman Koppenhaver second the motion. Councilman Grbich opposed the motion. All other Council members present passed the motion.

## **CORRESPONDENCE**

None

## **NEW BUSINESS**

None

## **COMMITTEE REPORTS**

**Administration and Finance – David Grbich- Chairman-2019 Budget-** Councilman Grbich presented the proposed 2019 budget to Borough council. A tax increase was not proposed. Councilman Koppenhaver expressed objection to the current proposed budget. Councilman Koppenhaver would like the budget to **be** reconsidered for additional taxes. Discussion pursued concerning the proposed budget. The Finance Committee will schedule a meeting to reconsider the proposed budget. Brian Carter stated if Council is not

considering a motion to accept the proposed budget tonight, the Council should call for a special meeting to adopt the revised proposed budget. Brian Carter stated the Borough could enact a Special Road Fund Tax. The monies from the Special Road Tax could be used only for making improvements to the Borough Roads and at contractor pricing. Councilman Harner would like Council to give thought to the Special Road Tax Fund. Council Vice- President Grbich suggested this meeting be reconvened on December 18, 2018 at 7.p.m. at the Borough Building 200 Church Street to discuss the proposed budget in more detail.

**Personnel- Kevin Musselman- Chairman**-Working on job descriptions for all employees.

**Public Facilities-Joe Wynn-Chairman-**  
**Joey Wynn**-monthly report attached to the minutes.

**Electric Service for Borough Sign**-Joey reported the cost for obtaining electric would be between \$3,000.00 and \$5,000.00. Action was tabled.

**2002 250 Truck**- was advertised on Minichibid. Bidding will end on December 4, 2018.

**Salt Bins** are full and spreaders are on truck.

**Street Cleaning Options**-Councilman Wynn reported that options are being considered.

**Railing on Outside of Building**-At a request of a resident, the Borough is inquiring on establishing hand rails on the ramp, and hand rails from the sidewalk on the outside front of the building. The project has been assigned to Joey Wynn.

**Sanitation – David Koppenhaver –Chairman**

Troy Toland Monthly report attached to the minutes.

**Community Development-Sally Wynn – Chairwoman**- the Committee withdrew their recommendations on the Rental Property Inspection (raise fee to \$70.00 a year and a 4 year inspection). Committee will meet to continue discussions.

**Public Safety – Donald Harner- Chairman**- traffic calming is in Committee.

Consideration is being given to discuss whether the combined Public Safety Committee of Dauphin Borough and Middle Paxton is needed. The township and the Borough have the ability to contract for the services. This will be a combined effort on the part of the Township and Borough.

## **Mayor's Report**

**Tractor-Trailers Parked on Borough Property**-has posted a letter on all Trailers that remain on our lot. Pamphlets were distributed election day for the South Central Alert Awareness.

## **TREASURER'S EPORT**

A Motion to approve the October 2018 Treasurer report was made by Councilman Wynn and second by Councilwoman Wynn. The motion passed unanimously.

## **ADJOURNMENT FROM COUNCIL**

The meeting will reconvene on November 15, 2018 at 7.p.m for the purpose of discussing the 2019 Budget.

## **EXECUTIVE SESSION**

None

Attest:

Approved:

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Trudy Koppenhaver  
Secretary

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David Grbich  
Vice-President  
Dauphin Borough Council