

DAUPHIN BOROUGH  
COUNCIL MEETING MINUTES

February 5, 2019

Council meeting came to order at 7 P.M 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-absent
Mayor	Michael McKenna-absent
Borough Engineer	John Puff with Light-Heigel and Associates
Borough Solicitor	Adam Zei with Johnson/Duffie Law Firm
Treasurer	Cynthia Long
Administrator/Secretary	Trudy Koppenhaver

APPROVAL OF MINUTES

A motion by Councilman Grbich and second by Councilman Musselman approve the minutes of the January 8, 2019 Borough Council meeting as presented passed unanimously.

OPEN COMMENTS FROM RESIDENTS

None

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

No report

## Brian Cuddy-Parks and Recreation

Opening day of baseball will be April 13, 2019 at Kennedy Field.

### 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.

Street Improvement-The Public Facility Committee completed the Street Improvement and Traffic Calming review and is recommending projects for approval by Council.

#### 2019 DAUPHIN BOROUGH STREET IMPROVEMENT SUMMARY

ERIE STREET	\$221,800.00
MOUNTAINVIEW LANE	\$ 44,800.00
CHARLES ROAD	\$112,650.00
FLORAL LANE	\$ 48,200.00
LOWER ERIE STREET	\$ 40,000.00
EDISON ROAD	\$ 81,000.00
SUBTOTAL	\$548,450.00

ENGINEERING/SURVEY SPECIFICATION/BIDDING	
20%=\$106,000.00	USE=9%=\$48,000.00
CLOSING COSTS	?????

The DCIB Program offers a low interest loan and the Public Facilities Committee is proposing this program to fund a safety, accessible and rehabilitation for six street list above.

Resolution 2019-01 authorizing Dauphin Borough to file an application for a Dauphin County Infrastructure Bank Loan in the amount of \$598,500.00 to be used for safety and accessibility improvements and rehabilitation of pedestrian and transportation infrastructure for Erie Street, Mountainview Lane, Charles Road, Floral Lane, Lower Erie and Edison was proposed by Council Koppenhaver. Councilman Wynn second the motion. Motion passed unanimously.

At the request of Dauphin Borough Council, a point of contact for the loan application will be appointed by Light Heigel.

The project will be piggy backed with Susquehanna Township.

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. NO AWARD

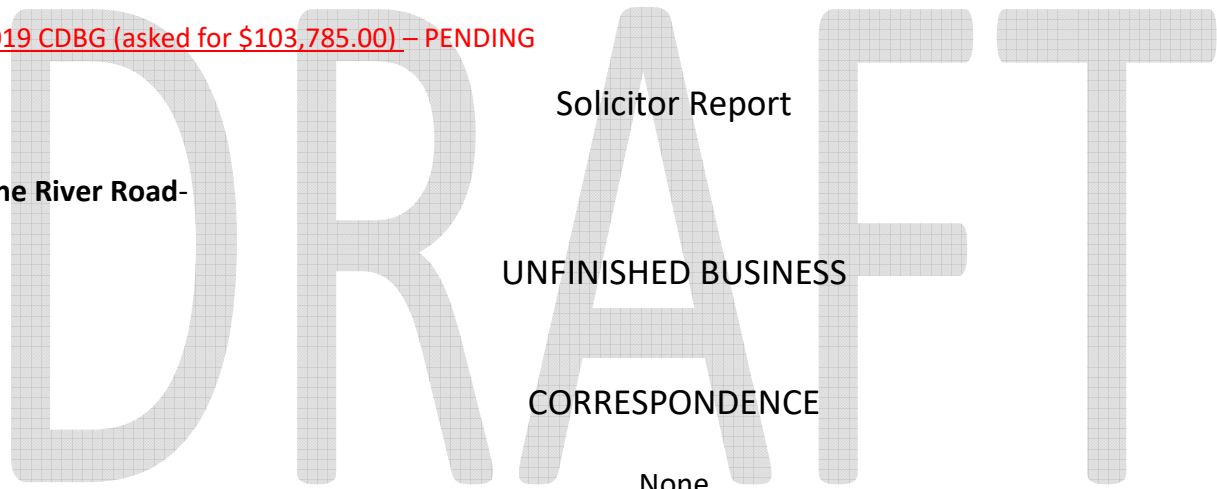
2018 CDBG (asked for \$150,000 for High Street sewer) NOT AWARDED

DCNR (asked for \$154,000) – Professional services are eligible up to 15% of grant amount. Granted \$150,000.00 for park equipment. (WAITING FOR DOCUMENTS AND AGREEMENT)

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

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

One River Road-



Solicitor Report

UNFINISHED BUSINESS

CORRESPONDENCE

None

NEW BUSINESS

COMMITTEE REPORTS

**Administration and Finance**-Dave Grbich-chairman-the Committee meet with COMCAST business. COMCAST will be developing pricing to combine our phone service, faxing service, and Internet and security cameras. Cell phones are not included in the COMCAST Business Package. The Finance Committee approved and budgeted for a 2.8% raise for employees. Councilman Grbich made a motion for a 2.8% raise for employees. Councilman Harner second the motion. The motion passed unanimously.

**Personnel**- Kevin Musselman- Chairman- working on job descriptions for employees. Kevin will be working with Adam Zei, Johnson Duffie, to compile a new Employee Manual.

The Committee confirms the hiring of Cynthia Long as the Dauphin Borough Treasurer, after completing a background check. Cindy's bond was issued.

**Public Facilities**-Joe Wynn-Chairman-committee meeting was held on January 7, 2019. Keith Heigel was in attendance. The Committee prefers not to disclose information from the meeting until the plans are more concrete.

Councilman Grbich suggested using the F250 truck for work around the Borough.

**Building Sign**-Ordered

**Weather Proof Display Board**-Continue to research

**Handrail**-Ordered

**Street Cleaning options**-reviewing and comparing items. Information will be available at the February 2019 meeting.

Bridge discussions continues

Joey Wynn-monthly report attached to the minutes.

Council President John Windish questioned who is responsible for changing the Borough Sign on Allegheny Street. Joey Wynn responded that Troy Toland and Joey share this function. They have been assigned months by the Borough Administrator.

**Sanitation** – David Koppenhaver –Chairman-SBR1 was put back on line. Approximately a week after the SBR1 was back on line, the flow on SRB11 broke. This was repaired immediately.

Troy Toland is requesting an adapter to be used on our welder. This would enable in house work to be performed. Councilman Koppenhaver made a motion to purchase the adapter for the Lincoln Welder at a cost of \$865.00. Councilman Wynn second the motion. Motion passed unanimously.

**Community Development**-Sally Wynn – Chairwoman- Committee is recommending the fee for Rental Property Maintenance remain at \$63.00 per year. The committee is also recommending the inspection period change from 2 years to 4 years. Michael Cassidy will inquire into the Ordinance for Rental Properties, particularly the term of inspection. Councilman Koppenhaver made a motion to extend the inspection period from 2 year to 4 years. Councilman Harner second the motion. The motion passed unanimously.

**In House Training for Rental Inspections**-Committee is inquiring into an in-house training program for employees. Council President Windish advised Joey Wynn and Keith Heigel that Council would speak to both parties concerning this issue.

**Blighted Properties**-Keith Heigel provided the Committee with a Universal Maintenance Code. The Committee is in the process of looking at items in the code that are appropriate for Dauphin Borough, comparing these items against Ordinances that Dauphin Borough currently has and determining if there are additional Ordinances that the Borough should enact.

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

Middle Paxton-Dauphin Borough Joint Public Safety Authority-discussions continue on the necessity of the Authority. Attached to the minutes is an E Mail from Jim Fisher, Middle Paxton Township Supervisor, which describes the process in detail. Councilman Musselman made a motion to appoint Councilman Harner and Councilman Musselman to a Committee which will elauate the necessity of the Authority. Councilman

Harner second the motion. The action passed unanimously. Michael Cassidy will write a resolution for nomination of Harner and Musselman.

SECRETARY/ADMINISTRATOR REPORT

Office Move-project in process

Mid- Penn Bank-sewer billing-Jamie Fetterholf is on vacation until January 22, 2019.

COG Diner-Council members have until January 11, 2019 to respond if they would like to attend.

Mayor's Report

No report

TREASURER'S EPORT

A Motion to approve the December 2018 Treasurer report was made by Councilman Koppenhaver and second by Councilman Grbich. The motion passed unanimously.

Council President Windish questioned if there is money in the budget to purchase a new computer for the treasurer. Tracy Klinger reported there is money in the budget for a computer.

ADJOURNMENT FROM COUNCIL

A motion was made by Councilman Harner and second by Councilman Wynn

Adjournment 8:12

EXECUTIVE SESSION

None

Attest:

Approved:

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Trudy Koppenhaver  
Secretary

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John J. Windish  
President  
Dauphin Borough Council