

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

**January 8, 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
Mayor	Michael McKenna-absent
Borough Engineer	Keith Heigel with Light-Heigel and Associates
Borough Solicitor	Michael Cassidy with Johnson/Duffie Law Firm
Treasurer	Cynthia Long
Administrator/Secretary	Trudy Koppenhaver

**APPROVAL OF MINUTES**

A motion by Councilman Grbich and second by Councilman Wynn to approve the minutes of the December 18, 2018 Borough Council meeting as presented passed unanimously.

**OPEN COMMENTS FROM RESIDENTS**

Cpl. Coldwell, Pa. State Police, attended the Borough Council meeting to provide the 2018 stats for Dauphin Borough. The stats for the Borough are as follows:

1. One Criminal Incident for Drug Arrest
2. Fourteen Collisions
3. One DUI
4. Forty Citations

John Reichard, 724 Edison Road, expressed concerns on several issues.

1. The Borough Web Page is not up to date, particular the minutes.

Note: Trudy Koppenhaver- minutes have been updated to and including the December 18, 2018 minutes.

2. The Christmas decorations in town were not taken down.

Note: Joey Wynn, Public Facilities, responded that most of the lights were taken Down on January 5, 2019 and the remainder will be taken down January 6, 2019.

3. Does the Borough receive notification when the U. S. flag should be flown at half-Staff.

Note: Joey Wynn stated the Borough does not receive official notification. John Reichard will provide Joey Wynn with an app to help in determining when the flag should be flown at half-staff.

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.

**OMNI System**-last month Keith Heigel was instructed to move forward with the \$300.00 cellular monitoring fee for 2019. There is also a yearly OMNI Advantage Annual Plan for \$165.00. This additional plan would include Product Warranty, Lifetime Radio Upgrades, Free software upgrades and 2.0 mobile app, Guarddog set up and propriety support and professional training. A motion was made by Councilman Wynn and second by Councilman Koppenhaver to purchase the OMNI Advantage Annual Plan for a cost of \$165.00 per year. Motion passed unanimously.

Dauphin Borough received a \$150,000.00 grant from DCNR. Dauphin Borough nor Light-Heigel have not received any agreement concerning this grant. Light-Heigel suggested lumping the three grants that were awarded to Dauphin Borough. The three grants are:

1. \$ 92,218.00 Gaming Grant DCNR
2. \$ 50,000.00 ADA ramps CDBG
3. \$150,000.00 DCNR grant for Park Equipment

The three grants total \$292,218.00. Keith Heigel stated we may be able to combine the three grants after we evaluate all three agreements.

## 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

## Solicitor Report

Michael Cassidy introduced Adam Zei, attorney at Johnson Duffie. Adam will be assisting with Dauphin Borough issues.

**One River Road**-Michael Cassidy issued a letter to the resident explaining that Dauphin Borough would split the cost of grinder pump repairs performed on September 26, 2018. The homeowner must pay within 30 days to receive a discounted bill. The owner did not respond or pay their share of the bill. Michael Cassidy has filed a lien on the property. The owner has now been billed for the entire cost of the repair totaling \$1,531.54.

## UNFINISHED BUSINESS

Codification of Ordinances-Michael Cassidy will work with Trudy Koppenhaver on this project. Councilman Grbich volunteered to work with Trudy on this project.

## CORRESPONDENCE

None

## NEW BUSINESS

Jim Fisher, Middle Paxton Township Supervisor, Julie Seeds, Middle Paxton Township Manager, and John Windish, Dauphin Borough Council President, met George Connor, Executive Director, DCED to obtain information only in regards to consolidating municipalities. It was a brief meeting to seek direction and some facts, prior to involving the Township Supervisors and Borough Council.

## 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 evaluate 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 REPORT

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:

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Trudy Koppenhaver  
Secretary

Approved:

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John J. Windish  
President  
Dauphin Borough Council