

DAUPHIN BOROUGH
COUNCIL MEETING MINUTES

June 4, 2019

Council meeting came to order at 7 P.M.

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-absent
Mayor	Michael McKenna
Borough Engineer	Keith Heigel with Light-Heigel and Associates Mike Keffer with Light-Heigel and Associates
Borough Solicitor	Adam Zei with Johnson/Duffie Law Firm
Treasurer	Cynthia Long
Administrator/Secretary	Trudy Koppenhaver-absent

APPROVAL OF MINUTES

A motion by Councilman Harner and second by Councilman Musselman to approve the minutes of the May 7, 2019 Borough Council meeting as presented passed unanimously. Councilman Grbich abstained

OPEN COMMENTS FROM RESIDENTS

A Corporal, from the Pennsylvania State Police, was in attendance to report the Borough statistics. (Do not know the time frame) He reported 7 collisions, 0 fatalities and 1 DUI with possession of drugs.

Cheryl Cuddy-co-chairperson of the committee for the 250th Founders Day-reported 17 people attended a meeting on May 14, 2019. The group will meet the second Tuesday of every month

except for July and any other month that would conflict with a Borough meeting. The event will be held October 17, 2020. The Committee is drafting a letter to all organizations and churches in the area asking the organization to participate in the event.

Cheryl had several requests to present to Borough Council:

1. Set up a separate bank account under the Borough with the name 250th Founders Anniversary
2. New logos on banners for the light poles in town
3. Logo contest for a logo for the event
4. Food Trucks
5. A donation from the Borough
6. Local Business with wineries at gazebo

A motion was made by Councilman Wynn and second by Councilman Koppenhaver to allow the Committee to open a bank account under the Borough name. The account would be open under the names of either Cheryl Cuddy or Jason Kramer, representing the Committee and either Trudy Koppenhaver or Cindy Long, representing the Borough. Motion passed unanimously.

A motion was made by Councilman Koppenhaver and second by Councilman Wynn allowing the Committee to use the Borough name for the logo for the 250th Founders anniversary celebration. Motion passed unanimously.

A motion was made by Councilman Wynn and second by Councilman Koppenhaver to allow the Committee to hang banners from the poles on the island located on Allegheny Street. The motion passed unanimously. Cheryl Cuddy will inquire as to the width and length that will be acceptable.

Wine and Beer Tasting-Cheryl Cuddy made Council aware that she will have to secure all proper permitting for the wine and beer tasting and all parties participating, as well as the event, will need to have their own insurance.

A suggestion was made by Mayor McKenna to possibility shut down parts of Allegheny Street during the event. There would be no open containers of any type of alcohol.

The Solicitor will inquire into the particulars of hosting the wine and beer tasting at the Square.

Dauphin Borough gave recognition to Ralph Stone for his time and effort in repairing the windows that were broke at the Old School due to vandalism.

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

Water Rescue will be performing a water rescue exercise on the river August 14 and 15 from Fort Hunter to Dauphin.

Brian Cuddy-Parks and Recreation

Reported the Park authority has a structural failure with their sewer at the park. Permits have been filed to correct the situation. The area of the blockage is contained within the park.

ENGINEERS'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 DCIB Program-The update and approved resolution was forwarded to the DCIB.

WWTP-The PADEP CAP plan is due June 12, 2019. PADEP is asking the Borough to address the I&I and overload from the Waste Water Treatment Plant. Councilman Harner made a motion to accept the CAP plan as presented and under the condition that our solicitor would review the plan. Councilman Koppenhaver second the motion. The motion passed unanimously.

Gaming Grants-will be available in May and due in September. With the Borough's permission Keith Heigel would like to coordinate with Cindy Long on the Gaming Grant.

Resolution 03-01-required Dauphin Borough to submit an NPDES General Permit to the Department of Environmental Protection and the Borough would intend to execute the required Memorandum of Understanding with the Dauphin County Conservation District. In 2003 the Borough passed a resolution to execute a Memorandum of Understanding with the DCCD, but never followed through with the MOU. A motion was made by Councilman Wynn and second by Councilman Koppenhaver to approve the Memorandum of Understanding with the Dauphin County Conservation District, as amended to include the West Nile virus. The motion passed unanimously.

Revised PAG 13 Notice of Intent-to request the waiver of the MSR4. The application requests Dauphin Borough be exempt from all requirements of the MSR 4 Waiver. A motion was made by Councilman Wynn and second by Councilman Koppenhaver asking the Department of Environmental Protection to exempt the Borough from all requirements of the MSR4. The motion passed unanimously.

Penn Dot Wall-vines are growing on the wall. Keith Heigel reported the wall belongs to Penn Dot where the vines are growing. Keith Heigel will place a call to Penn Dot maintenance concerning the maintenance of the vines.

Swale on Hillside-LHAI will pursue this with Suez. Keith Heigel states he believes Suez is pursuing a Wetland Permit. Keith Heigel reported that Suez is waiting for drier weather to begin work.

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

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

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

SOLICITOR'S REPORT

LDI-the Borough received the signed letter of intent from LDI. The Borough also received a check from LDI in the amount of \$10,000.00, for professional and engineering fees, which will be held in escrow by the Borough. Keith Heigel ask that the bank account be monitored by the Borough, in reference to the \$10,000.00 and funds, becoming low.

Employee Handbook-there is a draft of the employee Handbook. All requests for the Employee Handbook should be made to Adam Zei with a copy to all Council Members.

Joint Public Safety Authority- Ordinance 2019-01-directing the Dauphin-Middle Paxton Joint Public Safety Authority to cease its activities and convey all of its assets to the Township of Middle Paxton and the Borough of Dauphin. A motion was made by Councilman Harner and second by Councilman Musselman to adopt the Ordinance. The motion passed unanimously.

Ordinance 2019-02-An ordinance of the Borough of Dauphin Amending Chapter 15 Part 4 by prohibiting any person from stopping, standing or parking a vehicle at the edge or curb of the roadway at 227 Erie Street except for the purpose of loading or unloading. (For further details the complete Ordinance is filed in the Ordinance Book, located in the Borough Office). Councilman Wynn made motion to approve the ordinance. Councilman Koppenhaver second the motion. The motion passed unanimously.

Committee Meetings-there is no limit on the number of Council members who can attend a committee meeting. Only members of the committee are permitted to be fully involved in the meeting, except for comments if permitted by the members of the committee, and only members of the committee are permitted to discuss what recommendations, if any, will be made to Council at the next meeting. There is no limit on the number of issues within a committee's assigned area that are permitted to be discussed at a meeting. No business is allowed to be resolved at a committee meeting. The Committee would in turn report back to Council with official recommendations. Committee meetings should be advertised. This information was given to Borough council by the Borough Solicitor, Adam Zei.

House Bill 349- Resolution 2019-04- The resolution is opposing HB349 and that the Borough agrees the choice of having one or multiple third party enforcement agencies should continue to be up to local officials. Councilman Harner made the motion to approve resolution 2019-04. Councilman Wynn second the motion. Motion passed unanimously.

TREASURER'S REPORT

A motion to approve the Treasurer's report for May 2019 was made by Councilman Wynn and second by Councilwoman Koppenhaver. Motion passed unanimously.

ADMINISTRATOR/SECRETARY REPORT

Administrator/ Secretary was absent.

MAYOR'S REPORT

Reported an abandoned vehicle. The mayor is processing the paperwork on the vehicle. June 19, 2019 the Mayor is scheduled to appear at Judge Johnson's office for the vandalism at the Old School. All three of the ladies have started their community service.

UNFINISHED BUSINESS

None

CORRESPONDENCE

None

NEW BUSINESS

Dauphin Borough Municipal Sewer Authority-Nominations were made as follows:

Mr. Jack Rudy-nominated by Councilman Grbich

Ms. Erin Musselman-nominated by Councilman Grbich

Mr. Troy Toland-nominated by Councilman Grbich

This Authority should consist of five members with staggered terms. Meeting minimums is one time per calendar year.

COMMITTEE REPORTS

Administration and Finance-Dave Grbich-chairman-Cindy Long, Borough Treasurer attended a class on grant writing. The recommendation of the Personnel Committee is to increase Cindy's salary to the old Treasurer level. The increase is to be effective next month. A motion to increase the treasurer's salary, due to grant writing, and increase the salary to the old treasurer's salary, was made by Councilman Musselman and second by Councilman Wynn. The motion passed unanimously.

Councilman Grbich reviewed the budget versus actuals. Cindy Long will give another report at the end of the second quarter.

Personnel- Kevin Musselman- Chairman-handbook may be finalized at the next Borough Council meeting. Kevin will work on job descriptions when the employee handbook is completed. Chairman Musselman is looking into options for disability insurance for the employees.

Public Facilities-Joe Wynn- Chairman

Building Sign-Ordered

Weather Proof Display Board-Continue to research

Trees in park- Inquiries were made to six tree trimming businesses. Four of the six declined to give an estimate. Need a third estimate?

Middle Paxton asked if the Borough could cut Kennedy field. An employee resigned. Councilman Wynn gave permission.

Sanitation – David Koppenhaver –is requesting to rent a trackhoe at the cost of \$1,700.00 per week. The purpose for the trackhoe is for clearing a right of way for manholes that run by the pool and past Mr. Rudy's driveway. This machine would also be used to clean the drying beds in the sewer plant. Councilman Harner made a motion to rent the trackhoe at a cost of \$1,700 per week. Councilman Musselman second the motion. The motion passed unanimously.

Community Development-Sally Wynn – Kevin Musselman spoke of behalf of Councilwoman Wynn who was absent. The Community Development Committee meet with Light Heigel to review the International Property Management Code. The Committees recommendation is to adopt the code as written and enforce the Management Code as written. Councilman Musselman made a motion to work with Light Heigel to establish and ordinance for the International Property Maintenance Code. Councilman Harner second the motion. The motion passed unanimously. The ordinance is for an anticipated vote at the July Council meeting.

Public Safety –Engine Brake-received information from Keith Heigel. Chairman Harner asked if this is the will of Council to inquire into this. Based on discussion, Council has decided to table this project. A unanimously vote was taken.

ADJOURNMENT FROM COUNCIL

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

The meeting adjourned at 8:30

Executive Session

None

Attest:

Approved:

Trudy Koppenhaver
Secretary

David Grbich
Vice-President
Dauphin Borough Council