

DAUPHIN BOROUGH  
COUNCIL MEETING MINUTES

May 7, 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
Council Vice-President	Dave Grbich-absent
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
	Mike Keffer 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 Harner and second by Councilman Wynn to approve the minutes of the April 2, 2019 Borough Council meeting as presented passed unanimously.

**OPEN COMMENTS FROM RESIDENTS**

Liz Rodda, President of the Dauphin-Middle Paxton Historical Society was in attendance. Liz thanked the Borough Council for the cost of replacing the windows at the school building, which were damaged due to vandalism.

Liz invited all Council Members to a luncheon and Pre-Sale Flea Market that is held on a yearly basis. The luncheon is scheduled for May 30 from noon to 1:30 p.m. Liz asked if any Council members plan to attend to RSVP at [RoddaLiz@comcast.net](mailto:RoddaLiz@comcast.net).

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

No Report

Brian Cuddy-Parks and Recreation

Brain Cuddy thanked the Borough Council for the Borough's annual donation of \$5,000.00

## 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**-approved our funding and estimated closing costs. The DCIB is asking for an updated resolution stating not to exceed project cost. The Dauphin Borough Public Facility Committee is recommending a not to exceed amount of \$700,000.00. Resolution 2019-05 authorizing the filing of an application for a Dauphin County Infrasture Bank loan of not more than \$700 000.00 was made by Councilman Harner and second by Councilman Wynn. The motion passed unanimously.

**WWTP**-Councilmen Koppenhaver and Wynn, Troy Toland, Mike Keffer and Keith Heigel met with PADEP on April 12, 2019 to discuss PADEP requirement of a plan, program and requirements for compliance. PADEP is recommending the Borough reach out to LDI to determine if a plan could be prepared to assist the Borough with the needed I&I reduction and also provide the capacity.

On May 1, 2019 the Committee met with a representative from Delta Development and their engineer at the request of PADEP. As a result of this meeting, the Committee is recommending Council agree to move forward with a letter of intent to provide Sanitary Sewer Service to their development of 95,000 gpd.

**LDI**-Council President Windish questioned if LDI would be paying the Engineering and Legal fees associated with this project. Keith Heigel stated this was to be determined. Keith Heigel stated there could be verbiage in the letter of intent concerning the Engineering Fees.

**Swale on Hillside**-LHAI will pursue this with Suez. Keith Heigel states he believes Suez is pursuing a Wetland Permit.

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**

**Employee Handbook**-will be in circulation next week. The handbook could be adopted and voted upon at the June Borough Council Meeting.

**Joint Public Safety Authority**- Adam Zei stated he will speak with Michael Cassidy concerning the distribution of the property between Middle Paxton Township and Dauphin Borough. The building is the primary asset.

**Dauphin-Middle Paxton Home Association**- No Loading and Unloading Zone-Adam Zei stated he will have an ordinance prepared for the June Meeting. The address for the Home Association is 227 Erie Street.

**Committee Meeting**-Council President Windish questioned the status of have Committee Meetings with more than three members of Dauphin Borough Council present is permissible. Adam will send a clarification.

**Urban County Program**-If Dauphin automatically be in the County DCBG Program unless you specifically "opt out". Dauphin Borough will take no action.

**House Bill 349- 2019-04** Councilman Harner made a motion to support this resolution. 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 April 2019 was made by Councilman Koppenhaver and second by Councilwoman Wynn. Motion passed unanimously.

## **ADMINISTRATOR/SECRETARY REPORT**

**Business cards** have been distributed.

**Codification**-nothing to report

**Delinquency Report**-water shut off has begun

**250<sup>th</sup> Founders Day Anniversary**- of Dauphin Borough-a Committee has been formed to look into ideas for this event.

The initial meeting is scheduled for May 14, 2019 at 7 p.m. All residents of Dauphin Borough and Middle Paxton Township are invited to attend and participate in the event. Council President Windish assigned the Project to the Community Development Committee.

## MAYOR'S REPORT

No parking signs on Erie Street will be installed next week.

Historical Society-Vandalism-all three individuals have appeared in front of Judge Johnson to plead guilty. Received a Nosis Complaint for 100 Floral Lane.

## UNFINISHED BUSINESS

**Naming the Park located at 210 Church Street-** it was decided to remain with the name Dauphin Community Park, as previously discussed at the April Borough Council Meeting.

**Middle Paxton Lions Club Sign-** on the Back of the School House-the Lions Club is willing to put the sign up for the Carnival and take down after the Carnival each year.

**Comcast Cameras-**Councilman Wynn made a motion to purchase eight (8) cameras from Comcast. Councilman Musselman second the motion. The motion passed unanimously. The location of the eight cameras will be discussed at a later date. The total bill for the cameras and internet service would be approximately \$386.00 per month. This includes the Borough Building and the Sewer Plant.

## CORRESPONDENCE

**Resolution in Support of Restore Pennsylvania-**supports the Governor's "Restore Pennsylvania" program. This program is designed to address infrastructure issues within the Commonwealth covering everything from technology access upgrades to natural gas and stormwater flooding preventing measures.

Resolution requesting the PA State Association of Boroughs adopt a resolution which pertains to a proposal that PennDOT treat all Borough the same regardless of population and assume storm water maintenance responsibilities for sewer inlets and pipes positioned on state roads.

The above resolutions are not official Borough Resolutions. They are resolutions that the Borough would show support for. No public action is necessary.

## NEW BUSINESS

**All Phase Landscaping-**a motion to approve a bill for \$3,264.00 to spray vegetation in various areas of the Borough, was made by Councilman Wynn and second by Councilman Koppenhaver. The motion passed unanimously.

**After reviewing the 2018 Audit, Council President Windish has modified some internal work flow procedures.**

All invoices will be received by the Borough Secretary. The Secretary will open the invoices and place all the invoices in the Treasurer's bin. Every week the Treasurer will distribute the invoices to the appropriate Committee Chairperson. The Committee Chairperson is responsible for reviewing the invoices and initializing the invoices that need paid. The Chairperson will be responsible for returning the invoices to the Treasurer no later than Wednesday of each week.

Employees and their immediate supervisor will initial their time cards.  
Two Signatures will be required when issuing checks. No person shall sign their own check.

**A motion to purchase a Caterpillar Broom-** in the amount of \$8,543.00 was made by Councilman Harner and second by Councilman Musselman. The motion passed unanimously.

**Brake Engine Ordinance-**Council President Windish inquired if the Borough would be allowed to post signs for this ordinance. Council President Windish assigned this project to Councilman Harner, Public Safety Committee. Keith Heigel will send Councilman Harner information on the posting of the signs for the ordinance.

**Weed Whacking High Street-** It was the decision of Borough Council to continue weed whacking High Street.

Councilman Wynn stated the two Public Facility workers should work together to weed whack High Street.

**Tree Trimming in Memorial Park-**there are several old dead trees in the park that need taken down. Councilman Wynn was assigned the task of obtaining estimates for the removal of the trees.

**Replacing Sign on Roadway-**Keith Heigel will give the Public Facilities options to review.

#### COMMITTEE REPORTS

**Administration and Finance-**Dave Grbich-chairman-Cindy Long, Borough Treasurer attended a class on writing grants. Discussion on compensation for Cindy will be discussed in Executive Session.

**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. 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

Handrail-will be installed by end of month

Playground equipment-Chairman Wynn stated the garage has enough room to house the playground equipment for the new Community Park.

**Sanitation** – David Koppenhaver – Chairman-information included in the Engineer report. The High Street grant is not available this year.

**Community Development**-Sally Wynn – Chairwoman-will schedule a meeting with the Committee to discuss which policies (ordinances) the Borough Council would like to adopt concerning blighted properties. The Community Development Committee was also assigned the task to coordinate with the Historical Society activities for the 250<sup>th</sup> founding of Dauphin Borough.

Public Safety – nothing to report. See Solicitor report.

ADJOURNMENT FROM COUNCIL

8:50 P.M.

EXECUTIVE SESSION

9:05 P.M. to 9:50 P.M.

No decisions were made after the Executive Session

Attest:

Approved:

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Trudy Koppenhaver  
Secretary

\_\_\_\_\_  
John J. Windish  
President  
Dauphin Borough Council