

DAUPHIN BOROUGH
COUNCIL MEETING MINUTES

August 6, 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
Council Pro-Tem	Dave Koppenhaver
Councilman	Donald Harner
Councilman	Kevin Musselman
Councilman	Joseph Wynn
Mayor	Michael McKenna
Borough Engineer	Keith Heigel 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 Musselman to approve the minutes of the July 2, 2019 Borough Council meeting as presented passed unanimously. Councilmen Wynn and Koppenhaver abstained.

OPEN COMMENTS FROM RESIDENTS

NONE

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

Report included in the minutes

Brian Cuddy-Parks and Recreation

Trudy Koppenhaver reported vandalism at the Dauphin-Middle Paxton Community Park. The lights in the pavilion were broken and all the electrical equipment was destroyed. Motion lights, at a minimum, were suggested by the State Police. Trudy Koppenhaver will contact Julie Seeds concerning the motion lights. A police report is attached to the minutes.

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 County is targeting October 1st for the DCIB Loan closing.

Gaming Grants-will be available in May and due in September. A pre-application meeting was held with Dauphin County July 24th. Cindy Long, Don Harner and Keith Heigel were in attendance. The Borough will have two options for the loan. Option one is debt reduction. If debt reduction is chosen the Borough would not ask for more than three years of debt reduction. Option two is to make repairs to the Waste Water Treatment Plant.

Swale on Hillside-Suez began work on the drainage swale on their property; to improve the swale depth for stormwater flow. The current work is not effective and the Borough will wait their return to complete their work needed to contain the stormwater flow.

Home Association Signs-the loading/unloading signage request was sent to DB Kreig in Harrisburg.

International Property Maintenance Code-is being altered, by Light-Heigel, for a review by the Community Development Committee. A recommendation will be made to Council. Johnson Duffie will need any amendments or deletions to establish the ordinance.

MS4-Notice of Intent-PADEP published the Waiver Application in the PA Bulletin last month. After a 30-day comment period, the waiver should be issued and effective September 1, 2019.

Playground Equipment-the "Mossy Hollow" playground equipment was delivered to the Borough August 2nd. There was some damage to the packaging. Each part needs to be inspected for damage. Councilman Wynn, Councilman Koppenhaver, the Mayor, and a representative from Light-Heigel will inspect the equipment. The equipment will remain in the Borough garage until installment.

Park Project Tree Removal-any trees that the Borough wishes to cut down, within the approved Park Project, would require approval from the DCNR Forester. The trees in question are in the 300 block of Allegheny Street.

McNaughton-Council President Windish questioned the McNaughton property in conjunction with LDI's current sewer project. President Windish questioned if the agreement the Borough previously had with McNaughton/LDI is still valid. McNaughton had previously paid for a portion of the I & I study with the understanding McNaughton would receive some capacity within the Sewer Plant. The Solicitors understanding of the current negotiations is the Borough is in a new negotiation with a new blank slate of discussions based upon information from a previous negotiation. This current discussion is a new negotiation and only involves discussion with persons that are at the table currently. Adam Zei will confirm this information with Michael Cassidy.

250th Founders Day-Councilman Grbich questioned if the playground equipment and the pavilion could be completed by the third week in October 2020.

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 Intermunicipal Agreement review has been completed by Johnson Duffie. Steve Stein, Middle Paxton Township Solicitor, is in the process of reviewing. Dauphin Borough is awaiting approval from Middle Paxton Township.

Escrow Account with LDI-Adam Zei stated there is no reason to specify a certain dollar amount as a low fund. LDI must fund the account in order for more work to be completed. Adam Zei stated a general figure would be when the fund reaches a 10% retainage. Cindy Long should notify Johnson Duffie when the fund reaches a 15% level. The account level is at approximately 36%.

TREASURER'S REPORT

A motion to approve the Treasurer's report for July 2019 was made by Councilman Harner and second by Councilman Grbich. Motion passed unanimously.

Cindy received notification that Middle Paxton will sponsor Dauphin Borough in obtaining a Grant.

ADMINISTRATOR/SECRETARY REPORT

Presented the sewer delinquency report.

Will begin work on Codification of Ordinances in early September.

Resolution for selling equipment. Trudy Koppenhaver will forward sample resolution to Adam Zei. Adam will prepare a resolution for the September meeting.

A motion to sell a 1984 Mauldin 4000 Roller, for an amount of \$990.00, was made by Councilman Wynn and second by Councilman Grbich. Motion passed unanimously.

MAYOR'S REPORT

Nothing to Report

UNFINISHED BUSINESS

2019-2020 Insurance Recommendations-The Finance Committee made the following recommendations:

1. Increase the treasurers bond from \$125,000 to \$300,000 at a cost of \$633.00 per year.
2. Increase the Auto extensions from Essential to Elite. The Borough currently has the Essential extension with a flat charge of \$75.00 The Elite flat charge is \$300.00.
3. Increase the umbrella from \$1,000,000 to \$3,000,000.

A motion to approve the upgrade, as stated, was made by Councilman Grbich and second by Councilman Musselman. The motion passed unanimously.

Comcast Cameras-the cameras were uninstalled from the Borough Building. Comcast and the Borough could not come to an agreement concerning installation at the Waste Water Treatment Plant. The Comcast contract has been cancelled based on Comcast not fulfilling the contract.

A special committee, of Councilman Grbich and the Mayor, will inquire into estimates for cameras.

NEW BUSINESS

Resignation for Sally Wynn-A motion to accept the resignation of Sally Wynn from Borough Council was made by Councilman Grbich and second by Councilman Koppenhaver. Motion passed unanimously.

Dauphin Borough Municipal Sewer Authority-Trudy Koppenhaver will schedule a meeting for the Authority.

CORRESPONDENCE

The Borough received a letter from Dauphin County Economic Development Corporation stating the Borough was not selected for the FY2019 Community Development Block Grant.

The 2020 Financial Requirement and Minimum Municipal Obligation was presented to the Borough Council Members. Cindy Long notified the Pension Plan that we currently have one employee versus the two employees that are listed on the form.

NEW BUSINESS

None

COMMITTEE REPORTS

Administration and Finance-Dave Grbich-chairman-received the budget vs actuals from the treasurer. Councilman Grbich reviewed the Budget vs Actuals and is pleased with the figures. No concerns at this time. Councilman Grbich requested Chairpersons begin thinking about next year's budget.

Personnel- Kevin Musselman- Chairman-Employee handbook was presented to Council Members. A motion to accept the handbook, as presented, to include a code of conduct (Appendix A) and revising the vacation days was presented to Council. A motion was made by Councilman Musselman and second by Councilman Grbich to accept the handbook. Motion passed unanimously. Councilman Musselman stated he is working on job descriptions and short term disability insurance.

Replacement of Public Facility Worker and Roadmaster-the Personnel Committee will review the job descriptions and determine what functions the Personnel Committee would like the new employee to perform. The Committee will decide on hiring a public facility worker or broaden the public facility worker duties to include the Roadmaster. This person would perform everything non-sewer plant related. The decision has not been made as to the path that will be taken.

Public Facilities-Joe Wynn-Chairman-Councilman Wynn will inquire into purchasing a new sign to replace the sign on Allegheny Street. The new sign will be placed at a different location, which should be easier for the workers to change the sign.

Road Paving Project-Keith Heigel stated the Borough's estimated time frame for bidding is November or December of 2019.

Sign in Front of Building and Information Board-the sign was picked up by Troy Toland. The sign must be installed. Update from Troy Toland- this is a two man job and will be completed when a new employee is hired. Inquiries are being made into an information board.

Trimming Trees in Memorial Park-received three estimates. The Committee would like to investigate the tree trimming in more depth. (Stump removal and trimming other trees within the Borough). Councilman Harner will chair this project.

Sanitation – David Koppenhaver –chairman-Kline's will camera the sewer line from Erie Street to Dauphin Pool. Troy is coordinating with Middle Paxton Township to clear the trees and shrubs that are growing on the property from Erie Street to Dauphin Pool. Letters have been sent to all residents involved.

Community Development-Dave Grbich and Kevin Musselman will co-chair this Committee. Nothing to report this month.

Public Safety –Don Harner-chairman-working on the process for dissolution of the Joint Public Safety Authority.

ADJOURNMENT FROM COUNCIL

The meeting adjourned at 8:45

Executive Session

None

Attest:

Approved:

Trudy Koppenhaver
Secretary

John Windish
President
Dauphin Borough Council