

DAUPHIN BOROUGH  
COUNCIL MEETING MINUTES

September 10, 2019

Council meeting of September 3, 2019 reconvened 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 Musselmam
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

**APPOINTMENT OF COUNCIL MEMBER**

A motion made by Councilman Harner and second by Councilman Musselman to appoint Jennifer Peck as a member of the Dauphin Borough Council passed unanimously.

**APPROVAL OF MINUTES**

A motion by Councilman Harner and second by Councilman Koppenhaver to approve the minutes of the August 6, 2019 Borough Council meeting as presented passed unanimously. Councilman Grbich abstained.

**OPEN COMMENTS FROM RESIDENTS**

Mr. and Mrs. Shive, 603 Erie Street, expressed concerns of high grass and an old well that is not properly covered at 601 Erie Street. The concerns were reported to Light-Heigel and Associates. Keith indicated the property is in foreclosure and Wells Fargo will be taking care of

the high grass and open well concerns within ten days.

Mr. Vallentine, of Harrisburg Church of Prayer, presented paperwork for exoneration of their 2017 taxes in the amount of \$5,101.50. Councilman Koppenhaver made the motion to exonerate Harrisburg Church of Prayer. Councilman Grbich second the motion. The motion passed unanimously. Harrisburg Church of Prayer is responsible to present all paperwork to the Dauphin County Tax Assessment Office.

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

Bob questioned our Rental Inspection Ordinance. He stated there was not a clause for smoke detectors in bedrooms. Trudy Koppenhaver researched his inquiry and found the Borough does have a clause requiring smoke detectors in all bedrooms.

Bob presented the Borough with a Budget Proposal for 2020.

Mayor McKenna ask permission for the Dauphin-Middle Paxton Fire Company to conduct training on the Borough Property located beside the Sewer Plant. The Fire Company will do all the clean up and make sure all the vehicles are towed away after the training. No training will be performed on the roof of the main building of the Borough.

### Brian Cuddy-Parks and Recreation

The sewer line work at Sheetz Field has been completed. Troy Toland inspected the project. The job was completed according to Borough Code.

The Joint Park Authority is considering motion lights and/or security cameras as a security measure.

## ENGINEERS' 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 1<sup>st</sup> for the DCIB Loan closing. An updated debt service document is required to be executed for the DCED filing. A motion to execute was made by Councilman Harner and second by Councilman Musselman. The motion passed unanimously.

**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. Keith Heigel will continue to pursue.

**MS4-Notice of Intent**-the PADEP issued a Waiver of the MSR Permit. The permit will be in effect for five years.

**Playground Equipment**-each part of the “Mossy Hollow” equipment was inspected for damage. None was found and the equipment is in protected storage. The invoice was forwarded to the appropriate agency for approval and payment.

**Park Project Tree Removal**-The DCNR Forester’s approved the removal of some trees within the Park Project.

**Miscellaneous**-A contractor requested a location for a temporary construction trailer at the corner of Canal and Delaware Streets. Council members are requesting a permanent electrical service be installed for Borough use. The Solicitor has reviewed the agreement with one additional comment. The Contractor is under obligation to return the sight (ground) as they found it as the contractor’s cost. A motion was made by Councilman Grbich and second by Councilman Koppenhaver to grant permission for the contractor to set up a temporary construction site. The motion passed unanimously.

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 Intergovernmental Cooperative Agreement with Middle Paxton Township review has been completed by Johnson Duffie. LDI has had access to this agreement and has not expressed any revisions that LDI would like to see. It is the Solicitor’s recommendation that Council vote on and adopt the Intergovernmental Cooperative Agreement with Middle Paxton Township. Councilman Harner made a motion to approve the Intergovernmental Cooperation Agreement as presented by the Solicitor. Council Musselman second the motion. The motion passed unanimously.

**Resolution No. 2019-06**- Councilman Grbich made a motion to accept the resolution establishing a procedure by which the Borough of Dauphin may sell surplus personal property not exceeding Two Thousand Dollars (\$2,000). Councilman Harner second the motion. The motion passed unanimously.

**Dissolution of the Dauphin-Middle Paxton Joint Safety Authority**-the Solicitor received the dissolution presented from Middle Paxton Township solicitor. Our solicitor is in the processing of reviewing the dissolution.

**Dauphin Borough Sewer Municipal Authority**-the board meet on September 3, 2019 and was reconstituted with new positions (President, Vice-President, Treasurer, Secretary) and terms of office.

## **TREASURER'S REPORT**

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

## **ADMINISTRATOR/SECRETARY REPORT**

**Presented the sewer delinquency report.** The Borough will inquire into late for fee sewer bills. Councilman Grbich asked Trudy Koppenhaver to provide input into the sewer charges. Per the Solicitor, the Borough can raise the late fees for sewer billing.

**Codification of Ordinances**-has made contact with vendors to work on the codification.

**Notice of Violations**-a meeting was held with Council President Windish, Councilman Grbich, Keith Heigel, of Light-Heigel and Associates, and Trudy Koppenhaver. After discussion, it was decided that the first notice of violation is the Borough's cost of doing business and the resident will not be charged. If the resident does not comply with the notice and a second notice must be sent to the resident, the resident will be charged for the second notice. All residents who were charged a fee for the first violation, and paid their fee, will be refunded their monies.

## **MAYOR'S REPORT**

The mayor reported he issued two warning violations. One for a tractor trailer parked on the Borough grounds on Canal Street. The other for a car parked at a fire hydrant at 218 Erie Street

## **UNFINISHED BUSINESS**

**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 at the October 2019 Borough Council meeting.

**Jennifer Peck** will be the new chairwoman of the Community Development Committee.

**Comcast Cameras**-special committee, consisting of Councilman Grbich and the Mayor, will inquire into estimates for the cameras.

## **NEW BUSINESS**

**Resignation for Joseph Wynn**-resigned September 9, 2019. A new Council Member needs appointed by the next Borough Council Meeting.

## **CORRESPONDENCE**

None

## **COMMITTEE REPORTS**

**Finance Committee**-Dave Grbich- chairman-work on the budget has begun. Troy Toland submitted a design for the new sign and landscaping in front of the building. The approximate cost is \$440.00. Council gave permission for Troy to begin the work. A community Notice Board will also be installed between the middle two windows on the front of the building.

**Personnel Committee**-Kevin Musselman-**chairman**-inquiring on disability insurance for full time employees.

**Job Descriptions for Employees**-copies were distributed to all Council Members. Councilman Musselman made a motion to accept the positions for Laborer I/Waste Water Treatment Plant Operator and Labor II/Waste Water Treatment Plant Operator. Councilman Harner second the motion. The motion passed unanimously.

**Troy Toland**- increase salary from \$19.02 to \$20.00 per hour, was made by Council Musselman and second by Councilman Grbich. The motion passed unanimously.

**Hiring of new Employee**-a motion made by Councilman Musselman to hire Ryan Boyer, at a rate of \$17.00 per hour. The motion was second by Council Harner. Motion passed unanimously.

**Road Master**- The Road master position will not be filled.

**Employee Handbook**- a revised version of the handbook will be available to give to employees before Ryan Boyer is hired.

**Public Facilities**-co-chairman's Harner and Koppenhaver

**Trimming Trees in Memorial Park**-continue to receive estimates for trees behind the park, the Park Project, and tree trimming at various locations within the Borough. A question of who is responsible for trimming or removal of trees on the homeowners land, yet planted by Dauphin Borough between the sidewalk and Street was discussed. The Solicitor suggested the following: Though the homeowners do technically own the trees and could elect to maintain them individually/independently, best practices would be for the Borough to continue maintaining them and absorbing the cost of the maintenance as the Borough directed

the planting of them. Council President Windish left this continued discussion with the Public Facilities Committee to make a determination who will be responsible for the trees.

**Sanitation** – David Koppenhaver –chairman-Replaced two grinder pumps. The grinder pumps were the original pumps and will be replaced with new pumps. Councilman Koppenhaver suggested sending letter to the business in Dauphin to remind the business of dispensing grease into our sewer lines. Light-Heigel will send the letter to the business.

**Community Development**-Jennifer Peck-chairwoman. 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 8:20

Executive Session

None

After the meeting adjourned, Jennifer Peck was sworn in, by the mayor, as a Council Member. The witnesses were Councilmen Windish, Grbich, Harner, Musselman and Koppenhaver.

Attest:

Approved:

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Trudy Koppenhaver  
Secretary

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