

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

February 4, 2020

Council meeting came to order at 7 p.m. located at the:

Dauphin Borough Building

200 Church Street

Dauphin, PA 17018

**Call to Order**

**PLEDGE OF ALLEGIANCE**

**Roll Call of Council**

Council President	David Grbich
Council Vice-President	Brian Cuddy
Council Pro-Tem	Donald Harner
Councilman	Kevin Musselman
Councilman	David Koppenhaver
Councilman	Jeffrey Thrush
Councilwoman	Jennifer Peck
Mayor	Michael McKenna

**APPROVAL OF MINUTES**

A motion by Councilwoman Peck and second by Councilman Cuddy to approve the minutes of the January 6, 2020, Borough Council meeting as presented passed unanimously

**Open Comments from Dauphin Borough Residents**

Mr. Donald Hiver, of 611 Charles Road, presented questions concerning the Rental Property Inspection Program.

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

Report Attached

## **Brian Cuddy-Parks and Recreation**

Dauphin Borough's new representatives to the Park Authority are George Bechtel and Michael Hartz. George Bechtel reported the Authority is in the process of re-organization. The Authority discussed the use of ball fields and the re-painting of the bleachers at Kennedy Field.

### **Engineer's Report**

**International Property Maintenance Code**-under review by the Solicitor.

**Dauphin Borough Streets**-bid documents are prepared for advertisement. The bid advertisement will be in the Upper Dauphin Sentinel on February 4 and February 11, 2020. A mandatory pre-bid meeting is scheduled for February 13, 2020 at 1 p.m.

**UGI and Suez**-were notified concerning the Streets Project and the Borough's request to coordinate any work prior to the repaving project. Keith suggested that Council consider a Street Degradation Ordinance.

**Stormwater Considerations for the end of Floral Lane**-Light-Heigel met with Mr. Ballos and presented the Floral Lane proposal. Mr. Ballos will reach out to McNaughton (the adjoiner). Information is being traded in an effort to receive approval for the diversion of the stormwater on the McNaughton property.

**Zion Lutheran Church**-notified LHA of the completion of their revised Plan. Signatures of the President and Secretary are required on the plans for recording the plans.

**LDI**-Keith Heigel meet with LDI to discuss their revised concept. LDI is working on a planning module with submission to the Borough and Middle Paxton Township.

**Dauphin Borough Sign**-waiting on two more bids. Keith will present the bids to the Committee for review. President Grbich stated the Committee would like the bids for the sign; but the sign will not be an immediate item for consideration.

**Fee Resolution**-Light-Heigel charges fees on the Borough's behalf. President Grbich is requesting a list of the fees and the dollar amount that Light-Heigel charges the Borough for the fees.

**COSTARS-Gaming Grant**-coordination of installation of a concrete pad and shelter is scheduled for an April 20, 2020 delivery.

**DCNR Block Grant**-Keith Heigel is in contact with DCNR and is aware of the time line for spending the monies. Monies should be spent by the end of June. Keith Heigel and DCNR have approved an extension for disbursement of the funds.

## **SOLICITOR'S REPORT**

**2020-03**-International Property Maintenance Code-proposed ordinance for the Borough needs to be amended and tabled until next month. Jenn Peck made a motion to allow the Solicitor to amend the ordinance for proper publication. Don Harner second the motion. Motion passed unanimously.

**2020-02 Ordinance**- an Ordinance to approve the certificate requesting termination of the Dauphin Middle-Paxton Joint Public Safety Authority, contingent upon Middle Paxton advertising the same Ordinance, was made by Councilman Cuddy and second by Councilman Harner. The motion passed unanimously.

**Tax Identification for the Dauphin Municipal Sewer Authority**-Adam Zei is still researching. Adam Zei will communicate with Mr. Rudy.

**500 Erie Street**-still researching.

## **TREASURER'S REPORT**

A motion made Councilwoman Peck and second by Councilman Thrush to accept the January 2020 Treasurer report passed unanimously.

## **SECRETARY/ADMINISTRATOR**

**Sewer Delinquency Report**-report distributed to Council Members.

**Codification**-corresponded with American Legal. Will take approximately two months for completion of the codification.

**Rental Property Registration Letters** have been sent to all landlords.

## **Mayor's Report**

One trailer was parked illegal. Warned another car of parking illegal.

The Mayor introduced a Program for a Junior Council Person, to allow high school and college student an opportunity to develop leadership skills and have an understanding of local government, for a two year term. Jocelyn Long is interested in accepting the position. The assignment was turned over to the Community Affairs Committee.

## **UNFINISHED BUSINESS**

**Security Camera**-still researching. Brian Cuddy suggested the Committee coordinate with the Park Authority for the installation of cameras.

**Vacancy Board Appointment** is vacant.

**Appointment of Chief Administrative Officer for the Municipal Retirement Trust**-tabled until March.

**Fee Schedule**-in progress.

## **NEW BUSINESS**

**Review Penalties and Fines for Parking Issues**- was assigned to the Community Affairs Committee.

**Placement of Delineators on Certain Curbs in the 200 Block of Erie Street**-the mayor is requesting the placement of the delineators to discourage person from parking in a particular area. The mayor only has the authority to enforce the Ordinances of the Borough. The project to place the delineators and the work involved was turned over to the Public Works Committee. The Public Works Committee will review Chapter 15 of the Book of Ordinances. The Mayor was also asked to attend the meeting to review the Ordinances.

## **APPOINTMENT OF NEW COMMITTEES**

### **ADMINISTRATION-FINANCE-PERSONNEL**

Brian Cuddy- Jeff Thrush

### **PUBLIC WORKS-PUBLIC FACILITIES-SANITATION**

Donald Harner-David Koppenhaver

### **COMMUNITY AFFAIRS-PUBLIC SAFETY-COMMUNITY DEVELOPMENT**

Kevin Musselman-Jennifer Peck

David Grbich, President, will be the third member of all Committees.

**What I learned at Book Camp**-Kevin Musselman and Jennifer Peck attended Boot Camp for newly elected Officials. Their thoughts were shared to Council.

## **CORRESPONDENCE**

None

## **COMMITTEE REPORTS**

### **Previous**

**Finance-Dave Grbich-chairman**-will turn over the fee schedule process to the Administration Committee.

**Community Development-Jennifer Peck-chairman**-nothing to report.

**Personnel-Kevin Musselman-chairman**-nothing to report.

**Sanitation-Dave Koppenhaver-chairman**-nothing to report.

**Public Facilities-Don Harner-Dave Koppenhaver-chairmen**-nothing to report. The Lightner project is still in committee.

## **EXECUTIVE SESSION**

Council went into Executive Session at 8:15 p.m.

## **COUNCIL MEETING RECONVENED AT 8:50 p.m.**

**WWTP Sewer License**-Ryan Boyer is currently attending evening classes at HACC to obtain his WWTP (Sewer Plant) License. A motion made by Brian Cuddy and second by Don Harner to pay for the training classes with the following stipulations:

1. Ryan will be paid overtime for his first class which is February 4, 2020.
2. Thereafter, Ryan's work schedule will be adjusted to accommodate his schooling and Ryan will be paid his regular 40 hour work week, with the exception being an emergency
3. Ryan must continue employment with the Borough for three years after completion of His WWTP Course.

The motion passed unanimously.

An amendment of the motion was made by Brian Cuddy and second by Don Harner. The motion states if Ryan drops the class voluntarily the Borough will seek reimbursement for fees occurred. The motion passed unanimously.

## **ADJOURNMENT FROM COUNCIL**

The meeting adjourned at 9:10 p.m.

Attest:

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Trudy Koppenhaver  
Secretary

Approved:

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Dave Grbich  
President  
Dauphin Borough Council