

DAUPHIN BOROUGH REORGANIZATION MEETING MINUTES

January 2, 2024

Mayor McKenna called the Reorganization Meeting to order at 6:32 p.m.

Certificates of Election

- Certificates of Election were presented to and reviewed by Mayor McKenna for the following Council Members:

Steven Harris	4-year term
David Grbich	4-year term
Christopher Smith	4-year term
George Bechtel	2-year term

Affidavits of Residency

- Affidavits of Residency were presented to and reviewed by Mayor McKenna for the following Council Members:

Steven Harris
David Grbich
Christopher Smith
George Bechtel

- Councilmen Harris, Grbich, Smith and Bechtel were sworn in by Mayor McKenna.

Nominations of Council Positions

- A motion made by Councilman Bechtel and seconded by Councilman Grbich to nominate Councilman Brian Cuddy as Council President was passed unanimously.
- A motion made by Council President Cuddy and seconded by Councilman Bechtel to nominate Councilman Kevin Musselman as Council Vice President was passed unanimously.
- A motion made by Council President Cuddy and seconded by Councilman Grbich to nominate Councilman George Bechtel as Council President Pro Tempore was passed unanimously.

Other Appointments

- A motion made by Councilman Grbich and seconded by Councilman Smith to retain Linda Durgin as Borough Secretary/Administrator was passed unanimously.
- A motion made by Councilman Grbich and seconded by Councilman Bechtel to retain Cindy Long as Borough Treasurer was passed unanimously.
- A motion made by Councilman Grbich and seconded by Councilman Bechtel to retain Light-Heigel & Associates, Inc. as Borough Engineer was passed unanimously.
- A motion made by Councilman Grbich and seconded by Council President Cuddy to retain Johnson Duffie as Borough Solicitor was passed unanimously.
- A motion made by Councilman Grbich and seconded by Councilman Bechtel to retain Mid Penn Bank and PLGIT as Depositor of Funds was passed unanimously.
- The appointment of Delegate and Alternate to the Capital Region Council of Government (CapCOG) is tabled for February 2024's meeting.
- The Vacancy Board Chairperson will remain vacant at this time. This person will serve on Council in the event that any Council member or Committee member would resign mid-term. At this time there are no candidates being nominated.
- A motion made by Councilman Bechtel and seconded by Council Vice President Musselman to appoint Councilman Grbich as the Delegate to the Dauphin County Tax Collection Committee was passed unanimously.

COUNCIL MEETING MINUTES January 2, 2024

Council President Cuddy called the monthly Council Meeting to order immediately following the Reorganization Meeting

NEW COUNCIL

Council President	Brian Cuddy
Council Vice-President	Kevin Musselman
Councilman Pro Tem	George Bechtel
Councilman	David Grbich
Councilman	Christopher Smith
Councilwoman	Kathryn Burton
Councilman	Steve Harris
Jr. Council Member	Jocelyn Long
Mayor	Michael McKenna
Treasurer	Cindy Long
Administrator/Secretary	Linda Durgin (absent)

Public Comments

- Council welcomed new Councilman Christopher Smith.
- A moment of silence was taken to honor former Councilman David Koppenhaver, who passed away recently, for his commitment to the Dauphin Community and service on Council for many years.

Acceptance of Minutes

A motion made by Councilman Pro Tem Bechtel and seconded by Councilman Musselman to accept the Minutes of the December 12, 2023 Borough Council Meeting was passed unanimously.

Dauphin Borough/Middle Paxton Township EMC Report

- Council President Cuddy received correspondence from Rusty Rusbatch proposing to conduct a quarterly meeting with a Chairperson from the Borough. Councilman Bechtel offered to serve as the Chairperson. Mayor McKenna will also be in attendance at these meetings and either Mayor McKenna or Councilman Bechtel will provide updates to Borough Council.
- Community Life Team Ambulance contract expires in 2024. There is a meeting on January 16, 2024, at 1:00 p.m. at the Middle Paxton Township building. Councilman Bechtel offered to attend the meeting on behalf of the Borough.

Joint Fire Commission Report

- No December meeting will meet again in January.

Parks and Recreation Report

- No report. No November or December meeting.

Engineer's Report

- Envirep commenced work for the pump station by Market and Canal Streets and it is currently in progress.
- The Borough was awarded \$184,192 for the High Street project. The Borough committed approximately \$35,000 as a match. Paperwork should be coming to the Borough to Linda or Cindy.

- McNaughton, LDI, and Light-Heigel have been communicating with DEP who is questioning the slopes on the sewer pipes. Light-Heigel accepts the documents provided “as is.” For the new sewer lines, the Borough will be the “owner” for submitting paperwork to PennDOT.
- The MS4 waiver is expiring in August 2024. A request for another 5-year waiver will be submitted in February 2024. The Borough has received the waiver twice. The MS4 regulations require stringent reporting requirements and compliance with regard to streets and public lands where rainfall collects salt, grease, etc. and carries it to creeks and rivers.
- A complaint was received regarding the dumping of soil near the church on Floral Lane. There are concerns of erosion and control of sedimentation. The Dauphin County Conservation District was contacted to investigate and ensure required compliance with E & S controls.
- A list of zoning permits and inquires has been provided to Council on the report.

Solicitor’s Report

- During the December 2023 Council Meeting, a representative from the Lions Club requested that a sign be replaced at the entrance of the Borough. Zoning has strict requirements, however charitable organizations are exempt from those requirements. The Lions Club would be allowed to place a new sign, but this will need to be approved by motion from Council. Council will wait for the Lions Club to provide more detail regarding the sign design and placement to take a vote.

Mayor’s Report

- The Fire Company responded to 13 calls for the month of December. There were 2 Duty Officer calls.
- There was one police incident in the Borough resulting in an individual being arrested.
- The trailblazer on Allegheny Street has been towed.
- Mayor McKenna attended the Lions Club and Middle Paxton Township Christmas parties.

Sewer Delinquency / Rental Property Reports

- No questions.

Treasurer’s Report

- A motion to accept the December 2023 Treasurer’s Report was made by Councilman Harris, seconded by Councilman Musselman and passed unanimously.

Unfinished Business

- Council President Cuddy stated that the New Community Building committee met with Delta Development Group who writes grants for municipalities. We have entered into an agreement to assist in grant procurement. The total cost of the agreement is \$10,000; however, the 250th Anniversary Committee is donating approximately \$9,000 toward this cost. The total expense to the Borough will be approximately \$1,000. This is an RCAP grant with a due date of January 12, 2024, so it was time sensitive. The building plans show an approximate total cost of \$1.5 million. The grant opportunity is allowing for requests of \$1 million plus.

A motion to approve the expenditure of \$1,000 - \$1,200 to Delta Development Group toward the grant effort totaling \$10,000 with a \$9,000 contribution coming from the 250th Anniversary Committee was made by Council Vice President Musselman, seconded by Councilman Harris and passed unanimously.

- The Borough has a new claims adjustor with EMC Insurance. The former adjustor retired.

- Councilman Grbich looked into 3 free email services. He is making the suggestion to Council to maintain the main Borough and Treasurer email addresses with Comcast. All Borough personnel can create a free Microsoft Outlook email address.

Councilwoman Burton also researched email alternatives and suggested Microsoft Outlook and Teams. There is a free version of Microsoft Outlook and a Small Business Outlook at an additional fee.

Council President Cuddy will ask Councilman Grbich to look into a cost estimate to maintain two email addresses with Comcast and the options for Microsoft Outlook.

New Business

- None

Correspondence

- None

Committee Reports

Administration – Cuddy, Bechtel, Grbich

- The 2024 Budget is complete.

- Annual reviews with staff will be completed this week or next.

Public Works – Musselman, Smith

- Councilman Musselman will follow up with Troy and Ryan to ensure they are prepared for the anticipated snow.

- Council President Cuddy appointed Councilman Smith to serve on the Public Works Committee.

Community Affairs – Burton, Harris

- Councilwoman Burton stated the dog situation on Hillside is still continuing. No one has been bitten; residents are still urged to continue contact with the State Police. Councilwoman Burton is looking into other municipalities dog ordinances to provide recommendation to update the Borough's ordinance. Solicitor Statler will also prepare some ideas and suggestions for the next meeting. Hillside residents have asked for a copy of the letter sent by Solicitor Statler.

- Councilman Harris stated that the cost for Savvy Citizen is \$759.00 per year. It is available to all residents with the exception of those who only have a landline. Savvy Citizen provides plug-ins. Councilman Harris is completing more research on the plug-ins available. Further discussion on how to notify residents of Savvy Citizen included sending a mailing, putting it on the Borough website and Facebook page, and including it in the Newsletter. Additional discussion regarding residents with landlines only is on-going.

Junior Council Person – Jocelyn Long

- Junior Councilperson Long plans to meet with the Finance Committee in January for the trip to Indiana to deliver the bottle caps collected from the ABC Promise Partnership Project. The information for the Newsletter needs to be submitted before the end of January. Councilwoman Burton suggested adding information for Savvy Citizen with instructions on steps needed for residents with landlines who would like to receive notifications. These notifications will likely have to be through a phone chain. Mayor McKenna will provide an ordinance for Councilperson Long to include.

ADJOURNMENT FROM COUNCIL

The meeting adjourned at 7:36 p.m.

EXECUTIVE SESSION

None

Attest:

Approved:

Linda S. Durgin
Administrator/Secretary

Brian Cuddy
President, Borough Council