

DAUPHIN BOROUGH
COUNCIL MEETING MINUTES

March 5, 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-absent
Council Vice-President	Dave Grbich
Council Pro-Tem	Dave Koppenhaver
Councilman	Donald Harner-absent
Councilman	Kevin Musselman
Councilman	Joseph Wynn
Councilwoman	Sally 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 Musselman and second by Councilman Koppenhaver to approve the minutes of the February 5, 2019 Borough Council meeting as presented passed unanimously.

OPEN COMMENTS FROM RESIDENTS

George Bechtel, 12 Hillside Road, thanked the road crew for the excellent job of plowing during the winter months.

Paula McKee, Vice President of the Dauphin-Middle Paxton Home Association, requested a loading zone in front of their trash pick-up on Erie Street. Paula stated the trash was not picked up on several occasions due to the fact that cars are packed in front of the trash cans. Keith Heigel will inquire into the situation. The situation could also be considered a nuisance

ordinance and the Mayor could post the ordinance on the vehicles.

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

Report is attached to the minutes.

A motion to adopt resolution 2019-02, which mandates that Dauphin Borough prepare, maintain and keep a current emergency operations plan for the prevention and minimization of injury and damage caused by a major emergency or disaster within this Borough, was made by Councilman Wynn and second by Councilman Musselman. The motion passed unanimously.

Brian Cuddy-Parks and Recreation

George Bechtel, of 12 Hill Road, volunteered to be a representative for Dauphin Borough on a committee to develop a comprehensive plan for the future of the Park/Pool.

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 Application- was submitted to fund a Safety, Accessible and Rehabilitation for six streets: Erie, Lower Erie, Charles, Mountainview, Edison and Floral Streets. The field survey is being completed and additional scope details will be forwarded to the County, as part of the Project Application.

The 2018 PADEP Chapter 94 Annual Report- is complete. A motion to accept the report was made by Councilman Wynn and second by Councilman Kopenhagenver. The motion passed unanimously.

The US Census Report- is complete and ready for signatures and submission.

DCNR awarded the Borough \$150,000 towards the Park Project. Documents were received by the Borough and the Project initial conference call was held with Council President Windish.

A motion to authorize a DCNR partial payment, in the amount of \$75,000 was made by Councilman Wynn and second by Councilman Musselman. The motion passed unanimously.

Resolution 2019-03 to authorize the purchase of playground equipment was made by Councilman Wynn and second by Councilwoman Wynn. The motion passed unanimously. The choice for the playground equipment is Mossy Hollow.

After consideration of the current activity within the Borough, Keith Heigel has recommended not to submit a DCNR grant request this year.

Swale on Hillside-a second meeting was held with Suez representatives regarding the drainage swale on their property and the lack of swale depth for stormwater flow. Suez was positive toward addressing the drainage bypassing their swale.

156 River Road-made application for a garage. A small portion is in the Susquehanna River floodplain and requires a PADEP permit. Mr. Cohen's engineer requested Borough's comments, as required, prior to PADEP's review. A suggested letter is attached to the minutes. A motion was made by Councilman Wynn and second by Councilman Koppenhaver authorizing adoption and authorization of the sending of the letter. Motion passed unanimously.

Bidding thresholds- are attached to Keith's report.

DCNR Tree Vitalize Grant- it was the suggestion of Keith Heigel not to apply for the Grant. He stated the Borough would need more community participation (Boy Scouts, Girls Scouts) in order to qualify.

GRANT UPDATES

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.

2019 CDBG (asked for \$103,785.00) – PENDING

SOLICITOR'S REPORT

One River Road-a promise to pay was due by March 3, 2019. Adam Zei will handle.

Three River Road-A letter will be sent to the resident stating he is responsible for the entire bill. A motion for approval to send a letter to the resident of Three River Road was made by Councilman Koppenhaver and second by Council Musselman. Motion passed unanimously.

Audit-The Solicitor will be in contact with the auditors concerning the remarks in the audit regarding Kline's invoices.

Requirement for signing Borough Checks-the Solicitor will do research on the number of signatures required.

TREASURER'S REPORT

A motion to approve the Treasurer's report for February 2019 was made by Councilman Wynn and second by Councilman Koppenhaver. Motion passed unanimously.

Outstanding Invoices-A motion to wave the collection of invoices that were send in 2018, and are still outstanding, was made by Councilman Grbich and second by Councilman Koppenhaver. Motion passed unanimously.

ADMINISTRATOR/SECRETARY REPORT

Business Cards will contain the Borough's E Mail address. dauphinboro@comast.net
Rental Registration fees-Council gave Light Heigel the authority to send late notices to landlords that have not paid their 2019 Registration fee.

MAYOR'S REPORT

Inquiring into a towing service for the Borough to use.
Attempting to contact an individual who continues to use the Borough lot located at Canal and Delaware for personal truck parking.
Posted a notice of violation on a trailer located on Schuylkill Street
Worked with Borough employees during the snow storms.

UNFINISHED BUSINESS

A motion to authorize two signatures for signing of Dauphin Borough checks was made by Councilman Grbich and second by Councilman Wynn. Motion passed unanimously.

A motion to approve a Mid Penn Bank agreement for accepting sewer payments was made by Councilman Grbich and second by Councilman Wynn. The motion passed unanimously.

CORRESPONDENCE

Acknowledgment was made to the Dauphin-Middle Paxton Home Association for their \$2015.00 payment of the Vulture bill for the year 2018.

NEW BUSINESS

Mid Penn Bank was in contact with Councilman Grbich to discuss a new rate structure. Councilman Grbich will schedule a meeting with a representative from Mid Penn Bank and the Administration and Finance Committee.

A motion to approve the 2018 annual Audit was made by Councilman Koppenhaver and second by Councilman Musselman. The motion passed unanimously.

COMMITTEE REPORTS

Administration and Finance-Dave Grbich-chairman-will meet with a COMCAST representative for security cameras for the Borough Building and Sewer Plant. The Chairman is requesting budget vs actuals for next month's meeting.

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.

Public Facilities-Joe Wynn-Chairman-

Building Sign-Ordered

Weather Proof Display Board-Continue to research

Handrail-Ordered

Joey Wynn-monthly report attached to the minutes.

Dauphin Borough will piggy back with Middle Paxton Township for the 2019 street sweeping. The cost for the Borough is approximately \$700.00.

Sanitation – David Koppenhaver –Chairman-Troy Toland will contact DEP concerning any grants that would be available for the Sewer Plant.

Community Development-Sally Wynn – Chairwoman-nothing to report

Public Safety – Donald Harner- Chairman- absent

ADJOURNMENT FROM COUNCIL

A motion was made by Councilman Wynn and second by Councilman Musselman

Adjournment 8:25

EXECUTIVE SESSION

None

Attest:

Trudy Koppenhaver
Secretary

Approved:

David Grbich
Vice-President
Dauphin Borough Council