

DAUPHIN BOROUGH  
COUNCIL MEETING MINUTES

April 2, 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
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 Grbich and second by Councilman Wynn to approve the minutes of the March 5, 2019 Borough Council meeting as presented passed unanimously. Council President Windish and Councilman Harner abstained due to absence at the March 5, 2019 meeting.

**OPEN COMMENTS FROM RESIDENTS**

Paula McKee, Vice President of the Dauphin-Middle Paxton Home Association, voiced a concern of skate boarders on Erie Street and Peters Mountain Road. Mayor McKenna stated he would inquire into the situation.

Kathy Fisher and Liz Rodda, of the Dauphin-Middle Paxton Historical Society, addressed Borough Council concerning the 250<sup>th</sup> anniversary of the founding of Dauphin. Kathy inquired

into the possibility of Council having an event day to recognize the special day. The Historical Society is not interested in sponsoring the entire day for the event. Discussion continued and President Windish asked for volunteers from Dauphin Borough Council. There were no volunteers.

Kathy is asking anymore who might know the location of the Founders sign to let her know. The Historical Society would like to display the sign.

Wilbur Evans- representing Middle Paxton Lions Club-requested Dauphin Borough donate an additional \$500.00 towards the fireworks for the year 2019. The current annual donation is \$1000.00. Wilbur is asking for \$1,500.00 annually. A motion, pending review of the budget, to donate \$1,500.00 annually was made by Councilman Grbich and second by Councilman Harner. The motion passed unanimously. Councilman Grbich will contact Wilbur with the decision.

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

Report is attached to the minutes.

Emergency Management is in the process of sending letters to all multi-housing units requesting the number of units and the layout of each unit. The buildings are not pre-planned for fires and emergencies. Emergency Management will contact the owners of the units and ask to do a walk thru of the outside of the units. No inside contact will be made to any unit.

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

No report

### **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**-in anticipation of the funding approval, a core boring proposal must be approved by Council. A motion to approve the core boring was made by Councilman Harner and second by Councilman Wynn. The motion passed unanimously. The approximate cost of the core boring is \$2,500.00

**WWTP**-Three concurrent months of excessive effluent flow triggered a response from PADEP to create a plan to address the overload. Mike Keffer met with the Sanitation Committee to review this condition and recommends scheduling a meeting with PADEP to determine a timeline to address this issue.

**DCNR** awarded the Borough \$150,000 towards the Park Project. Some recreational equipment was confirmed and ordered through the COSTARS program to benefit from the sale pricing. The equipment should arrive sometime in August. A draw of \$75,000.00 was submitted to DCNR and a separate bank account needs to be opened to receive the first draw.

**Swale on Hillside**-LHAI will pursue this with Suez

**Parking violations on High Street**-If the Mayor is not available Councilman Wynn or Councilwoman Wynn will take pictures of the obstruction, to include the license plate number, day of month and time of day, and forward the information to Keith Heigel for further action.

**Home Association Loading Zone**-Solicitor Adam Zei will inquire into an ordinance for the loading and unloading zone.

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**

**One River Road**- paid in full

**Three River Road**- paid in full. The Solicitor advised the resident of Three River Road that under no circumstances should the resident work on his own grinder pump. Eshenaur's should always be contacted to work on a grinder pump.

**Audit 2018**-discussion will continue between the auditors and the Solicitor in conjunction with the Treasurer signing checks and Kline's Service for the Sewer Plant in an emergency situation.

**Delinquency Sewer Report**- Council President Windish questioned if proper procedures are being followed concerning the delinquent sewer report. Trudy Koppenhaver responded the correct procedures are being followed. Trudy Koppenhaver reported water shut offs will be posted next week.

## **TREASURER'S REPORT**

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

## **ADMINISTRATOR/SECRETARY REPORT**

Business Cards-in process

Rental Registration-two landlords have not paid for 2019. Light Heigel will send a delinquent notice, with an additional \$17.00 charge attached to the bill.

Codification-nothing to report

Delinquency Report-water shut off will begin.

## **MAYOR'S REPORT**

**Towing Service**-a Penn Dot form 952 would be required before a towing service would tow any vehicle. The Mayor has decided he will continue to follow the same procedure he currently uses, which is putting notices on the vehicle in question and following thru with our ordinances.

**No Parking Signs on the Stone Wall Side of Erie Street**-located near Delaware and Church Streets. The Mayor is inquiring into posting a no parking sign near Delaware/Church Street. Vehicles are parking on both sides of the street causing an issue with the school bus attempting to make the turn onto Erie Street. A motion to put no parking signs on the corners of Delaware and Church Streets, on the wall side of Erie Street, was made by Councilman Musselman and second by Councilman Harenr. Motion passed unanimously.

## **UNFINISHED BUSINESS**

**None**

## **CORRESPONDENCE**

**None**

## **NEW BUSINESS**

**Naming the Park located at 210 Church Street**-a motion to name the park, Dauphin Community Park, was made by Councilman Harner and second by Councilman Wynn. The motion passed unanimously.

**Lions Club Sign on the Back of the School House**-should the sign be removed. Discussion pursued. Jim Fisher will ask the Lions Club if they would be willing to take the sign down after the Carnival of 2019. The sign would then be put up each year for the Carnival and taken down after the Carnival.

## COMMITTEE REPORTS

**Administration and Finance**-Dave Grbich-chairman-received a quote from Comcast for Security Cameras. Councilman Grbich will turn the quote over to the Public Facility Committee for review. The Committee will be responsible to make a recommendation to bring back to Borough Council. The quote was for eight (8) cameras. An approximate cost is \$250.00 per month for the cameras. The Budget vs Actual is within 25% to 27% for the first quarter.

**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. Chairman Musselman is looking into options for disability insurance for the employees. Chairman Musselman requested an executive session for a personnel matter.

**Public Facilities**-Joe Wynn-Chairman-mowers are all serviced to begin mowing.

Building Sign-Ordered

Weather Proof Display Board-Continue to research

Handrail-will be installed by end of month

Troy Toland report attached to the minutes.

Street Cleaning-Troy Toland was able to obtain a demo broom from Cleveland Brothers. A demo will be provided for the Council members.

The scheduled street sweeping with Middle Paxton will be one day from April 20 to 28.

**Sanitation** – David Koppenhaver –Chairman-scheduling a meeting with DEP. Keith Heigel is applying for the Small Water and Sewer Grant.

**Community Development**-Sally Wynn – Chairwoman-nothing to report

**Public Safety** – Donald Harner- Chairman-waiting on township to contact Chairman of Public Safety on the decision to keep or disband the Public Safety Committee.

ADJOURNMENT FROM COUNCIL

8:32

EXECUTIVE SESSION

8:35 to 9:00

No decisions were made after the Executive Session

Attest:

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Trudy Koppenhaver  
Secretary

Approved:

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John J. Windish  
President  
Dauphin Borough Council