

DAUPHIN BOROUGH  
COUNCIL MEETING MINUTES

October 8, 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
Councilwoman	Jennifer Peck
Mayor	Michael McKenna
Borough Engineer	Mike Keffer 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 Harner and second by Councilman Musselman to approve the minutes of the September 10, 2019 Borough Council meeting as presented passed unanimously.

**OPEN COMMENTS FROM RESIDENTS**

James Lightner, of 16 Hillside Road, expressed concerns relating to the Stormwater Drainage Easement located on his property. Mr. Lightner stated there is some maintenance required for the easement area related to the proper drainage of the swale. Adam Zei, Dauphin Borough Solicitor, stated he would inquire into the situation.

Cecily Lamb, of 222-224 Erie Street, requested an ADA parking space. Council President Windish stated this would be discussed in executive session. Windish emphasized to Ms. Lamb

anyone with a placard card could park in this designated space. It is not an exclusive space.

Cheryl Cuddy, representing the 250<sup>th</sup> Anniversary Committee, presented a time line for the 250<sup>th</sup> Anniversary Celebration. The Dauphin-Middle Paxton Home Association has made a commitment to donate \$6,000.00 towards the 250<sup>th</sup> Anniversary Celebration. The winner of the LOGO contest will be announced at Heritage Day on October 19, 2019.

The annual Christmas tree lightening is scheduled for December 6, 2019 at 7 p.m. at the Dauphin Square.

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

## NO REPORT

Brian Cuddy-Parks and Recreation

The bleachers at Kennedy Field are being stained by the Boy Scouts.

## 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**-The County set October 10<sup>th</sup> for settlement of the DCIB Loan closing. Papers were signed prior to the meeting by Council President Windish and Trudy Koppenhaver, Dauphin Borough Secretary, for the closing. The ADA Ramp design is almost complete. Bid document preparation will be prepared and coordinated with the County for spring 2020 construction.

**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.

**Sanitary Sewer**-Corrective Action Plan- a response to the DEP Letter will be coordinated with the Sewer Committee before presenting the response to Council.

**CDBG/DCED**-grant and agreement for the ADA project was signed by the County Commissioners. This project will be coordinated with DCNR's project.

**Pavilion and Safety Surface Pricing**-a pavilion with a shingle roof was priced at \$47,500.00 vs a pavilion with a metal roof was priced at \$54,435.00. Safety surfacing using plastic playcurbs and mulch was priced at \$10,817.00. vs safety surfacing using plastic curbs, drainage stone, GEOTextile Fabric and mulch was

priced at \$18,477.00. At the recommendation of Council, the pavilion with the shingle roof and the safety surfacing without the drainage stone and GeoTextile fabric will be purchased.

**The 2019 CDBG grant application** for the Phase II ADA Connectivity Project was submitted. Awards will be announced later this year.

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) – PENDING

## **SOLICITOR’S REPORT**

**Employee Handbook**-the final version of the Employee handbook was presented. Council Members will receive an electronic copy of the handbook.

**Ordinance 2019-05**-a motion approving an Intergovernmental Cooperation agreement by and among the Township of Middle Paxton, the Borough of Dauphin, and the Municipal Authority of the Borough of Dauphin, Authorizing the Municipal Authority to provide sewage treatment services to properties located within designated zoning districts in the township, subject to the terms and conditions set forth in the ordinance was made by Councilman Harner and second by Councilman Grbich The motion passed unanimously.

**Municipal Sewer Authority**-cannot use the Borough EIN number to open a bank account. The Authority will need a Tax Identification Number to open an account.

## **TREASURER’S REPORT**

A motion to approve the Treasurer’s report for September 2019 was made by Councilman Grbich and second by Councilwoman Peck. Motion passed unanimously.

## **ADMINISTRATOR/SECRETARY REPORT**

Presented the sewer delinquency report.

**Codification of Ordinance**-a motion to accept a proposal from American Legal Publishing to codify our ordinances was made by Councilman Grbich and second by Councilman Koppenhaver.

## MAYOR'S REPORT

Mayor gave permission for the resident at 213 Erie Street to place a dumpster, for no more than two weeks, at their property for cleanup.

## UNFINISHED BUSINESS

**International Property Maintenance Code**-under review by Light Heigel.

**Comcast Cameras**-research continues.

**Acceptance of Councilman's Wynn Resignation**-A motion to accept the resignation of Councilman Wynn, effective October 8, 2019, was made by Councilman Harner and second by Councilman Koppenhaver. The motion passed unanimously.

## NEW BUSINESS

The November Council Meeting will be held on Wednesday, November 6, 2019 at 7 p.m. at the Dauphin Borough Building.

The Re-organizational meeting will be held January 6, 2020.

## CORRESPONDENCE

None

## COMMITTEE REPORTS

**Finance Committee-Dave Grbich- chairman**-presented the proposed 2020 budget to Council.

**Personnel Committee-Kevin Musselman-chairman**

**Volunteer Fire Fighter**-employee, Ryan Boyer is a volunteer firefighter. There was a discussion on allowing Ryan to respond to fire calls while on duty.

**Short Term Disability- Councilman Musselman**-is working on quotes.

**Increase in Council Stipend-Councilman Musselman** suggested an increase for Council members.

**Public Facilities-Co-Chairman's Harner and Koppenhaver**

**Tree Trimming Bids**-bids were received from three companies.

1. Good's Tree and Lawn Care \$29,715.00
2. Boyer's Tree Service LLC 12,500.00

3. Stoners Tree Service 13,425.00

Each Company gave three different bids:

1. Dauphin Park-removal of 3 trees
2. Trim trees on various streets in Dauphin
2. Kennedy Park-Tree Removal of 14 trees

A motion was made by Councilman Harner and second by Councilman Grbich to accept the bid of Boyer's for the Dauphin Park and Kennedy Park for a total of \$6,000.00 and to award Stoner's the Trimming of the trees for a total of \$3,750.00. The motion passed unanimously.

**Sanitation – David Koppenhaver –chairman**-The Annual grinder pump inspection will begin the week of October 21. Letters are being sent to the residents, informing them of the inspection, by Eshenaur's. Chairman Koppenhaver set up a committee meeting with Mike Keffer concerning the DEP letter. Troy Toland and Ryan Boyer are working to clear the sewer line from the pool down to the Rudy property. Chairman Koppenhaver instructed the employees to put silk screen around the creek before performing digging in those areas.

**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 8:35

Council President Windish announced the possibility of a vote after the Executive Session.

Executive Session

YES

Council reconvened after the Executive Session.

A motion was made by Councilman Harner and second by Councilman Grbich to approve the immediate placement of a handicap sign at 222-224 Erie Street. There will be no enforcement of this motion until an ordinance is adopted. The motion passed unanimously.

A motion to authorize the office of Johnson Duffie to draft and advertise the standard parking change was made by Councilman Harner and second by Councilman Grbich.

Attest:

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Trudy Koppenhaver  
Secretary

Approved:

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John Windish  
President  
Dauphin Borough Council