

**MINUTES OF DUBLIN BOROUGH  
COUNCIL MEETING  
MONDAY, JANUARY 28, 2019**

**1. CALL TO ORDER:** The January 28, 2019 meeting of Borough Council was held in Borough Hall at 119 Maple Avenue, Dublin, PA. Council President, Jeffrey Sharer, called the meeting to order at 7:30 p.m.

**ELECTED OFFICIALS PRESENT:**

Mayor:	Chris Hayes*	
Council:	Jeffrey Sharer	Brent Smith
	Matthew Mayes	Gary Mast
	John Sherer*	Kent Moore
	William Benonis*	

**APPOINTED OFFICIALS PRESENT:**

Borough Manager:	Angela P. Benner
Borough Solicitor:	Michael Kracht, Esq.
Borough Engineer:	Thomas F. Zarko, P.E.
Police Chief:	Michael Regan*
Fire Chief:	Kevin Nugent*
Emergency Management Coordinator:	M. Philip Myers*

\*Not Present

\*\*Late Arrival

**2. Pledge of Allegiance:** Mr. Sharer lead the Council and audience in the Pledge of Allegiance.

**3. Council President Announcements:**

**4. Public Comment on Non-Agenda Items:** There was no public comment at this time.

**5. Approval of Minutes:**

**5.1. Minutes of Meeting of December 17, 2018:**

**MOTION:** A motion was made by Mr. Mast, seconded by Mr. Mayes and unanimously approved to accept the December 17, 2018 Minutes as revised.

**5.2. Minutes of Meeting of January 14, 2019:**

**MOTION:** A motion was made by Mr. Mast, seconded by Mr. Mayes and unanimously approved to accept the January 14, 2019 Minutes as written.

**6. Payment of Bills:**

**6.1. Bills List dated January 24, 2019 for \$16, 953.89 (all funds):**

**MOTION:** Upon motion by Mr. Moore, seconded by Mr. Mast, and unanimously carried, the Council approved the Bills List dated January 24, 2019 for \$16,953.89.

**6.2. Payment #1 for 2018 Sanitary Sewer Repair, Service Lateral Replacement and Installation of observation Tees in the amount of \$22,296.50.**

**MOTION: Upon motion by Mr. Moore, seconded by Mr. Mast, and unanimously carried, the Council authorized the Payment #1 in the amount of \$22,296.50 for the 2018 Sanitary Sewer Repair, Service Lateral Replacement and Installation of observation Tees.**

**7. Discussion Items:**

**7.1. Authorization to Advertise Borrowing Parameters Ordinance:** Ms. Benner stated that this Ordinance will set the borrowing parameters for the \$4.5 million that the Borough will be borrowing for capital projects. The ordinance will need to be adopted before the Borough can continue to move forward in the borrowing process. Once advertised the ordinance will be available for the public to review prior to adoption. It will also be advertised after adopted stating the parameters that were adopted. Ms. Benner added that the ordinance is a requirement of the local government debt act.

**MOTION: Upon motion by Mr. Smith, seconded by Mr. Mast, and unanimously carried, the Council authorized advertisement of the Borrowing Parameters Ordinance.**

**7.2. Authorization to Execute Traffic Study Proposal with McMahon & Associates:** Ms. Benner stated that this Traffic Study will help create a baseline of all the major improvements and the Borough would own the traffic study. Proceeding now and analyzing the borough, will give council the benefit of a holistic view and enable long range traffic related planning insight. Ms. Benner added that it is her understanding that the overall feeling of Borough Council and the Borough's Planning Commission is that they support redevelopment and she wouldn't want to see the traffic study be what hinders the process from moving forward.

Mr. Mast added that at the end of the day he would rather the Borough own the traffic study. Mr. Pellegrino of S. Main Street agreed with Mr. Mast stating that it is a benefit for the Borough to own the traffic study. With the addition of 85 town homes there will be an impact and necessary improvements along main street and at the main intersections. There will be negotiations and meetings with PennDOT and the developer, engaging with the traffic engineer will provide consultants on the Borough's side that understand how you weave through it all.

**MOTION: Upon motion by Mr. Smith, seconded by Mr. Mast, and unanimously carried, the Council authorized the execution of the Borough's Traffic Study with McMahon & Associates.**

**7.3. Utility Ordinance Amendment:** Ms. Benner presented the revised Utility Ordinance that reflect the changes recommended by the Public Utility Committee Ms. Benner stated the changes include reducing the monthly penalty to be a quarterly penalty; elimination of the 90 certified notice; require a delinquent notice be sent via regular mail; have payment plans require monthly payments to be made in no more than 12 equal payments; and the ordinance addresses second time offenders. Mr. Mast requested that the ordinance also be revised to provide consistency with the language.

There was a consensus from Council to have the Borough Solicitor finalize the ordinance to be considered for advertisement at the next council meeting.

**7.4. Resolution 2019-03 Fee Schedule:** Ms. Benner stated that the Borough's Tax Collector, Susan Paff, has requested in writing that Council authorize the increase in her fees for Tax Payment Certifications and Duplicate Tax Bills, as they have not been increased since 1997. Mrs. Paff is requesting that her Duplicate Tax Bill fee be increased from \$8.00 to \$15.00 and that the fee for Tax Payment Certifications be increased from a flat \$30.00 to \$30.00 for the first year and \$10 for each additional year.

**MOTION:** Upon motion by Mr. Mayes, seconded by Mr. Smith and unanimously carried the Council passed Resolution #2019-03 setting the Borough's Fee Schedule to reflect the increase in fees related to the Tax Collector.

**8. Committee Reports:**

**9. Other Business:** There was no other business at this time.

**10. Public Comments:** Mr. Pellegrino expressed to Council to keep up the good work.

**11. Comments from Council Members:** There were no comments from council at this time.

**12. Executive Session:** Mr. Sharer announced that Council would be meeting in Executive Session after the meeting to discuss Property Acquisition.

**13. Adjournment:** Upon motion by Mr. Smith, the meeting was adjourned at 8:26 p.m.

Date Approved: 2/11/2019

Respectfully Submitted,



Angela P. Benner,  
Manager/Secretary/Treasurer