

**MINUTES OF DUBLIN BOROUGH COUNCIL MEETING
MONDAY, FEBRUARY 9, 2015**

CALL TO ORDER: The Monday February 9th Council Meeting was held in Borough Hall at 119 Maple Avenue, Dublin, and called to order at 7:30 p.m. by Council President Jeffrey Sharer. The Pledge of Allegiance was recited.

ELECTED OFFICIALS PRESENT

Mayor:	Chris Hayes	
Council:	John Munley	Jamie Priester *
	Robert Pavlek	Brent Smith
	Jeffrey Sharer	Gary Mast
	Matthew Mayes	

APPOINTED OFFICIALS

Borough Manager:	William Wert
Borough Solicitor:	Michael Kracht, Esq.
Borough Engineer:	Thomas F. Zarko, P.E.
Police Chief	Brian Lehman
Fire Chief	Kevin Nugent *

* Not present **late arrival

VISITORS REGISTERED: Dave Nyman, East Rockhill; Bob Pellegrino, 136 South Main Street; Phil Meyers, Dublin Fire Company President, N. Main Street.

COMMUNITY COMMENTS: None.

POLICE OFFICER SWEARING IN: Aaron David Fries was sworn in by Mayor Chris Hayes as an officer of the Dublin Borough Police Department.

MINUTES OF PREVIOUS MEETING – January 12, 2015: After some discussion, **ON A MOTION** by Brent Smith, seconded by Gary Mast, all present voted in favor to approve the minutes of the January 12, 2015 Council Meeting. **Motion carried 6-0.**

JANUARY 23, 2015 INTERIM BILLS LIST: Mr. Wert presented to Council for approval the interim bills list dated January 23, 2015.

After some discussion and questions, **ON A MOTION** by Matt Mayes, seconded by Brent Smith, all present voted in favor to approve the interim Bills List of January 23, 2015. **Motion carried 6-0.**

FEBRUARY 6, 2015 BILLS LIST: Mr. Wert presented to Council for approval the current bills list dated February 6, 2015.

After some discussion and questions, **ON A MOTION** by John Munley, seconded by Gary Mast, all present voted in favor to approve the current Bills List of February 6, 2015. **Motion carried 6-0.**

BOROUGH OFFICIALS REPORTS:

1. Dublin Fire Company: Dublin Fire Company President Phil Meyers presented to Council a written report for Dublin Fire Company for the month of January. Mr. Wert added that Kevin Nugent submitted the 2014 Annual Report for the Dublin Fire Company, which is included in Council's packet.
2. Mayor: Mayor Chris Hayes mentioned that the Revitalization & Vision Plan Task Force held last month which will be discussed in more detail as part of the agenda this evening.
3. Borough Manager: Mr. Wert presented some highlights from his written report as follows;
 - a. Part-Time Administrative Assistant: Notice was received from Vikki Ford that she will be leaving her position on February 13th. Due to personal circumstances that recently changed, she needs to accept full-time employment that provides her family with benefits. It was consensus of Council authorizing Mr. Wert to contact the other finalists that applied to see if they might still be available and looking for employment. If none of the finalists are available, Mr. Wert will advertise again for the vacancy.
 - b. Bucks County Planning Commission Report: See attached report presented last week by Lynn Bush, Executive Director of the BCPC, to the Bucks County Consortium regarding department activities.
 - c. 313 Road Bridge Replacement Update: Please see attached correspondence from HNBT, who is the contractor acting on behalf of PennDOT. In conversation with the point person, this project seems to be on an accelerated schedule with possible construction this summer. Updates will be provided to Council as they are received.
 - d. Joint UCC Appeal Decision – Pennridge School Board: As previously reported, the Joint UCC Appeals Board held a hearing regarding an appeal of the Pennridge School District. Attached please find the decision from the Board granting the District their waivers for reduced restroom facilities and relief for travel district to these facilities.
 - e. Street Light Replacement: Please see attached police report regarding the street light that was knocked over on Saddlebrook and Maple Avenues. I am working with Armour & Sons to get the pole replaced as soon as possible. Depending on the cost estimate, an insurance claim may be submitted which has a deductible of \$1,000.00. Based on discussions with the Borough's insurance carrier, if a claim is filed, it will have very little impact to future premiums.
 - f. PACC Notes: Attached please find the meeting notes from the January Pennridge Area Coordinating Committee.
 - g. PSAB's TV Show: The Pennsylvania State Association of Boroughs had launched a TV show that will air on PCN – Pennsylvania Cable Network. If you have Comcast, it will air on channel 186 and if you have Verizon, it will air on channel 9. See attached.
 - h. METRO PCS Cell Tower Lease: As a follow up to questions raised by Council at their last meeting regarding the removal of their equipment. After review of the lease with Michael Kracht, there were no provisions in the lease setting a time frame established for removal of equipment after termination, nor were there any provisions for lease payments to continue after the date of termination. This is something that would have to be negotiated into any future lease agreements.
 - i. Security System: An 8 camera security system that monitors the building was installed last week at no cost to the Borough. It was a grant to the Borough through the Delaware Valley Worker's Compensation Trust of which the Borough is a member.
 - j. 2014 Audit: Styer Associates have begun the 2014 annual audit and financial statement preparations. They were on site last week for two days and will return again this week for a few more days.

- k. 2015 Water Meter Replacement Project Update: Staff met in January to begin preparations for the water meter replacement project. It is anticipated that the changeover of all meters can occur between the March and July quarterly billing cycles. Once the schedule is confirmed, it will be provided to Council and letters of notification will go out.
- 4. Police Chief: Chief Lehman presented a written report for the month of January.
- 5. Borough Engineer:
 - a. Capital Improvement Projects:
 - 1) Supplee Park Project: Tom Zarko stated that the Supplee Park Project will be going out to bid in the coming weeks with an project award later in March.
 - 2) Sanitary Sewer Rehab Project: All work has been completed except two of the repairs: one on Elephant Road and the other on Rickerts Road. We expect to have those completed this week.
 - 3) Crack-Sealing: The crack sealing is still on hold. Tom will check with the contractor to determine if his cost proposal will extend to the other roads, as well as check his notes to determine what had been estimated for the entire project. Tom will report back at the next meeting.
- 6. Borough Solicitor: No Report.

DISCUSSION/ACTION ITEMS:

- 1. Amendment to East/West Rockhill/Dublin UCC Appeals Board Agreement: Mr. Wert stated that the Borough has been asked to amend the Joint Uniform Construction Code (UCC) Appeals Board agreement with East & West Rockhill Townships to add Silverdale Borough. Mr. Kracht stated that the agreement that was handed out in Council packets has been revised and is presented tonight for consideration. The other municipalities have not yet seen the revisions. Mr. Kracht also drafted an ordinance that will need to be adopted, authorizing personnel to sign the agreement. This ordinance will need to be advertised. Mr. Kracht is requesting authorization to advertise the ordinance.

After some discussion and questions, **ON A MOTION** by Brent Smith, seconded by Bob Pavlek, all present voted in favor to approve the agreement and advertise the ordinance pending approvals from the partner municipalities of East & West Rockhill Townships and Silverdale Borough. **Motion carried 6-0.**

- 2. Revitalization & Vision Plan Update

- a. Historic District:

Chris Hayes presented an update on the Revitalization & Vision Plan Task Force. There was a meeting of the Task Force in January. Jeff Marshall attended the meeting and presented the initial map of the historic district. Some time was spent looking at the boundaries of the historic district and some recommendations and suggestions were made. As a result, the map included in Council's packets outlines the Revitalization & Vision Plan Task Force's recommendations for the boundaries of the historic district.

Mr. Sharer stated that more discussions are needed including an invitation to the public and those who potentially fall within this historic district in order to share information and solicit more feedback from the public. Mr. Marshall will be

scheduled to attend Council's next meeting on February 23rd to make a presentation to Council. On March 23rd Council will have a special public meeting to present the proposed Historic District to Borough residents. Notification letters will be sent out to all Borough residents in town including those within the proposed boundaries.

There was some discussion about whether or not property owners are able to impact the decision based on their opting into or out of the historic district. It was stated that a historic district decision is Council's decision to implement via an ordinance that is adopted. A referendum is not needed. A public vote is not needed. The decision is solely in Council's authority.

It was the **CONSENSUS** of Council that the March 23rd Council Meeting will be a special public meeting to present and discuss the proposed historic district boundaries. Mr. Wert will contact the Fire Company to see if their hall is available to host the meeting. This timing will allow for two meetings with Jeff Marshall to attend if necessary. Mr. Wert will send an invitation letter out to all residents, not just the historic district. The proposed map would be included with every letter.

b. Bucks County Planning Commission Municipal Economic Development Initiative (MEDI) Agreement:

Mr. Wert presented a letter from Lynn Bush, Executive Director of the Bucks County Planning Commission for signature by the Borough. It was the recommendation of the Revitalization & Vision Plan Task Force to Council that the Borough participate in this Municipal Economic Development Initiative. There is no cost to be part of this initiative.

Dave Nyman and Bob Pellegrino both serve on the Bucks County Planning Commission. Mr. Pellegrino stated that this program has been around for about two years. It is a free service.

Mr. Pellegrino also provided an explanation of the LERTA program. LERTA stands for Local Economic Revitalization Tax Act. It is an act passed by the legislature in 1977 and it is designed to incent business development. Essentially it is a tax abatement programs to any property owner who makes improvements to his property that results in the change of the assessed value of that property. The program can be as long as 10 years. It can be designed any way Council wants as far as the level of tax abatement. It requires that the School District and the County agree. The County will generally agree with what municipalities want to do because the County Commissioners believe this is a great incentive to spur economic development and bring in new business. The abatement goes with the property. If the property is sold, it goes with the property.

After some discussion and questions, **ON A MOTION** by Matt Mays, seconded by Brent Smith, all present voted in favor to authorize Mr. Wert to sign the letter to participate in the Bucks County Planning Commission Municipal Economic Development Initiative (MEDI) and begin meeting with Ms. Bush. **Motion carried 6-0.**

3. Flow Monitoring Equipment Replacement: Tom Zarko stated that Council authorized the purchase of four replacement flow meters as part of the I&I reduction program in last year's budgeting process. A proposal was received for the purchase of two of the four meters under State contract. Mr. Zarko recommended that Council authorize the purchase of two flow meters from Northeast Technical Sales, Inc. at the State contract price of \$9,559.88 which is under budget.

After some discussion and questions, **ON A MOTION** by Brent Smith, seconded by Gary Mast, all present voted in favor to authorize the purchase of two flow meters from Northeast Technical Sales, Inc. not to exceed \$9,559.88. **Motion carried 6-0.**

4. Dublin Fire Police Request – Plumstead Township:

ON A MOTION by John Munley, seconded by Brent Smith, all present voted in favor to approve Dublin Fire Police request. **Motion carried 6-0.**

COMMITTEE REPORTS: Gary Mast commented that a meeting was held with the Community Day Committee. After discussions with various parties in the Borough and amongst Council on the committee, the committee is proposing that the Borough does not hold a Community Day celebration this year. With the Fire Department celebrating their centennial celebration, the committee feels that the firehouse did provide the best venue for Community Day and in deference to the Fire Company and their centennial celebration; the Committee recommends to Council that the Dublin Community Day be delayed until 2016. Mr. Mast stated that the sponsors that we had for Community Day are going to be asked to direct their attention to the Fire Company Centennial Celebration.

After some discussion and questions, it was the consensus of Council to accept the Community Day Committee's recommendation and postpone the event until 2016.

OTHER BUSINESS: None.

COMMUNITY COMMENTS: Mr. Pellegrino suggested that the intergovernmental agreement ordinance for the Joint UCC Appeals Board be written so that the ordinance that is less specific, not necessarily specific to this agreement. Make a generic ordinance that says that the Borough will enter into intergovernmental agreements with Council's approval, so that a new ordinance is not always being adopted if an agreement changes or is being adopted. The Borough will not have to advertise an ordinance every time an agreement is entered into. One ordinance on the books that covers any agreements you adopt inter-governmentally with other communities.

COMMENTS FROM COUNCIL: Mr. Mayes was emailed a couple of weeks ago about some streetlights that were out. Armour Electric was supposed to come out and take care of them. While Armour is in Town, if anyone knows of any other streetlights that are out, please notify Mr. Wert.

ADJOURNMENT: Being no further business, **ON A MOTION** by Brent Smith, Mr. Sharer declared the meeting adjourned at 9:10 pm.

Respectfully submitted,

Date Approved: _____

William Wert,
Manager/Secretary/Treasurer