

**MINUTES OF DUBLIN BOROUGH
COUNCIL MEETING
MONDAY, APRIL 11, 2016**

1. **CALL TO ORDER:** The April 11, 2016 meeting of Borough Council was held in Borough Hall at 119 Maple Avenue, Dublin, PA. Council President, Jeff Sharer called the meeting to order at 7:38 pm. The Pledge of Allegiance was recited.

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:	William Wert
Borough Solicitor:	Michael Kracht, Esq.
Borough Engineer:	Thomas F. Zarko, P.E.
Police Chief:	Brian Lehman
Fire Chief:	Kevin Nugent *
Emergency Mgmt. Coordinator:	M. Philip Meyers *

* Not present

**late arrival

2. **VISITORS REGISTERED:** Frank Knisley – Dairy Queen
3. **EXECUTIVE SESSION:** Mr. Sharer announced that Council will be having an Executive Session to discuss matters of potential litigation. The meeting was temporarily adjourned at 7:40 pm. Mr. Sharer reconvened the regular Council meeting at 8:20 pm.
4. **COMMUNITY COMMENTS:** None
5. **APPROVAL OF MEETING MINUTES: MARCH 28, 2016:**
 - a. Mr. Wert presented the previous Council meeting minutes for Council's consideration. After some discussion and questions, **ON A MOTION** by Gary Mast, seconded by Kent Moore, all present voted in favor to approve the March 28, 2016 Council meeting minutes. **Motion carried 6-0**
6. **APPROVAL OF BILLS LIST: APRIL 8, 2016:**
 - a. Mr. Wert presented the current bills list for Council's consideration. After some discussion and questions, **ON A MOTION** by Gary Mast, seconded by Matt Mayes, all present voted in favor to approve the Bill List of the April 8, 2016. **Motion carried 6-0.**
7. **BOROUGH OFFICIALS REPORTS:**
 - a. Dublin Fire Company: Fire Chief Kevin Nugent submitted a written report in Council's packet for Fire Company activities for the month of March.
 - b. Mayor: Mr. Hayes reported that he is scheduled to meet with Pa State Senator Chuck McIlhinney later this month.

- c. Borough Manager: Mr. Wert presented his written report as follows:
- i. 2016 Real Estate Tax Collection: The Borough has received its first deposit from Susan Paff, Tax Collector for 2016 in the amount of \$18,645.11. As was recently requested by Jeff Sharer, an itemization of the tax revenue was to be identified in the Borough's account. To that end, and as was budgeted, the tax revenue receipts will be allocated as follows:
 - a. Street Improvement Fund
 - i. 1.5 mills or 9.84% of collections
 - b. General Fund
 - i. 11.5 mills for General Purpose or 75.41% of collections
 - ii. 2.25 mills earmarked to be transferred to Street Improvement Fund or 14.75% of collections

Total 15.25 mills

Mr. Wert provided updated budget sheets showing the associated line items in budgeted revenues that itemize the collections and distribution of the tax revenue.
 - ii. Commonwealth v. Susan Coburn-Barndt – 148 South Main Street Sidewalk Snow Removal Citation: On March 15, 2016, Mr. Wert attended the above Summary Trial. Council will recall the above property owner was cited for not complying with the Borough's Snow Removal Ordinance. The property owner pled NOT GUILTY and requested a hearing. Magisterial District Judge Gambardella found the defendant GUILTY and imposed a \$94.36 fine and restitution for \$5.64 for the Borough's costs.
 - iii. Municipal Pothole Program: Council may recall last fall that authorization was granted to enter into a pothole patching program with PENNDOT that would allow the Borough to patch a State Road if PENNDOT was not responding in a timely manner. Mr. Wert received notification from District 6 that they will not be implementing this program because PENNDOT could not reach an agreement for their unions.
 - iv. Planning Commission Zoning & SALDO Review: The Dublin Borough Planning Commission met on April 4, 2016 to begin the review of the proposed amendments to the zoning and SALDO ordinances.
 - v. 2016 Blizzard: FEMA/PEMA – Mr. Wert will be attending a meeting with the County/PEMA officials on April 11th to complete the necessary paperwork to secure the funds. The Borough's reimbursement for the storm costs is \$19,394.15. Year-To-Date Snow Expenses - \$36,578.00.
 - vi. Penna. Municipal Planning Education Institute (PMPEI) - The Zoning Course: Six (6) registrants from Borough Council and the Planning Commission have been registered to attend the above course

offered by the Penna. State Association of Boroughs (PSAB). The course is scheduled from 6:00 - 9:30PM over three Wednesday nights in April on the 13th, 20th, & 27th. It will be held in Doylestown at Del Val University located at 700 East Butler Avenue, Doylestown, PA 18901. If anyone else is interested in attending please let me know.

Mr. Moore inquired about the status of removing the dead trees on Cobblestone Road. Mr. Wert stated that staff will complete this project in the coming weeks once the trees leaf-out to definitively identify the dead trees to be removed.

- d. Police Chief: Chief Lehman presented his written report. The new police vehicle has been delivered and is currently being up-fitted with all the necessary equipment and should be in service in the coming weeks. There was some discussion about what to do with the old Crown Victoria that was coming out of service. It was **CONCENSUS** of Council to keep the vehicle for an errand car and parts for the other Crown Victoria still in service.

Chief Lehman also announced that the Department will be participating in the National Drug Take Back program on April 30th from 10am – 2pm and the Dublin Shopping Bag. This program is sponsored locally by the Bucks County District Attorneys Office.

- e. Borough Engineer: Mr. Zarko reported that his office has completed and submitted the annual Chapter 94 Report to PaDEP. CKS has also submitted the 2015 Water Audit to the Delaware River Basin Commission.
- f. Borough Solicitor: No Report.

8. **DISCUSSION/ACTION ITEMS:**

- a. 2016 Internal Video Inspection Bid Proposals: Mr. Zarko presented to Council for their consideration proposals for Inflow and Infiltration Repair work between manholes 19-23 as part of the 2016 Capital Sewer projects and as part of the current Consent Order & Agreement. CKS received proposals for this work and is recommending Council accept the low bid proposal from Sewer Specialty Service Inc. in the amount of \$3,848.80.

After some discussion and questions, **ON A MOTION** by Matt Mayes, seconded by William Benonis, all present voted in favor to accept the low bid proposal from Sewer Specialty Service Inc. in the amount of \$3,848.80. **Motion carried 6-0.**

- b. Park Rules & Regulations – Draft Ordinance: Mr. Mast presented to Council for their consideration a draft park rules and regulations ordinance prepared by the Park & Recreation Committee. The draft included definitions of the athletic fields, user groups, sport seasons, type of use, application process, reservation scheduling priorities and prohibited conduct. Mr. Mast mentioned that the baseball field was designed based on Little League International specifications with 60 feet base paths and 200 feet outfield dimensions. As such, this field is only to be used for the play of children 12 years old and below. No use is permitted for 13 year olds of above, including adults. There would be no age restrictions on the use of the overlapping multipurpose field. There were questions about the type of use (Pick-up, Semi-Organized and Organized) and who would be allowed to reserve the fields. Discussion ensued.

Solicitor Michael Kracht had questions about some provisions that needed clarification including insurance requirements of users, firearm provisions, public meetings and the disobeying of a proper order by authorized personnel. Mr. Kracht also stated that reference to the fee schedule should be added and that recovery of cost associated with any destruction of the park and attorney's fees should be added to the penalties section.

There was discussion about the ordinance advertising and adoption process. Mr. Kracht informed Council that minor changes can be made after the draft ordinance has been advertised provided the changes do not substantially change the intent of the ordinance. Mr. Kracht recommended Council advertise the ordinance "As-Is" and he will provide Council with his redlined version with his comments for Council's review before adoption.

After some further discussion and questions, **ON A MOTION** by Matt Mayes, seconded by John Sherer, all present voted in favor to advertise draft Ordinance #307 as amended for consideration by Council in May. **Motion carried 6-0.**

- c. Pennridge Community Center Grant Application Support Letter: Mr. Wert presented to Council a request from David Nyman to provide a letter of support to the Pennridge Community Center for a grant application they are submitting to enclose the patio area at the Center.

After some further discussion and questions, **ON A MOTION** by Gary Mast, seconded by William Benonis, all present voted in favor for President Sharer to sign provided letter of support for a grant submission by Pennridge Community Center. **Motion carried 6-0.**

9. **COMMITTEE REPORTS:**

- a. Planning Commission: Mr. Wert reported that the Dublin Borough Planning Commission met on April 4, 2016 to continue the review of the proposed zoning amendments as a result of the Revitalization & Visioning Plan. Their next meeting is May 2, 2016.
- b. Community Day: Gary Mast reported that event preparations for the June 5th Community Day continue. He thanked CKS for their donation to this year's event. There was discussion about recognizing an individual or organization at the event. It was a recommendation to develop a policy that would identify parameters of the recognition. That information could be advertised to solicit nominations from the community. Mr. Wert will solicit examples from of the communities for future

consideration.

- c. Finance Committee: Mr. Sharer reported that the Finance Committee met prior to Council's meeting tonight to meet with representatives from RBC Group. RBC Group has provided the Borough proposals to borrow money for future capital projects utilizing the sale of bonds. Mr. Sharer stated that further discussion is required before making the final decision to proceed with the borrowing.

10. **OTHER BUSINESS**: None

11. **COMMUNITY COMMENTS**: Frank Knisley inquired about work taking place at the gas station. Mr. Wert responded that he is aware of the activity at this location and Staff has been meeting with the property owner to discuss the future use of the property.

12. **COMMENTS FROM COUNCIL**:

- a. Mr. Mayes asked about updating the Emergency Management Plan since there are new members on Council. Mr. Wert stated that it was his understanding that the chain of communication referenced titles and positions and not individuals. Mr. Wert will verify the plan is up-to-date.
- b. Mr. Moore asked if Council members had to be paid. Mr. Wert will verify if members can refuse payment. Mr. Moore also asked if compensation could be donated. Mr. Wert stated that the Borough had to run the compensation through payroll and that members could then donate those funds. The donation could not come directly from the Borough books.

13. **ADJOURNMENT**: **ON A MOTION** by Gary Mast, Jeffrey Sharer declared the meeting adjourned at 9:51 pm.

Respectfully submitted,

Date Approved: _____

William Wert,
Manager/Secretary/Treasurer