

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

1. **CALL TO ORDER:** The July 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 7:30 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:** None

3. **COMMUNITY COMMENTS:**

- a. None

4. **APPROVAL OF MEETING MINUTES: June 13, 2016:**

- a. Mr. Wert presented draft meeting minutes from the last meeting for Council's consideration.

After some discussion, **ON A MOTION** by Gary Mast, seconded by John Sherer, all present voted in favor to approve the June 13, 2016, Council meeting minutes. **Motion carried 6-0.**

5. **APPROVAL OF BILLS LIST: June 24, 2016 and July 8, 2016:**

- a. Mr. Wert presented to Council for ratification the bills list dated June 24, 2016. After some discussion and questions, **ON A MOTION** by Matt Mayes, seconded by William Benonis, all present voted in favor to ratify the Interim Bills List of June 24, 2016. **Motion carried 6-0.**

- b. 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 July 8, 2016. **Motion carried 6-0.**

6. **BOROUGH OFFICIALS REPORTS:**

a. Dublin Fire Company:

Phil Meyers reported a total of 20 fire calls for the month of June.

b. Mayor:

Mayor Hayes announced the Revitalization & Vision Task Force will be holding a meeting on July 21, 2016 at 7:00 pm at the Borough Hall and all are welcomed to attend.

c. Borough Manager: Mr. Wert provided Council with a written report as follows:

Borough Credit Cards: Executed proposal from CSI to begin processing credit card payments. Will be available with next utility billing. Staff participated in a tutorial webinar on July 7th. A secured link will be added to the Borough's website and a swiping device will be installed in Borough Hall for walk-in customers. Notifications will also be provided on each bill.

County Water Contaminations: As Mr. Wert shared in an email to Council on Thursday, July 7th, Mr. Wert instructed Mike Sullivan of PUE to test each of the Borough's wells for PFOA (perfluorooctanoic acid) and PFOS (perfluorooctane sulfonate). As a result of recent news reports in Plumstead, Doylestown (Township & Borough), Horsham, Warrington and Warminster Townships, it is to be prudent to test the Borough's three (3) production wells for the PFCs. Although it is believed our wells are NOT affected based on our geographical location to identified contaminations, it is in the public's best interest that the Borough is able to answer affirmatively that we have tested our water supply proactively. See attached information about PFCs including Frequently Asked Questions prepared by Horsham Township.

The test results take approximately 3-4 weeks to complete. Mr. Wert will provide Council with the results as soon as they are received.

Outstanding Balance Report: As discussed recently, Council agreed that Michael Kracht is to send out courtesy letters to current account owners that have delinquent utility balances greater than ninety (90) days. The letter is notifying owners that Council will be soon adopting a new policy regarding utility collections and that they essentially have an amnesty period to bring the account into good standing before the new policy takes effect. Attached please find the list of owners that will be recipients of this letter as well as the current Outstanding Balance Report.

Dublin Acres Water Connection: Mr. Wert met with Tricie Kohut, Property Manager, and Lori Myers, Dublin Acres HOA Board Member on June 29, 2016 to discuss Dublin Acres' interest in connecting to the Borough's water system. As has been recommended to different representatives on two (2) previous occasions, Dublin Acres would be required to provide application to the Borough for plan review of an installation of a water meter pit at a location to-be-determined at the terminus of Meadow Lane the cul-de-sac at the Borough's Well House #3. All water lines, including the main line and private laterals, after the meter pit would remain the responsibility of the HOA/Property Owners. The Borough would bill the Dublin Acres HOA quarterly the base rate per EDU and for water consumption as it currently does with other large scale providers (i.e. Hilltown Interconnection, Dublin Village Apartments, and Whistlewood). Details about the professional services agreement, necessary escrows and tapping fees were also discussed however nothing has been formalized until official plans/request are submitted to the Borough. Council will be provided with updates after Ms. Kohut and Ms. Myers reports back to the Dublin Acres HOA.

Main Street Crosswalk and Accessibility Improvements Project: The Borough has received the executed contract back from the Bucks County Commissioners for the Main Street crosswalk project. This is a reimbursement grant in the amount of \$162,500. The grant period for the project begins July 1, 2016 with a required completion date of December 31, 2017. The design phase of this project will commence within thirty (30) days. Bids will be solicited early in 2017 with construction occurring in the spring/summer of 2017.

Rickerts Road Maintenance Agreement with Hilltown Township: As a follow-up, conversations with the Governors Southeast Regional Office Director and PennDOT's Community Relations Coordinator and District 6 Municipal Services Supervisor were not fruitful. Neither office could provide model shared road maintenance agreements between municipalities. This is always handled between municipalities and PennDOT does not get involved. PennDOT's delineation on shared roads is only determined for liquid fuels allocation, which is 50% of the shared length of road. It's up to municipalities to determine how they address maintenance. The only recourse the Borough could have is, if it terminated the current Maintenance agreement with Hilltown, and Hilltown neglected to maintain their portion of the road, PennDOT could remove that mileage of road from Hilltown's Liquid Fuels calculations. This essentially would equal approximately \$450.00. Future discussion and direction is required by Council on how it would like to proceed.

Part-Time Administrative Assistant (max 18 hours/week): Effective July 11, 2016, Marianne Egan will be starting as the Borough's new part-

time Administrative Assistant. Marianne will be primarily working remotely as she currently works fulltime for a municipality in Montgomery County. With nearly 20-years of municipal experience, Marianne's primary responsibilities is preparing draft meeting minutes from digital recordings, filing/maintaining electronic records and correspondence, assisting with annual budget data entry of budget figures and electronic file preparations and provide website maintenance/updates pertaining to file management including minutes, agendas and reports. Other job duties/functions will be identified as the position evolves. After some discussion, for security and confidentiality concerns, it was suggested to provide a company issued laptop for the part-time position.

Well #1 Pump Replacement: The well pump at the Borough's Well #1 (water tower) needed to be replaced. It appears the pump was last replaced sometime in the 1980's. It's been offline about two weeks and will be back online following standard water sample testing.

Association for PA Municipal Managers (APMM) Appointment: Mr. Wert has been appointed by APMM President, Kevin Flannery (Manager of Sewickley Borough) to serve on APMM's Ethics and Professional Conduct Committee. Mr. Wert will work with other managers on the Committee throughout the Commonwealth to discuss any ethics or professional conduct issues as they are reported APMM.

d. Police Chief: Mr. Wert presented Chief Lehman's written report highlighting Sergeant Jones has been with the Borough for 28 years.

e. Borough Engineer:

i. Tom Zarko updated the council on the influent flow metering at the plant. Costs were received to put another flow meter coming into the plant along with a sampler. This was a requirement by DEP for the new discharge permit but DEP indicated they wanted the location changed. The sampler and meter will be installed at the Twin Oaks Pumping Station and an updated proposal will be given by the contractor to reflect the additional work that is associated with the different location. The previous proposal was \$10,600.00 and the new proposal may be a couple of thousand dollars more than that. Discussion will be held at a future meeting in regards to possibly securing the site.

ii. Tom Zarko reported that he has received proposals to make the repairs to the inground storage tanks at the Sewer Treatment Plant as required by PaDEP. CKS will review and make recommendations to Council for consideration at the August Council meeting.

iii. A preliminary report has been received from the manufacturer on the evaluation of the plant. Mr. Zarko stated he is waiting for a

response back in regards to a few questions.

- iv. DEP has indicated they have received and are reviewing the letter in regards to the lagoon. No time-line has been given as to when a response will be received. Mr. Zarko stated he will follow up with DEP within the next couple of weeks.

- f. Borough Solicitor: Abigail Tuttle reviewed the suggested changes to Ordinance #308 – Prohibiting Nuisances consisting of: Section 3, last sentence should read "Waste Management Ordinance No. 281", Section 6, e. (iii) should include credit cards as a payment option, and Section 11 states the ordinance shall take effect immediately upon adoption.

7. **DISCUSSION/ACTION ITEMS:**

- a. Adoption – Ordinance #308 – Prohibiting Nuisances - Abigail Tuttle presented Ordinance #308 – Prohibiting Nuisances.

After some discussion and questions, **ON A MOTION** by William Benonis, seconded by Gary Mast, all present voted to adopt Ordinance #308 – Prohibiting Nuisances. **Motion carried 6-0.**

- b. Household Hazardous Waste Program Participation Agreement 2017-2020 – Mr. Wert reviewed a letter from the Bucks County Planning Commission in regards to participating in the Household Hazardous Waste Program in the amount of \$289.04.

After some discussion and questions, **ON A MOTION** by John Sherer, seconded by Matthew Mayes, all present voted in favor to accept the Household Hazardous Waste Program Participation Agreement for 2017-2020 in the amount of \$289.04. **Motion carried 6-0.**

- c. Dublin Fire Police Request – Mr. Wert present to Council for their consideration a request for Dublin Fire Police support at the Midway Carnival on July 21-23 and 28-30, 2016.

ON A MOTION by John Sherer, seconded by Gary Mast, all present voted in favor to authorize Dublin Fire Police for the Midway Carnival, July 21-23 and 28-30, 2016. **Motion carried 6-0.**

8. **COMMITTEE REPORTS:**

- a. Public Utilities – Policy and Procedures for Utility Bill Collections – Mr. Wert stated there was a Public Utilities meeting prior to the Council meeting and a draft policy was prepared. The approval tract would be for the August Council meeting for formal presentation and possible approval for authorization to advertise with adoption at the first meeting in September.

9. **OTHER BUSINESS:**

- a. Mr. Wert explained the courtesy letters will be going out in regards to delinquent sewer bills that are greater than 90 days late. Kent Moore had questions in regards to the Policy for Utility Bill Collections.

10. **COMMUNITY COMMENTS:** None

11. **COMMENTS FROM COUNCIL:**

- a. Mr. Mast announced the carnival is coming up in August.
- b. Mr. Hayes stated Chief Lehman will be addressing the police cameras.

12. **ADJOURNMENT: ON A MOTION** by Kent Moore, Jeffrey Sharer declared the meeting adjourned at 8:29 pm.

Respectfully submitted,

Date Approved: _____

William Wert,
Manager/Secretary/Treasurer