

**MINUTES OF DUBLIN BOROUGH
COUNCIL MEETING
MONDAY, SEPTEMBER 11, 2017**

1. **CALL TO ORDER:** The September 11, 2017 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:	Brian Lehman
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:** It was announced that the Public Safety Committee met on Wednesday, September 6, 2017 in Executive Session to discuss personnel.
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 August 28, 2017:** Ms. Benner stated that the minutes have been revised since sent out to reflect the correct meeting date under call to order.
- MOTION: A motion was made by Mr. Moore, seconded by Mr. Sherer and unanimously approved to accept the August 28, 2017 Minutes as revised.**
6. **Payment of Bills:**
- 6.1. **Bills List dated September 8, 2017 for \$61,625.03 (all funds):**
- MOTION: Upon motion by Mr. Smith, seconded by Mr. Mast, the Council unanimously approved the Bills List dated September 8, 2017 for \$61,625.03.**
7. **Borough Official Reports:**
- 7.1. **Dublin Fire Company:** Mr. Myers presented the Dublin Fire Company report for August 2017.

7.2. Mayor: Mayor Hayes announced the Borough has extended to Part-Time Police position to two individuals and are currently in the process of accepting and reviewing applications for a full-time police administration assistant.

7.3. Borough Manager: Ms. Benner presented the Manager's report.

7.4. Chief of Police: Chief Lehman presented the Police report for August 2017.

7.5. Borough Engineer: Mr. Zarko presented the Engineer report. As part of his report Mr. Zarko provided an update on the crosswalk project stating that the majority of the ADA ramps have been installed with three remaining. After the remaining three are installed the roadway improvements will begin.

7.6. Borough Solicitor: There was no solicitor report at this time.

8. Discussion Items:

8.1. Close out of Credit Card Account at QNB: Ms. Benner stated that there is an existing credit card account at Quakertown National Bank that has been carrying a zero balance for a while. The borough's auditor has requested that approval be obtained from Council in order to close out the account.

MOTION: Upon motion by Mr. Smith, seconded by Mr. Sherer, the Council Unanimously approved the close out of the Borough's credit card account at Quakertown National Bank.

8.2. Soliday/Skiffington Escrow Release #5: Mr. Zarko stated that all improvements have been completed and it is his recommendation to release the remaining balance of 28,781.56 conditioned upon payment of all outstanding invoices.

MOTION: Upon motion by Mr. Smith, seconded by Mr. Benonis, the Council Unanimously approved Escrow Release #5 in the amount of \$28,781.56 from the Soliday/Skiffington Escrow related to the Moyer Subdivision.

9. Committee Reports:

9.1. Public Safety Committee: Matt Mayes stated that the Public Safety Committee met on September 6th to discuss the process of hiring a new Police Chief. The Committee received a proposal from SafeCities to handle the chief of police search. In Option A, the consultant would work with the Borough to identify minimum qualifications, preferred experience and review and discuss recommendations. They would then assist in the preparation of a professional advertisement and make recommendations on the scope of the search and advertising options. The consultant would also screen the resumes based upon community needs and provide a list for further consideration based upon basic qualifications and experience. They will then meet with the borough to review and discuss recommendations. The consultant will also host the initial executive oral board. Mr. Mayes stated that council members are welcome to attend and watch the interviews take place. After the initial interviews take place, the consultant will recommend their final selections and the Borough would take the process from here. The cost of Option A is \$5,250.00 plus advertising costs. Mr. Mayes stated that the Public Safety Committee recommends hiring SafeCities for Option A of the proposal.

MOTION: Upon motion by Mr. Mayes, seconded by Mr. Smith, the Council Unanimously authorized the hiring of SafeCities to assist with the Chief of Police search under Option A of their proposal in the amount of \$5,250.00 plus advertising costs.

9.2. Finance Committee: Mr. Smith stated that the Finance Committee met prior to the meeting for preparation of the 2018 Budget. The next meeting is scheduled for September 25, 2017 at 6:00 p.m. to review capital budget items. Mr. Smith stated that the budget should look similar to 2017's budget.

10. Other Business: Mr. Kracht stated that based off the Borough's risk assessment review performed by the Borough's insurance company that Council should consider making the lobby entrance safer for the employees by installing a window and door at the counter. Council agreed that it was worth looking into and would be beneficial. Ms. Benner stated that staff would work on obtaining pricing for this project.

10. Public Comment: There were no public comments at this time.

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

12. Executive Session: Mr. Sharer stated that council would not be going into Executive Session after the meeting.

13. Adjournment: Upon motion by Mr. Smith, the meeting was adjourned at 8:06 p.m.

Respectfully Submitted,

Date Approved:_____

Angela P. Benner,
Manager/Secretary/Treasurer