

**MINUTES OF DUBLIN BOROUGH
COUNCIL MEETING
MONDAY, JUNE 13, 2016**

1. **CALL TO ORDER:** The June 13, 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:** Lori Myers – 141 Marylyn Lane, Paul Athern – 143 Marylyn Lane, Florence Rodgers – 114 South Main Street, Rod & Carol Shultz – 100 Main Street, Frank Knisley – 106 North Main
3. **DUBLIN FIRE POLICE OFFICER SWEARING-IN CEREMONY:** Mayor Chris Hayes administered the Oath of Office to swear in new Fire Police Officer Scott McClay. Council thanked Mr. McClay for his service to Dublin Borough and the neighboring communities.
4. **COMMUNITY COMMENTS:**
 - a. None
5. **APPROVAL OF MEETING MINUTES: May 23, 2016:**

- a. Mr. Wert presented draft meeting minutes from the last meeting for Council's consideration. Gary Mast stated the minutes should reflect that Council adjourned to Executive Session at the conclusion of the May 23rd meeting to discuss matters of Potential Litigations. Michael Kracht also asked that the minutes reflect that Abigail Tuttle has been with Weber, Kracht & Chellew for three (3) years and is not a new hire.

After some discussion and questions, **ON A MOTION** by Matt Mayes, seconded by Gary Mast, all present voted in favor to approve the May 23, 2016 Council meeting minutes as amended. **Motion carried 6-0**

6. **APPROVAL OF BILLS LIST: JUNE 10, 2016:**

- a. Mr. Wert presented the current bills list for Council's consideration. After some discussion and questions, **ON A MOTION** by William Benonis, seconded by Matt Mayes, all present voted in favor to approve the Bill List of the June 10, 2016. **Motion carried 6-0.**

7. **BOROUGH OFFICIALS REPORTS:**

- a. Dublin Fire Company: Phil Meyers reported a total of 16 fire calls for the month of April.

b. Mayor:

- i. Mayor Hayes presented a Commendation to Police Chief Brian Lehman for Distinguished Service for extraordinary performance in his duty to perform an exceptional act under emergency conditions that resulted directly in saving the lives of two victims on March 17th and April 1, 2016. Copy of commendation attached to these minutes.

Chief Lehman thanked Mayor Hayes, Council and many other individuals and organizations in Dublin for their support and assistance.

- ii. Mayor Hayes reported that he met with Senator McIlhinney on May 6th to provide an update on Borough issues and to discuss possible State assistance as it relates to the Borough's ongoing capital needs, particularly sewer infrastructure. Mayor Hayes also reported that he met Bucks County Commissioner Loughery on May 2, 2016 to provide an update on the Borough's Revitalization & Vision progress and thanked him for the County Planning Commission's ongoing assistance.
- iii. Mayor Hayes announced the Revitalization & Vision Task Force will be holding a meeting on July 21, 2016 at 7pm and welcomed anyone interested in attending.

Councilman Kent Moore asked that the record reflect that he was disappointed that the Mayor did not attend Dublin Community Day. He feels that it is part of the Mayor's job to be at these events.

Mayor Hayes responded that he made the decision to attend a family event.

Councilman John Sherer stated that, as part of Council, he respects the Mayor's decision.

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

- i. Annual Water Consumer Confidence Report: As required every

year, Dublin Borough is required to provide to the public and its water customers an annual Consumer Confidence Report. The enclosed report provides a summary concerning the quality of the public drinking water provided by Dublin Borough. During 2015, the water provided from the Borough's three wells never exceeded the maximum contaminant levels established by the Pennsylvania Department of Environmental Protection (DEP) and the Federal Environmental Protection Agency (EPA). The attached cover letter and report will be mailed to each water customer this week and will also be available on the Borough's website.

- ii. 112 Middle Road: Contact has been made with Wells Fargo who now has accepted responsibility of the property that has been vacant for the last number of years. They have been notified about the trash/junk strewn throughout the property, the vacant box truck, the collapsed porch roof and the deteriorating out buildings in disrepair. A case file has been created and they will begin taking the necessary actions to clean up the property.
 - iii. Verizon Franchise Contract Renewal: The Bucks County Consortium has received a proposal from Cohen Law Group in the amount of \$65,000. The Consortium is now seeking interested municipalities wanting to jointly participate in the negotiations. Once a total number on municipalities participating is identified, the Borough's contribution will be known. It will be based on percentage of population.
 - iv. Borough Credit Cards: Meetings were held with QNB, their credit card processor Collector Solutions, Inc (CSI), and the Borough's auditors. Received draft proposal from CSI. The Borough's average transaction under \$1,000.00 is \$325.00; CSI's fee per transaction is \$4.95 or 1.52%. Two week turn-around once proposal is executed. Anticipate having credit card payment in place for next quarterly billing in July.
 - v. Planning Commission Zoning & SALDO Review: The Dublin Borough Planning Commission met on June 6, 2016 to continue their review of the proposed amendments to the zoning and SALDO ordinances. Attached are the updated revisions through June 3rd. The Planning Commission meeting scheduled for July 5, 2016 has been cancelled. The next meeting will be August 1, 2016. Final recommendations will come to Council once the Planning Commission completes their full review.
 - vi. DVIT Conference: Mr. Wert attended the Delaware Valley Insurance Property & Liability Trust Conference on Wednesday June 22 through Friday June 24, 2016 in Hershey PA.
- d. Police Chief: Chief Lehman presented his written report.
- e. Borough Engineer:
- i. Tom Zarko reported that the PaDEP has performed an inspection at the Sewage Treatment Plant and noted some groundwater infiltration seepage in the concrete storage tanks at the plant site.

This is something that DEP stated the Borough would have to correct because if groundwater is getting in to the tank, there is potential for sewage to leak out the tank and contaminated the surrounding soil. This project was not anticipated and is an unbudgeted expense that will have to be addressed. It is anticipated that the total cost could be in excess of \$20,000 but an exact number would not be known until proposals are received. DEP has not indicated at this time if fines will be associated with the leaks. Also, the work has to be completed during the dry season (July/August) to minimize the chance of the tanks floating as a result of a high water table in the soil. CKS is obtaining proposals for the associated repair work which will be presented to Council for consideration at a future meeting.

- ii. Mr. Zarko reported that the contractor for the Supplee Park project will be on site the week of June 13th to finish up a handful punch list items at the park associated with the Phase 2 contract.

f. Borough Solicitor: No Report

8. **DISCUSSION/ACTION ITEMS:**

- a. Proposed Amendment Review – Ordinance 217 – Prohibited Nuisances: Michael Kracht reviewed his cover letter dated June 10th that provides further details of the suggested amendments. This includes the addition of Sections 6-10 from the old ordinance that were previously omitted at the time of Codification. The revisions also include updating Section 7 to include language as authorized by the State statutes for the collection of attorney's fees and costs associated with the enforcement of violations of the ordinance. Lastly, for reference, the definitions used by the State Law are incorporated for consistency. Mr. Kracht requested authorization from Council to advertise the revised ordinance as discussed.

After some discussion and questions, **ON A MOTION** by John Sherer, seconded by William Benonis, all present voted in favor to authorize Staff to advertise the amended Ordinance. **Motion carried 6-0.**

- b. Draft Credit Card Processing Proposal: Mr. Wert presented a proposed contract with Collector Solutions, Inc. (CSI). This is the third party processor Quakertown National Bank recommended for credit card processing. Mr. Wert wanted to point out to Council the transaction fee that would be charged to users is \$4.95 per transaction with a maximum payment cap of \$600.00. The Borough's average transaction under \$1,000.00 is \$325.00. The proposal also incorporates an E-Check payment option with no maximum payment cap however with the same \$4.95 per transaction. There would be a link on the Borough's website that takes the user to a secure server hosted by CSI. There would also be a card swipe reader installed in Borough Hall for walk in customers that wish to pay with a credit card. The \$4.95 fee represents approximately 1.52% of the average utility bill of Dublin customers.

After some discussion and questions, **ON A MOTION** by Matt Mayes, seconded by John Sherer, all present voted in favor to authorize Mr. Wert to execute the contract with Collector Solutions, Inc. (CSI) for credit card processing. **Motion carried 5-1. Members Sherer, Mast, Mayes, Sharer, and Benonis voted Yay. Mr. Moore Nay**

- c. Dublin Fire Police Request: Sellersville Borough requested the assistance of Dublin Fire Company to assist with Fire Police at their Carnival to be held July 12-15 from 6pm to 11pm and July 16th from 3pm to 10pm.

ON A MOTION by William Benonis, seconded by Matt Mayes, all present voted to approve this request by Sellersville Borough. **Motion carried 6-0.**

9. **COMMITTEE REPORTS:**

- a. Public Utility Committee: Mr. Sharer reported that the Committee met prior to the meeting to discuss the development of a Utility Collections Policy and Procedures. The Committee recommended that Michael Kracht prepare a draft ordinance.

BY CONSENSUS, Council authorized Staff to prepare a draft ordinance based on the recommendations discussed.

- b. Community Day: Mr. Sharer thanked Member Gary Mast for doing an excellent job with this year's Community. Mr. Mast thanked Members Mayes, Sherer and Benonis for their help throughout the planning process. Mr. Mast also thanked all the sponsors, many of whom in attendance at this Council meeting, for their financial contributions that made the event possible.

Sales from refreshments generated \$100 which will be donated to the Plumsteadville Point Pleasant EMS.

Mr. Mast specifically thanked the Dublin Fire Company for use of the grounds and their support of the event.

Mr. Mayes complimented Mr. Mast for all of his efforts.

10. **OTHER BUSINESS:** None

11. **COMMUNITY COMMENTS:**

- a. Lori Myers – 141 Marylyn Lane: As a member of the Dublin Acres Home Owners Association, Ms. Myers inquired about the possibility of connecting to the Borough's water system. Mr. Wert and Mr. Zarko will meet with Ms. Myers.
- b. Carol Shultz – 100 North Main: Ms. Shultz commented on the success of Community Day. Despite the light attendance, all those that did come had a great time, especially all the kids on the moon bounces. Ms. Shultz also complimented Mr. Mast for all of his efforts.

12. **COMMENTS FROM COUNCIL:**

- a. Mr. Sharer announced that there will not be a Council meeting on June 27th. The next Council meeting will be by July 11, 2016 at 7:30pm. There will also be a Public Utilities Committee prior at 6:30pm
- b. Mr. Sharer announced that Council will be going into Executive Session after the meeting to discuss matters of potential litigation and will not be reconvening.

13. **ADJOURNMENT: ON A MOTION** by Kent Moore, Jeffrey Sharer declared the meeting adjourned at 8:37 pm.

Respectfully submitted,

Date Approved: _____

William Wert,
Manager/Secretary/Treasurer

MAYOR'S COMMENDATION FOR DISTINGUISHED SERVICE

WHEREAS, Every day people in the line of duty selflessly serve with honor, professionalism and distinction. Many go above and beyond the call of duty. Some of those actions are so heroic, brave and self-sacrificing that deserve public recognition.

WHEREAS, Chief Brian C. Lehman has performed an act of service **of exceptional character** that reflects an uncommon degree of concern for the well-being of others.

WHEREAS, Chief Brian C. Lehman displayed extraordinary performance in his duty to perform an exceptional act under emergency conditions, wherein a service is rendered that results directly in sustaining human life.

WHEREAS, Two victims are alive today because of quick and decisive actions performed by Chief Brian C. Lehman on March 17, 2016 and April 1, 2016 respectively.

WHEREAS, Chief Brian C. Lehman's outstanding performance and heroic actions reflect the highest standard of conduct for a law enforcement officer and bring great pride to Dublin Borough and the Dublin Borough Police Department. The citizens of the Dublin community are very fortunate to be served by an officer of the caliber of Chief Brian C. Lehman.

NOW THEREFORE, this 13th day of June, 2016, I, CHRISTOPHER HAYES, as MAYOR of Dublin Borough hereby recognize and honor:

CHIEF BRIAN C. LEHMAN

Your heroic actions will always be remembered.

Attest: _____
William Wert, Secretary

By: _____
Christopher Hayes, Mayor