

**MINUTES OF DUBLIN BOROUGH
COUNCIL MEETING
MONDAY, MARCH 14, 2016**

1. **CALL TO ORDER:** The March 14, 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 7:35 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:** None
4. **APPROVAL OF MEETING MINUTES: FEBRUARY 22, 2016:**
 - a. Mr. Wert presented the February 22, 2016 meeting minutes for Council's consideration. After some discussion and questions, **ON A MOTION** by Gary Mast, seconded by William Benonis, all present voted in favor to approve the February 22, 2016 Council meeting minutes. **Motion carried 7-0**
5. **APPROVAL OF BILLS LIST: FEBRUARY 5, 2016:**
 - a. Mr. Wert presented the current bills list for Council's consideration. After some discussion and questions, **ON A MOTION** by Brent Smith, seconded by Matt Mayes, all present voted in favor to approve the Bill List of the February 5, 2016. **Motion carried 7-0.**
6. **BOROUGH OFFICIALS REPORTS:**
 - a. Dublin Fire Company: Dublin Fire Company President Phil Meyers presented to Council a written report for Dublin Fire Company for the month of February.
 - b. Mayor:
 - i. Mr. Hayes reported that he is met with Commissioner Rob Loughery and thanked him for his on-going support for Dublin Borough's revitalization efforts.
 - ii. Mr. Hayes also stated he is coordinating a meeting with State Senator Chuck McIlhinney to discuss various programs and potential grant funding.

- c. Borough Manager: Mr. Wert presented some highlights from his written report as follows:

- i. Credit Card Payments: Staff met with Tiffany Pompei, Dublin Branch Manager and Romaine Russo, VP Specialized Financial Services, both from Quakertown National Bank (QNB), to explore the Borough accepting credit card payments for utilities and permit fees. Early discussions indicate that there would be no costs to the Borough. Users would be charged a convenience fee to each transaction. There would be a secure gateway established on the Borough's website to process the transactions. A countertop terminal can also be utilized for walk-in consumers. Unique property identifiers (i.e. acct #, address, TMP #, etc.) can be required and payment types can be separated (water, trash, sewer, permits, etc.) to facilitate account reconciliation.

QNB is in the middle of switching credit card vendors. Once that process is finalized, a follow-up meeting will be scheduled to discuss further. In addition, Staff will be contacting the existing billing software provider to see if they provide credit card services. Updates will be forthcoming as they develop.

- ii. Revitalization & Vision Plan Update:

1. CDBG: Tom Zarko and Mr. Wert met with representatives from Bucks County Department of Community and Business Development to begin the coordination of the Main Street Crosswalks Project. It was determined, in order to maximize the construction season in 2017, and to better coordinate with the Borough's proposed roadway maintenance program, the grant contract will commence in July, 2016 and conclude by December 31, 2017.
2. Planning Commission Zoning & SALDO Review: The Dublin Borough Planning Commission met on March 7, 2016 to begin the review of the proposed amendments to the zoning and SALDO ordinances.

- iii. Sanitary Sewer Overflow (SSO): There have been three (3) sanitary sewer overflows at manhole #1 on Stonebridge Road outside the plan. Mr. Wert authorized CKS and PUE to coordinate securing a contractor to televise approximately 3,000 LF of sewer main from the Twin Oaks Pump Station to the plant to determine if there has been damage to this section of the line due to the amount of clean flow infiltrating the line when the pump is temporarily shut down.

- iv. Potential Water Leak in Borough System: Borough Operators have been monitoring an increase in gallons pumped out of the well house, approximately 40,000 gallons per day. Operators have utilized hydrophone listening devices, investigated suspected locations and reviewed customer water usage to no avail. It is now necessary for Mike Sullivan of PUE to coordinate with a vendor to survey the water system utilizing high tech sonar correlators. These listening devices utilized technology developed by the US Navy to detect and locate leaks. This leak detection survey is scheduled for the week of March 21st. Mr. Wert will continue to update Council once the survey is complete.

- v. 2015 Audit: The Borough's appointed auditor, Styer Associates was onsite the week of February 29th to begin performing the 2015 Annual Audit and preparation of the financial statement.
- vi. 2016 Blizzard:
 - 1. PEMA – According to Bucks County Emergency Management Association, storm costs associated with the January blizzard have met the minimum county and regional thresholds to be eligible for Federal disaster relief. Waiting for determination if funds will be released. If funds are released, the Borough's reimbursement for the storm costs is \$19,394.15.
 - 2. Year-To-Date Snow Expenses - \$36,578.00. Detailed report attached.
- vii. 112 North Main Street – Ash Oil & Gas: Staff met with the property owner at 112 North Main to explore possible expansion and/or change of use for the existing retail space at the gas station site. The owner is exploring possible franchises such as a 7-11 or Dunkin Donuts. No formal applications have been submitted to the Borough to-date. The owner was advised to secure engineering representation to analyze the current zoning requirements to determine if the dimensional requirements such as setbacks and parking can be met. Updates forthcoming as they develop.
- viii. Administrative Assistant Position: The part-time position has been advertised and is available on Borough's website. Applications are being accepted until the position is filled. Updates forthcoming as the process progresses.
- ix. Public Employer Labor Relations Advisory Service (PELRAS) Training: Mr. Wert will be attending the Annual PELRAS Training in State College March 16-18, 2016 and will be out of the office.
- x. Borough Offices Water Leak: Repairs are estimated to be less than the Borough's \$1,000 deductible. The work is scheduled to be completed this week.
- xi. 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.
- xii. Correspondence:
 - 1. PennDOT Liquid Fuels Payment Notice - \$49,973.24 to be electronically deposited 3/18/2016
 - 2. Bucks County Boroughs Association General Meeting – March 29, 2016
 - 3. State Representative Kathy Watson Newsletter
 - 4. Zoning Hearing Board Solicitor Letter
 - 5. PACC Notes – 022516
 - 6. 2015 Bucks County Tax Liens

7. 2015 Annual Report of Review Activity – Bucks County Planning Commission.

- d. Police Chief: Chief Lehman presented his written report.
- e. Borough Engineer: Mr. Zarko had no report. Mr. Sharer asked Mr. Zarko about recent newspaper reports about water contamination associated with Navy properties in Warminster. Mr. Zarko indicated Dublin Borough's water supply is not in the vicinity of affected areas. Mr. Moore asked about the Borough's testing requirements. Mr. Zarko responded stating that testing occurs daily with annual reporting to DEP. New testing requirements will be included in the upcoming annual report but shouldn't have any impact on Dublin Borough.
- f. Borough Solicitor: No Report.

7. **DISCUSSION/ACTION ITEMS:**

- a. Delinquent Utility Revenue Collections Policy: As discussions continue regarding the establishment of delinquent utility account collections policy, in consultation with Michael Kracht, a draft letter was presented to Council for their consideration. The intent of this correspondence is to increase the pressure on delinquent account owners to let them know changes in account owner behavior are expected and a change in the Borough's collection processes are forthcoming.

Also, Mr. Kracht advised Council that his office has the ability to accept payments via credit card through his office in hopes of making it easier for account owners to make payments on their accounts. All present agreed that at a minimum, credit card payments should be implemented.

After some discussion and questions, Mr. Sharer directed the Public Utilities Committee to review Mr. Kracht's letter. Mr. Smith announced there will a meeting on March 28th at 6:30 to continue the discussion to begin constructing a collection policy.

- b. Verizon Franchise Renewal Notification:

Mr. Kracht informed Council that, as part of their contractual obligations, the Borough has received formal notification from Verizon requesting **Commencement of Formal Renewal Proceedings**. The current contract is set to expire on September 25, 2018 and the contract "*delineates formal procedures ... to renew cable television franchises that must be invoked 30-36 months... prior to expiration or certain protections may be lost.*"

As some Members may recall, the Borough approved a contract with Verizon to provide cable service in Dublin Borough in 2005. In addition, the Council at that time adopted Ordinance 265 which approved an intergovernmental agreement with other Bucks County municipalities through the Bucks County Consortium of Municipal Managers. This agreement authorized officials from the Borough to jointly negotiate a base contract with all participating municipalities. Any municipality specific contract details were negotiated separately after the countywide base terms were negotiated. The associated costs were shared with all participating municipalities based on percentage of population according to the most current census.

Mr. Wert informed Council that he currently serves as President of the Bucks County Consortium of Municipal Managers. In addition, this topic was discussed at the last meeting since all the municipalities that participated in 2005 are also receiving the same renewal notification the Borough received. It was the consensus of the Consortium that joint negotiations would be beneficial again and as such, the Consortium is in the process of seeking proposals from firms to represent the Consortium of municipalities who agree to participate again in this round of negotiates.

Mr. Wert's recommendation is that the Borough authorize staff to execute any/all necessary documents and an intergovernmental agreement as permitted by Borough Ordinance 303 (included in attachment) with other participating municipalities through the Bucks County Consortium to negotiate terms of a countywide base contract with Verizon. Also, authorize the Borough Manager, and if necessary, the Borough Solicitor, to represent the Borough in the base contract negotiations.

After some discussion and questions, it was the **CONCENSUS** of Council to authorize Mr. Wert and Mr. Kracht to proceed with the execution of an Intergovernmental Agreement with other municipal members the Bucks County Consortium for the purpose of negotiating a base contract with Verizon for the renewal of the 2005 cable franchise agreement.

8. **COMMITTEE REPORTS:**

- a. **Planning Commission:** Mr. Wert stated the Planning Commission met on March 7, 2016 and presented to Council the draft minutes from that meeting. The purpose of the meeting, as request by Council, was to begin reviewing proposed changes to the Borough's Zoning and Subdivision and Land Development Ordinances. Ms. Lynn Bush and Mr. David Zipf attended the meeting to educate the Commission of their statutory obligations and duties and to introduce the Revitalization & Vision Plan goals and objectives. The draft revisions were also distributed for their review. The next meeting of the Planning Commission will be April 4, 2016 at 7:30 pm.
- b. **Community Day:** Gary Mast announced event preparations for the June 5th Community Day continue. Securing key vendors and solicitation of sponsorship dollars is the current focus. Mr. Wert informed Mr. Mast that the revised contract for the moon bounce vendor has been received from the Borough's property and liability insurance provider and has been turned over to Mr. Kracht for review.
- c. **Finance Committee:** Mr. Smith reported that the Finance Committee met prior to Council's meeting at 6:30pm. Mr. Smith further reported that the Committee reviewed the capital projects budgeted as part of the possibility of a bond issuance. It was the consensus recommendation of the Committee that the scope of work for the projects should proceed as budgeted. The next step is to invite Jim Gray from RBC Group, Inc to the April 11, 2016 Finance Committee to begin discussion on the bond process.

9. **OTHER BUSINESS:**

10. **COMMUNITY COMMENTS:** None

11. **COMMENTS FROM COUNCIL:**

- a. Mr. Mayes presented a suggestion for Council's consideration of hosting a ribbon cutting ceremony on Friday or Saturday, June 3 or 4, 2016 to officially open the newly renovated Supplee Park in conjunction with the Community Day on June 5, 2016.

After some discussion and questions, it was the **CONCENSUS** of Council to have a separate ribbon cutting event on a separate date that could include various activities and events. Council would support a joint planning effort with Discover Dublin if that group was inclined to participate.

12. **ADJOURNMENT:** **ON A MOTION** by Brent Smith, Jeffrey Sharer declared the meeting adjourned at 9:58 pm.

Respectfully submitted,

Date Approved: _____

William Wert,
Manager/Secretary/Treasurer