

**MINUTES OF DUBLIN BOROUGH
COUNCIL MEETING
MONDAY, NOVEMBER 14, 2022**

- 1. CALL TO ORDER:** The November 14, 2022, 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 7:32 p.m.

ELECTED OFFICIALS PRESENT:

Mayor:	Chris Hayes*	
Council:	Jeffrey Sharer	Brent Smith
	Matthew Mayes	Robert Olsen
	William Benonis*	Timothy Hayes
	Philip Kessler	

APPOINTED OFFICIALS PRESENT:

Borough Manager:	Colleen M. Pursell
Borough Solicitor:	Caroline Zook, Esq.
Borough Engineer:	Thomas F. Zarko, P.E. (via phone)
Police Chief:	Michael Regan
Fire Chief:	Kevin Nugent
Emergency Management Coordinator:	M. Philip Meyers*

*Not Present

**Late Arrival

- 2. Pledge of Allegiance:** President Sharer led Council and the audience in the Pledge of Allegiance.

- 3. Council President Announcements:** There were no announcements at this time.

- 4. Public Comment on Non-Agenda Items:** Rod Shultz of Maple Avenue reported that the excavation at the new traffic light located at 126 N. Main Street has not been completed. The owner of the property is concerned that the work will not be finished before it starts snowing. President Sharer stated that Mr. Loughery will have it completed and Ms. Pursell will reassure the property owner.

- 5. Approval of Minutes:**

- 5.1. Minutes of Meeting of October 24, 2022:**

Motion by Mr. Mayes, seconded by Mr. Timothy Hayes and unanimously carried, the minutes of the October 24, 2022 meeting were approved, as presented.

- 6. Payment of Bills:**

- 6.1. Bills List dated November 14, 2022, for \$85,505.49 (all funds):**

Motion by Mr. Timothy Hayes, seconded by Mr. Olsen and unanimously carried, Council approved the bills list dated November 14, 2022, in the amount of \$85,505.49.

7. Borough Official Reports:

7.1. Dublin Fire Company: Chief Nugent gave the report for the month of October 2022 which included 20 calls.

7.2. Mayor: No report was given.

7.3. Borough Manager: Ms. Pursell presented her October 2022 report. In addition to her report, she reminded everyone that the utility bills are due tomorrow (Tuesday, November 15th) for the fourth quarter. Ms. Pursell advised Council that she reached out again to Ryan Homes regarding the Bishop Way house numbers. At this time, letters have been mailed to the Bishop Way residents advising them that the numbers on the front of their homes need to be removed and that Ryan Homes will be completing this on Thursday, November 17, 2022, weather pending. Additionally, the Welcome to Dublin signs have arrived and the lighting will be installed by Armour and Sons tomorrow.

7.4. Chief of Police: Chief Regan provided the Police Report for October 2022 which included 104 incidents. Pennsylvania State Police handled two calls overnight. Chief Regan attended the Emergency Disaster Incident Training Symposium (EDITS) held over the course of two days in Blue Bell, PA. Chief Regan and Detective McClelland completed taser recertification. Extra patrols and officers were on duty for Halloween and spent the night interacting with children in the Borough, giving out approximately 140 pieces of candy and treat bags. The National Drug Take Back Event was held October 29, 2022 at the Dublin Volunteer Fire Company. A total of 48 pounds of medication was collected and an additional 64 pounds was collected from the lobby box.

7.5. Borough Engineer: Mr. Zarko stated that there are two DCED grant programs that are accepting applications for water, sewer and storm water projects. The first one is the small sewer, water project grant that has a limit cost between \$30,000 and \$500,000. This is an 85/15 match, so the Borough would be responsible for 15%. Mr. Zarko recommends that the Borough submit an application for this grant to help fund the I/I project scheduled for next year. The second program is the H2O PA, it ranges from \$500,000 - \$20,000,000. It is a 67/33 match. Mr. Zarko recommends that the Borough submit an application for this grant to help fund the Kern Drive Interceptor project. Applications are being accepted until December 21, 2022. The awards will be made around July 2023. There was consensus from Council to move forward with the applications.

7.6. Borough Solicitor: Ms. Zook presented a letter dated November 11, 2022 from the applicant of 144 N. Main Street to Council. The applicant is giving Borough Council an extension through December 13, 2022, for approval of the Preliminary Land Development. Ms. Pursell updated Council that they are waiting on additional engineering plans for Mr. Zarko's Review.

Motion by Mr. Smith, seconded by Mr. Olsen and unanimously carried, Council accepted the extension for approval of the Preliminary Land Development for 144 N. Main Street through December 13, 2022.

Ms. Zook advised Council that the application for the Zoning Hearing Board for 183 N. Main Street was pushed back to November 30, 2022. Additionally, there is a meeting this Wednesday to meet with the applicant. President Sharer asked about the status of the Borough Authority. Ms. Zook will update Council when she gets more information. Ms. Zook announced that all of the Middle Road sidewalk easements have been received and will be filed accordingly.

8. Discussion Items:

8.1. Pennridge Senior Center – Annual Report: Carol Shultz, representing the Pennridge Community Center, thanked Ms. Pursell for adding the activities in the Borough newsletter. The Center recently had an expo with 360 people. They also have held a lot of bus trips. There are a lot of activities going on at the Center. Ms. Shultz reported to Council that Pennridge Community Center is no longer delivering Meals on Wheels in Dublin, because the other areas that they service have grown and there are not enough volunteers. Dublin residents are still receiving meals from another entity. Ms. Shultz announced that you do not have to be a member to take advantage of all the programs the Center offers. Ms. Shultz requested that Council consider making a donation to help support the Pennridge Community Center.

8.2. Discussion Interconnection Agreement – Hilltown Township: Mr. Zarko gave an overview of the property that was not included in the Interconnection Agreement with Hilltown Township, along Rickerts Road. The property along Rickerts Road in Hilltown Township is requesting a connection to public water with Dublin Borough. Borough staff reviewed the request and Hilltown has approved it. The request also has to be approved by the EPA. Conditions were discussed and it was agreed that the connection should be limited to one (1) EDU, so Dublin Borough has enough for their future developments. President Sharer asked how the Borough can enforce the use of only one (1) EDU. Mr. Zarko informed Council that one (1) EDU equals 350 gallons of water and he also stated there would be an interconnection agreement and an amendment. Ms. Zook recommends a separate agreement with the property owner to memorialize this and submit their water usage, so they are not exceeding the one (1) EDU. Mr. Mast of Middle Road, who is representing Mr. Kozak, explained that 350 gallons a day is more than the property owner needs. He stated that no other residents on Rickerts Road have any kind of enforcement. President Sharer explained that the property in question is eleven (11) acres and may use a lot more water. Mr. Mast stated that we are penalizing him for his lot size. Mr. Mast explained that the property is deed restricted so there is a limit as to what he can and can't do. Mr. Mayes stated it's only fair that they put a restriction on it, so he does not go over the limit. Mr. Smith stated that they just granted a lot of EDU's to a development project, and does not know if there are restrictions on any of them, but all the properties should be consistent. Mr. Smith asked what can be done if the property goes over the 350-gallon limit. Mr. Zarko stated that the meters are different with the Hilltown properties. They have one meter that monitors all the properties in Hilltown. Mr. Kozak's property is larger than all the others and it should be monitored by itself. Mr. Mast suggested the Borough pay for the single meter. Mr. Mast also asked if they are monitoring the DTC and Mr. Sharer indicated they do have a monitor and if the DTC goes over, they will have to pay for another EDU. Mr. Mast stated the owner only has 3 cows and 99 pheasants and that there isn't a lot of water that is needed.

Motion by Mr. Smith, seconded by Mr. Mayes and on a vote of 5 -1, Council granted the Hilltown property owner, Mr. Kozak one (1) EDU, conditional upon EPA approval and an agreement that satisfies Borough Council.

8.3. Discussion Land Development Waiver – 174 N. Main Street: Mr. Zarko explained that the business owner, Erin Wisber of Pennridge Family Eye Care located at 174 N. Main Street, would like to convert an existing corridor (a covered walkway) to connect two units and make it office space. This would expand the use to another 238 square feet of office space which would trigger land development approval from the Borough. The applicant requested a waiver of land development requirements. Mr. Zarko has reviewed the plans and recommends Council approve the waiver request, conditional upon these conditions; First, the applicant must add two (2) additional parking spaces; Second, the applicant must get approval from the other tenants; Third, the applicant must confirm there will be no changes to the condo documents associated with the modifications. Lastly, the applicant would have to prove there are no deed restrictions to the property for the expansion. In

addition, there are a few items required, Mr. Zarko recommends being waived from the application; The applicant must provide a natural features map and provide the easement across the existing drain way. All of these conditions are included in the November 9, 2022 letter from CKS. Mr. Smith asked if there were any impervious surface factors. Mr. Zarko stated there is no additional impervious except the (2) two additional parking spaces. Ms. Wisber asked Mr. Zarko why she needed two (2) additional parking spaces since the enclosed area will just be a walkway. Mr. Zarko explained that she is adding additional square footage so that would require additional parking.

Motion by Mr. Smith, seconded by Mr. Mayes and unanimously carried, to Waive Land Development for 174 N. Main Street conditional upon CKS's conditions included in their November 9, 2022 letter.

8.4. Consideration to Award CDBG Contractor: Mr. Zarko explained that bids were received for the Middle Road Pedestrian Walkway Installation Project, which includes 1,120 linear feet of sidewalk, 130 linear feet of curbing and 10 ADA ramps along Middle Road. It is broken down into two phases. Phase I includes 540 linear feet of sidewalk and Phase II includes the remaining 580 linear feet. The Borough was awarded a \$120,000.00 Block Grant for Phase I and there is a "Pending Grant Award" for Phase II in the amount of \$85,167.00. Phase II will possibly be on the Bucks County Commissioners agenda for approval at their December 7, 2022 meeting. Mr. Zarko recommends awarding the contract to LB Construction Enterprises for Phase I or Phases I and Phase II contingent upon the Borough receiving the approval from the County. The contractor will be able to start in December. The project should be completed in three (3) weeks.

Motion by Mr. Mayes, seconded by Mr. Timothy Hayes and unanimously carried, to award the contract of Phase I and Phase II to LB Construction Enterprises for a total cost of \$167,850.00 contingent upon Dublin Borough receiving authorization from Bucks County to proceed with the project in accordance with the CDBG guidelines.

8.5. Authorization to Advertise 2023 Meetings: The 2023 Meeting Calendar was presented to Council for authorization to advertise.

Motion by Mr. Timothy Hayes, seconded by Mr. Olsen and unanimously carried, to advertise the 2023 Meeting Schedule.

8.6. Resolution 2022-11 Traffic Signal Maintenance Manual Appendices (TSMA) and Agreement: Mr. Zarko stated in order to move forward with the Green Light Go Grant, the Borough must complete a traffic signal application and a new PennDOT maintenance agreement. The Resolution must be approved and sent to PennDOT.

Motion by Mr. Mayes, seconded by Mr. Timothy Hayes and unanimously carried, to adopt Resolution 2022-11 Traffic Signal Maintenance Agreement.

8.7. Resolution 2022-12 Act 57 of 2022: Ms. Pursell explained that Act 57 of 2022 went into effect on October 10, 2002, which requires all municipalities to adopt an Ordinance or a Resolution directing their tax collector to implement the act's provisions for the tax years beginning on or after January 1, 2023. She presented Resolution 2022-12 adopting Act 57 of 2022 with the provisions. She also presented a letter from DCED and a request form for a waiver of additional charges from Real Estate taxes.

Motion by Mr. Olsen, seconded by Mr. Mayes and unanimously carried, to adopt Resolution 2022-12 Act 57 of 2022.

8.8. Budget Presentation: Mr. Smith indicated the finance committee has been meeting prior to the start of Council Meetings to discuss the 2023 Preliminary Budget. He thanked Ms. Pursell for her organization skills with the Budget. It was discussed that they are considering the approval of a General Fund Budget that will have a short fall to revenue of \$58,350.00, a sewer fund budget of \$119,689.00 and a water fund amount of \$47,742 and a Highway Aid of zero budget. There will not be any rate increases in 2023. The Borough has been controlling expenses, they have refurbished the water tower, the sewer lagoon, one of the collections tanks and working on the next collection tank. After the 2023 water and sewer projects are completed, there will be a system that should last at least the next 20 years. There will be an additional \$20,000.00 going into the Capital fund to repair some of the windows at Borough Hall. President Sharer acknowledged that Ms. Pursell did an excellent job on the budget.

8.9. Authorization to Advertise Preliminary 2023 Budget / Adoption Date:

Motion by Mr. Mayes, seconded by Mr. Olsen and unanimously carried, to Approve and Advertise the 2023 Preliminary Budget with the one correction of the \$20,000 for Capital repairs.

9. Committee Reports: There were no committee reports at this time.

10. Other Business: There was no other business at this time.

11. Public Comment: Mr. Gary Mast announced the Dublin Holiday Gathering will be at The Square from 5:30 pm – 8:30 pm. Ms. Pursell stated there is \$5,050.00 raised so far for the Gathering which includes money raised from the previous years that were cancelled. President Sharer asked what will happen if there is money left over from this year. Ms. Pursell stated that it is in the Community Events Funds account, and it will stay in there to use for next year.

Rod Shultz thanked the Borough for getting the new welcome signs and recognizing the legacy of his grandparent's store on the signs.

12. Comments from Council Members: There were no comments from Council Members.

13. Adjournment: Upon motion by Mr. Smith, the meeting was adjourned at 8:36 p.m. Upon adjournment, Council met in Executive Session to discuss real estate. Council announced they will not be reconvening after the Executive Session.

Respectfully Submitted,

Date Approved: 11/28/2022

Colleen M. Pursell
Colleen M. Pursell, Manager/Secretary