

**MINUTES OF DUBLIN BOROUGH
COUNCIL MEETING
MONDAY, DECEMBER 17, 2018**

1. CALL TO ORDER: The December 17, 2018 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:	Michael Regan
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:

3.1. Bucks County Planning Commission Parking Study Presentation: In attendance from the Bucks County Planning Commission (BCPC) was Evan Stone, Director; John Ives, Senior Planner; Luke Rosanova, Planner; and David Zipf, Planner.

Mr. Ives started the presentation of the parking study stating that 34 sites were evaluated: 15 commercial use parcels, 1 vacant parcel, 3 institutional use parcels, and 16 mixed-use parcels. Currently there are 1,036 off-street parking spaces available. Based on the existing borough parking ordinance there should be 1,514 off street parking spaces available for the studied sites. There is a deficit of 478 off-street parking spaces to accommodate existing uses in the borough. Mr. Ives stated that the analysis concluded and identified 10 indeterminate parcels that may be skewing the deficit. Additionally, certain parcels have ample space to accommodate additional parking spaces to offset part of the deficit.

Mr. Rosanova reviewed the deficit factors and stated that the 16 mixed use parcels provide the largest deficit of 332 spaces. Specifically, the TEC property is short 119 parking spaces. Mr. Rosanova added that of the four land use categories, only the institutional land use parcels have more existing parking spaces than required parking spaces. Mr. Rosanova discussed the Indeterminate Parcels and stated that the indeterminate parcels have an unusually high parking space deficiency, or the inventory process was unable to acquire all relevant data to determine an accurate surplus or shortage of parking. The ten indeterminate sites make up 86 percent of the off-street parking space shortage.

Mr. Ives discussed ways that the Borough could look at reducing the deficit that included on-street parking, shared parking, reduction of stall sizes and a municipal lot. Mr. Ives stated that there is a potential to add 14 on-street parallel parking along Main Street in front of the Weis Property and the GVH property. However, this

might not be feasible due to the factors surrounding those properties on the road frontage. Shared parking is another opportunity that might work for some of the properties in the Borough. Additionally, the Borough could look into the option to have a municipal lot in the center of town providing walkability throughout town or look into reducing the required parking stall size. Mr. Rosanova added that if a public lot was established near the TEC Building, it would provide individuals with the ability to walk to the businesses in Dublin Borough within 5 minutes.

Mr. Homel asked the BCPC that if the shopping center added additional parking spaces to its green space without increasing the impervious would it be positive and would the BCPC think from a planning perspective that council should consider allowing the additional parking spaces to add community parking to enhance walkability. Mr. Ives responded saying yes but the ultimate decision would be up to council. Mr. Sharer asked if the Borough could accomplish the walkability and decrease the parking deficit by installing a comprehensive road with on-street parking and sidewalks. Mr. Ives stated yes, a comprehensive road with sidewalks and on-street parking would help with the parking deficit and promote walkability.

Mr. Ives asked how council would like to proceed with implementing the parking study and looking at the options to reduce the parking deficit. Ms. Benner stated that it would be beneficial to work with the Revitalization and Vision Task force on this and would coordinate a meeting with the task force and the BCPC. Borough Council thanked the Bucks County Planning Commission for completing the Parking Study for the Borough and for taking the time to present the study to Council.

4. Public Comment on Non-Agenda Items: There was no public comment at this time.

5. Approval of Minutes:

5.1. Minutes of Meeting as revised of November 26, 2018:

MOTION: A motion was made by Mr. Smith, seconded by Mr. Mast and unanimously approved to accept the revised November 26, 2018 Minutes as written.

6. Payment of Bills:

6.1. Bills List dated December 5, 2018 for \$37,747.90 (all funds):

6.2. Bills list dated December 13, 2018 for \$35,968.65 (all funds):

MOTION: Upon motion by Mr. Moore, seconded by Mr. Smith, and unanimously carried, the Council approved the Bills List dated December 5, 2018 for \$37,747.90 and the bills list dated December 13, 2018 for \$35,968.65.

7. Borough Official Reports:

7.1. Dublin Fire Company: Mr. Nugent reported that the Fire Company was recently able to reduce the sirens number of cycles from 7 to 4. Council thanked Mr. Nugent and the Fire Company for looking into this and reducing the number of cycles of the fire siren.

7.2. Mayor: Mr. Hayes thanked Discover Dublin for all their effort with the Holiday Gathering, the Fire Company for hosting it, and all the volunteers and donors that helped make this year's holiday gathering a success. Mr. Hayes added that the most moving part was when families in need were given Christmas trees.

7.3. Borough Manager: Ms. Benner presented the manager's report for November 2018.

7.4. Chief of Police: Chief Regan provided the police report for November 2018.

7.5. Borough Engineer: Mr. Zarko presented the Engineer Report for November 2018.

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

8. Discussion Items:

8.1. Ordinance 319: Joint UCC Appeal Board Amendment & Intergovernmental Agreement: Mr. Kracht stated that the ordinance would require Dublin Borough to appoint a member to the Joint UCC Appeal Board and would reduce the sitting members of the board from 5 to 3.

MOTION: Upon Motion by Mr. Smith, seconded by Mr. Sherer, and unanimously carried, the Council approved Ordinance 319 amending the Joint UCC Appeal Board and approved execution of the corresponding Intergovernmental Agreement.

8.2. 2019 Budget Adoption: Ms. Benner stated that the Budget was advertised and made available to the public. The 2019 Budget reflects an increase in Debt Service for the Sewer Capital Fund, Water Capital Fund and Street Improvement Fund, with the Borough forecasting to borrow approximately \$4.5 million dollars with repayment taking place over a twenty-year period. Ms. Benner stated that due to the increase in debt service, the budget reflects a 3 mil increase in property taxes with 1.5 mils being dedicated to offset the debt service incurred by the street improvement fund. The budget also reflects a \$40.00 annual increase to the sewer rate, making the new annual sewer rate \$660.00. The increase to the sewer rate will be dedicated to the sewer fund's debt service.

MOTION: Upon Motion by Mr. Mast, seconded by Mr. Benonis, and unanimously carried, the Council approved to the 2019 Budget as presented and advertised.

8.3. Ordinance 320: Adopting 2019 Tax Rate: Ms. Benner stated that Ordinance 320 would set the tax rate for 2019 at 21.25 mils.

MOTION: Upon motion by Mr. Benonis, seconded by Mr. Mast, and unanimously carried, the Council approved to Ordinance 320 adopting the 2019 Tax Rate of 21.25 mils.

8.4. Authorization to execute of DEP Consent Order Amendment 3: Ms. Benner stated that DEP has reviewed the redline changes the Borough's Engineer made to the consent order amendment and incorporated them in the final version before council for execution.

MOTION: Upon motion by Mr. Mast, seconded by Mr. Smith, and unanimously carried, the Council authorized the execution of the DEP Consent Order and Agreement Amendment 3.

8.5. Authorization to move forward with Capital Project Borrowing and Appoint Bond Counsel: Ms. Benner stated that to move forward with borrowing funds for the Borough's capital projects, Council needs to appoint Bond Counsel and provide the authorization to move forward with the borrowing process. Ms. Benner stated that she is recommending Henry E. Van Blunk from Eastburn and Gray to be appointed as the Borough's bond counsel.

MOTION: Upon motion by Mr. Mayes, seconded by Mr. Smith, and unanimously carried, the Council appointed Henry E. Van Blunk with Eastburn and Gray as the Borough's Bond Counsel.

Ms. Benner also stated that the finance committee has recommend proceeding with dual track financing which means that the borough will obtain loan proposals from banks as well as look at the bond market to ensure that

the Borough is utilizing the borrowing method that provides the lowest debt service. Total amount being borrowed is \$4.5 million.

MOTION: Upon motion by Mr. Sherer seconded by Mr. Benonis, and unanimously carried, the Council authorized the borough manager to move forward with the dual track financing process for the borrowing of \$4.5 million dollars.

8.6. Authorization to Advertise 2019 Meeting Dates:

MOTION: Upon motion by Mr. Mast, seconded by Mr. Benonis, and unanimously carried, the Council authorized advertisement of the 2019 meeting dates as presented.

8.7. Utility Ordinance Amendment Discussion: Ms. Benner asked council to consider amending the utility ordinance to address the concern with customers who go to shut off or utilize a payment plan to become current and then go delinquent again with the next billing. Additionally, Ms. Benner stated that there should be discussion around the penalties that are applied as well as providing some discretion to the manager for working with residents who are trying to bring their accounts current. Mr. Mast suggested that the Public Utility Committee work on revisions to the ordinance to have a clause for dealing with second time offenders, opening the guardrails with the manager and looking at how penalties are applied. There was a consensus from council to have the Public Utility committee review the utility enforcement ordinance and present possible revisions to council.

8.8. 2018 Roadway Improvement Payment #2 in the amount of \$12,908.80: Ms. Benner stated this would be the final payment for the 2018 Roadway Improvement Program.

MOTION: Upon motion by Mr. Mayes, seconded by Mr. Sherer, and unanimously carried, the Council authorized payment in the amount of \$12,908.80 to GoreCon Inc.

9. Committee Reports: Mr. Mast requested that Council formally authorize the \$40 annual increase to the sewer rates effective January 1, 2019.

MOTION: Upon motion by Mr. Smith, seconded by Mr. Sherer, and unanimously carried, the Council approved increasing the sewer rate from \$620.00 annually to \$660.00 annually.

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

11. Public Comment: Carol Shultz of Discover Dublin, expressed her appreciation for all the people who came out and helped at the Holiday Gathering. Ms. Shultz stated that everyone had a good time and it was successful.

12. Comments from Council Members: Mr. Mast reported that he had a comment from a resident about the Holiday Gathering, that putting the kids up on the stage from the fire house was much better than the lower stage. Everyone could see the kids perform on the stage better, because it was up higher.

Mr. Smith stated that he was talking with a local police officer from another district and asked how the community is receiving the new Chief Regan, and he had complimentary things to say including that he gained the respect of the leadership in the region as well as the other police officers.

Mr. Mayes asked Mr. Zarko if they could look into putting a crosswalk at 313 and Rickert Road. Mr. Zarko replied that he will look into that.

Mr. Moore thanked Ms. Benner and the Finance Committee for the great job they did with the Budget.

13. Executive Session: Mr. Sharer announced that Council would be meeting in executive session after the meeting to discuss litigation items.

14. Adjournment: Upon motion by Mr. Smith, the meeting was adjourned at 8:52 p.m.

Respectfully Submitted,

Date Approved:_____

Angela P. Benner,
Manager/Secretary/Treasurer