

**MINUTES OF DUBLIN BOROUGH
COUNCIL MEETING
MONDAY, DECEMBER 19, 2016**

1. **CALL TO ORDER:** The December 19, 2016 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 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: November 28, 2016:**

- a. Mr. Wert presented draft meeting minutes from the last meeting for Council's consideration.

After some discussion, **ON A MOTION** by Gary Mast, seconded by John Sherer, all present voted in favor to approve the November 28, 2016 Council meeting minutes. **Motion carried 7-0.**

5. **APPROVAL OF BILLS LIST: December 15, 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 William Benonis, all present voted in favor to approve the Bills List of December 15, 2016. **Motion carried 7-0.**

6. BOROUGH OFFICIALS REPORTS:

a. Dublin Fire Company:

- i. Kevin Nugent apologized for not attending many of the meetings due to work related issues. Mr. Nugent reviewed a written report for the month of November totaling 23 calls with an increase of 14% in call volume. Mr. Nugent stated there are 28 active members and a lack of daytime volunteers. He added mutual aid calls are farther away and happen more often.

b. Mayor:

- i. Mayor Chris Hayes thanked everyone involved with the recent holiday gathering including the fire department, Carol & Rod, Council and Staff for attending and setting up, and all of the donors. He continued to state it was a great event for Dublin Borough.

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

- i. Ash Gas Station: Enclosed please find a letter from Michael Kracht regarding the Ash Gas Station and the Zoning Hearing Board application. The Board has 45-days to issue its written decision. If the applicant appeals the decision, within 30-days, the Borough, not the ZHB becomes the party defending the action. It also provides an opportunity to negotiate a settlement with the Gas Station. With the revitalization efforts ramping up, this may be an opportunity for the Borough to have something on this property that may be more consistent with the Revitalization & Vision Plan. No action is required at this time.
- ii. Bucks County TCC - 2017 Assessment: The Bucks County Tax Collection Committee has approved a resolution setting its 2017 assessment for all the municipalities and school districts at \$10,000. Dublin Borough's share is \$15.31 based on its weighted.
- iii. 2017 Organizational Appointments: At Council's January 9th meeting, Mr. Wert will present a draft resolution for Council's consideration of 2017 Appointments. There are two individuals interested in being reappointed to serve again on the Zoning Hearing Board (Florence Rodgers and Kristen Sharer). Unless directed otherwise, Mr. Wert will prepare the draft resolution with Florence and Kristen being reappointed for Council's January 9th meeting.
- iv. Utility Bill Amnesty Letters: A total of forty-seven (47) courtesy amnesty letters were mailed in August to account owners that

have delinquent utility balances greater than thirty (30) days (\$80,663.38).

- i. \$22,918.11 – Remaining Outstanding (16 accounts)
- ii. \$53,696.13 – Total Payments
- iii. Thirty (30) accounts paid off outstanding balances in full. (\$29,957.79)
- iv. Seven (7) executed payment plans
- v. \$9,334.16 – outstanding on payment plans

Michael Kracht filed Complaints in District Court.

- v. 2015 Dublin Borough Audit: Staff met with the Borough's appointed auditors Styer Associates on 12/14/16 to review and address the recommendations as identified in the management letters. Areas that were addressed/implemented in 2015 include adoption of Written Fraud Policy, bank reconciliations, invoice approval, transfers/due to and due from, credit card statements testing, approval of time sheets, ACH payments of utility bills, loan documentation, and penalty and interest billing.
- vi. Pa DEP Consent Order & Agreement Private Lateral Inspections: As required from the CO&A, the Borough is obligated to perform a 3rd round of Private Lateral Inspection Program to confirm that there are no illegal connections to the sanitary sewer system (i.e. sump pumps, roof drains, etc.) that could allow potential I/I to enter the sanitary sewer system. Letters were sent out to 167 property owners throughout the Borough last month. To date, 142 appointments have been scheduled. Second notification letters to remaining 25 properties will be mailed next week.
- vii. Dublin Acres Water Connection: Dublin Acres has provided Tom Zarko their annual consumption reports. Tom's office is reviewing usage and will report later.
- viii. Sheriff's Sale Scheduled: None
- ix. Correspondence (attached): Pennridge Community Center Grant Support Letter
- d. Police Chief: Mr. Wert presented Chief Lehman's written report including data from the speed board sign for Elephant Road.
- e. Borough Engineer:
 - i. Tom Zarko gave a follow up on the MS4 presentation from October. The report was prepared and submitted to DEP in early December with the anticipation of hearing back in late winter/early spring.
 - ii. Tom Zarko reported they continue to work on the crosswalks

project and they are coordinating with Penn DOT to get the permits necessary in order for the installations. Maintenance issues were reviewed in a meeting with Penn DOT in regards to signals/signs. It was discussed to research the 2010 minutes in regards to “all traffic” versus “trucks only” for left hand turns.

- f. Borough Solicitor: None

7. DISCUSSION ITEMS:

- a. Adopt 2017 Budget: Mr. Wert updated Council on the changes/additions since the proposed 2017 budget was authorized for advertisement on November 28, 2016 and stated it was discussed at length with the Finance Committee.

After some discussion and questions, specifically increasing the contributions, **ON A MOTION** by Brent Smith, and seconded by Gary Mast, the 2017 Budget was adopted as presented. **Motion carried 6-1 with Kent Moore having the opposing vote.**

- b. Adopt Ordinance 310 – 2017 Tax Rates: Mr. Wert presented Ordinance 310 in regards to the 2017 Tax Rates which was advertised on December 1, 2016.

ON A MOTION by Brent Smith, seconded by William Benonis, all present voted in favor of Ordinance 310 in regards to the 2017 Tax Rates. **Motion carried 7-0.**

- c. Consider Proposed Zoning and Subdivision Ordinance Changes: Michael Kracht reviewed the proposed Zoning Ordinance and Subdivision Ordinance changes in regards to review letters from himself, Tom Zarko, and Judy Stern Goldstein. Mr. Kracht recommended the Borough Planning Commission review the letters and provide clarification and/or recommendations before Council makes any decisions. Council agreed to the recommendation and Mr. Wert stated he will try and set up an additional Planning Commission meeting in January.

8. COMMITTEE REPORTS:

- a. Finance – Mr. Wert stated the Finance Committee met prior to tonight’s meeting as well as December 12, 2016.

9. OTHER BUSINESS: None

- 10. COMMUNITY COMMENTS:** Kevin Nugent questioned the concept plan of the Dublin Town Center and asked that they be kept in the loop in regards to the safety stand point and also stated Council to consider if the fire department can get money out of this concept plan.

11. COMMENTS FROM COUNCIL MEMBERS: None

12. ADJOURNMENT: ON A MOTION by John Sherer, William Benonis declared the meeting adjourned at 8:41 pm.

13. EXECUTIVE SESSION: Mr. Kracht stated there will be an executive session to discuss potential litigation, finance, and personnel.

Date Approved: _____

Respectfully submitted,

William Wert,
Manager/Secretary/Treasurer