

**MINUTES OF DUBLIN BOROUGH COUNCIL MEETING
MONDAY, FEBRUARY 22, 2016**

1. **CALL TO ORDER:** The Monday February 22, 2016 Council Meeting was held in Borough Hall at 119 Maple Avenue, Dublin, and called to order at 7:30 p.m. by Council President Jeffrey Sharer. The Pledge of Allegiance was recited.

2. **ELECTED OFFICIALS PRESENT**

Mayor:	Chris Hayes *	
Council:	Jeffrey Sharer	Gary Mast
	Brent Smith	John Sherer
	Matthew Mayes	Kent Moore
	William Benonis	

APPOINTED OFFICIALS

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 Management Coordinator:	Phillip Meyers

* Not present

**late arrival

VISITORS REGISTERED: Florence Rogers – 114 South Main Street

3. **OFFICIAL SWEARING-IN:** Dublin Borough Police Chief, who is also an authorized Public Notary, administered the Oath of Office for William Benonis. Mr. Benonis was interviewed, and appointed by Borough Council to fill the Council vacancy at their February 8, 2016 meeting. After the swearing-in, all present welcomed Mr. Benonis and he took his seat at the dais.

4. **COMMUNITY COMMENTS:** None

5. **MINUTES OF PREVIOUS MEETING – JANUARY 25, 2016:**

After some discussion, **ON A MOTION** by Gary Mast, seconded by Brent Smith, all present voted in favor to approve the minutes of the January 25, 2016 Council Meeting. **Motion carried 7-0.**

MINUTES OF PREVIOUS MEETING – FEBRUARY 8, 2016:

After some discussion, **ON A MOTION** by Brent Smith, seconded by Kent Moore, all present voted in favor to approve the minutes of the February 8, 2016 Council Meeting. **Motion carried 7-0.**

6. **APPROVAL OF BILLS LIST:**

- a. **Bills List dated February 19 2016:** Mr. Wert presented to Council for their consideration the February 19th bills list. After some questions and discussion, **ON A MOTION** by Gary Mast, seconded by William Benonis, all present voted in favor to approve the Bill List of February 19, 2016. **Motion carried 7-0.**

7. **DISCUSSION/ACTION ITEMS:**

- a. **Delinquent Utility Account Collections (cont.):** Mr. Sharer announced that there was a Finance Committee meeting prior to Council's meeting to discuss the possibility of contracting with G.H. Harris, Inc. to perform delinquent utility account collections. Mr. Paul Adamshick from G.H. Harris,

Inc. was in attendance to make a presentation of the services they provide and to answer questions from Council.

After questions and discussion, Mr. Sharer requested Council's Public Utilities Committee to develop a Delinquent Utility Account Collections Policy. The topic is tabled and referred to the Public Utilities Committee for review and recommendations.

- b. Committee Assignments: Mr. Sharer distributed an updated Council Committee Assignments document. Since Mr. Benonis has filled the vacancy, Mr. Sharer reassigned all members to evenly distribute the membership of each Committee. A copy of the Committee Assignment document is attached and herein incorporated into these meeting minutes.
- c. Community Development Block Grant Contract – Authorization to Execute contract for Main Street Crosswalk and Accessibility Improvement: Mr. Wert provide Council with a draft contract from the Bucks County Department of Community & Business Development for the Main Street Crosswalk project. This is 100% reimbursable grant from the United States Government under Title 1 of the Housing and Community Development Act of 1974, as amended (HCD Act), Public Law 93-383 which is administered through the County in the amount of \$162,500.00.

Mr. Wert stated that he is working with the grant administrator to adjust the start date of the 18-month contract so that coordination with the 2016-17 Borough's Road Maintenance Program can occur. Roadways that could be impacted by the crosswalk project include High Street, Parkside Drive and Village Green Lane. Mr. Wert and Mr. Zarko are meeting with County representatives on March 2nd to finalize the details of the contract. Mr. Kracht has reviewed the document and has no objections/corrections with the contract. Mr. Wert requested authorization from Council to execute this contract once the dates have been finalized.

After some questions and discussion, **ON A MOTION** by Brent Smith, seconded by John Sherer, all present voted in favor to authorization for Staff to execute the contract once the dates have been finalized. **Motion carried 7-0.** Mr. Wert will report back once the contract is executed.

8. COMMITTEE REPORTS:

- a. Finance Committee: As previously stated, Mr. Sharer announced that the Finance Committee met prior to Council's meeting this evening to hear a presentation from G.H. Harris, Inc. about utility collections.
- b. Park and Recreation: Mr. Mast announced that he is reviewing the park rules & regulations. It is anticipated there will be Committee meeting prior to the March 28th Council meeting to review potential changes.
- c. Community Day: Mr. Mast announced that he met with Discover Dublin representatives and can confirm their willingness to participate again in this year's Community Day on June 5th to be held at the Dublin Fire Company carnival grounds. Planning is underway.
- d. Revitalization & Vision Plan: Mr. Sharer announced that the Revitalization & Vision Plan Task Force meet on February 18th to review the status of the planning efforts. This includes utilizing the County's services to revise the current zoning and subdivision and land development ordinances to reflect the goals and objectives of the Revitalization & Vision Plan.

Mr. Sharer also announced that the Dublin Planning Commission will begin holding public meetings on March 7th to start the ordinance review process which is expected to ultimately result in a recommendation of proposed changes to the current zoning and subdivision and land development ordinances for Council's consideration.

- e. Mr. Mast inquired about nature of the Public Utilities Committee and if it included Borough Streets. Mr. Sharer responded stating that Committee discusses items related to water, sewer and trash. Streets are to be discussed in the Finance Committee because they are being considered in a borrowing.
- f. Mr. Wert announced that the purpose March 14th Finance Committee meeting is to begin discussions regarding the capital projects associated with the issuance of a bond borrowing. Mr. Mayes asked if the decision to go after a bond or a loan has been finalized. Mr. Wert responded by stating that decision was made during the budget preparations in the Fall and that the 2016 Budget is based on that decision. Mr. Smith stated that the budget should not restrict the Borough's options. If the projects were to change and the funding required was to change, the funding sources would also have to be reviewed at that time to determine the best source.

Mr. Sharer also stated that he asked Mr. Wert to be sure to include an itemized accounting of the increased tax millage earmarked in the budget to fund the capital borrowing. Mr. Wert responded that those funds will be identified as a separate line item in the budget and, if not utilized, will be accounted for in the General fund balance.

- 9. **OTHER BUSINESS:** Mr. Moore inquired about the status of the vacant administrative position. Mr. Wert responded that he is evaluating the duties of the position and will be advertising the position within the next month.

10. **COMMUNITY COMMENTS:**

Florence Rodgers asked why the Borough cannot shut off water service for delinquent accounts. Mr. Kracht responded that you can however sewer services cannot. Mr. Sharer further clarified that Council is working on developing a policy that will treat delinquent accounts fairly because some accounts do not have water. It's not fair to only shutoff, or target, delinquent water customer if there are customers that cannot be shut off because they don't have water service.

Phillip Meyers inquired to the status of the culvert project on Route 313 southeast of Dublin in Bedminster Township. Mr. Wert responded that he has not received any project updates from PennDOT and will notify Mr. Meyers as soon as new information is obtained.

Also, Mr. Meyers asked who's responsible for fixing the bad pothole located on the edge of Route 313 at the entrance to the Post Office. Mr. Wert responded that he will notify PennDOT of the problem.

11. **COMMENTS FROM COUNCIL:**

Mr. Sharer inquired about the stop bars located at Route 313 intersection with Maple Avenue and Elephant Road. Mr. Wert responded that he will investigate and will check the Street Improvement Fund for available funding.

- 12. **ADJOURNMENT:** With there being no further business, **ON A MOTION** by Brent Smith, Mr. Sharer declared the meeting adjourned at 8:28 pm.

Respectfully submitted,

Date Approved: _____

William Wert,
Manager/Secretary/Treasurer

Committee Assignments

02/22/2016

Park & Rec Committee

Mast, Gary *

Benonis William

Sherer John

Personnel Committee

Moore Kent*

Benonis William

Sherer John

Public Safety Committee

Hayes Christopher

Mayes Mathew*

Moore Kent

Smith Brent

Public Utilities Committee

Moore Kent

Benonis William

Smith Brent*

Community Development Committee

Mast Gary*

Mayes Mathew

Sherer John

Finance Committee

Mast Gary

Mayes Mathew

Smith Brent*

* Committee Chairman