

**MINUTES OF DUBLIN BOROUGH
COUNCIL MEETING
MONDAY, MAY 22, 2017**

- 1. CALL TO ORDER:** The May 22, 2017 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:	Brian Lehman*
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:** There were no announcements from Council President at this time.
- 4. Public Comment on Non-Agenda Items:** Mr. Knisley, owner of the Dairy Queen located at 106 N. Main Street, inquired as to how signage was measured per the Borough's sign ordinance. Mr. Kracht stated that it is an administration issue and staff will get back to Mr. Knisley with the information he is requesting.
- 5. Approval of Minutes:**

- 5.1. Minutes of Meeting of May 8, 2017:** Mr. Kracht stated that the minutes needed to reflect that Council met in Executive Session after the public meeting.

MOTION: A motion was made by Mr. Moore, seconded by Mr. Mayes and unanimously approved to accept the May 8, 2017 Minutes as revised.

- 6. Payment of Bills:**

- 6.1. Bills List dated May 17, 2017 for \$15,105.92:**

MOTION: Upon motion by Mr. Mast, seconded by Mr. Benonis, the Council unanimously approved the Bills List dated May 17, 2017 for \$15,105.92.

- 7. Discussion Items:**

- 7.1. Employee Handbook:** Ms. Benner presented council with the draft employee handbook as revised by the committee. Mr. Moore stated that section 7.1. on page 28 regarding Maternity leave was to be kept in the handbook. The reason that it was suggested for removal is because the Family Medical Leave Act (FMLA) does

not apply to Dublin Borough because of the number of employees. Mr. Smith stated that if it is not required that section be left in and fashioned the way the Council would like it. Ms. Benner stated that she would obtain samples from other municipalities to revise the section. Ms. Benner presented the proposed changes to Sick Leave, page 24. Currently employees receive 10 sick days a year and can carry over 20 sick days at year end. The proposed change would still provide employees with 10 sick days a year, but only allow 10 sick days to be carried over at year end. Anything in excess would be cashed at out 50%. Mr. Smith stated that he is ok keeping the policy the way it is currently and looking at changing it for future hires. Mr. Mast brought up his concerns with Military Leave, page 31. Mr. Mast requested that staff review the ESGR website to make sure that we are covering all requirements of Military Leave. Mr. Sharer asked about Pre-Employment Background Checks on page 16 and asked if Drug Testing should be included. Mr. Kracht recommended looking into language for drug testing. Mr. Sharer also addressed Smoking in the Workplace on page 43. Mr. Sharer stated that it should be regulated. Ms. Benner stated that she would review other smoking policies and present revised language.

7.2. CDBG Amendment: Mr. Zarko stated that he has been working with the CDBG grant administrator to help obtain additional funding for the Crosswalk Project. The proposed amendment would increase funding from \$162,500.00 to \$280,533.00. The additional funding would change the scope of work to allow four (4) of the seven (7) crosswalks to be painted, while the remaining three (3) intersections will be completed in printed asphalt as originally planned. All other terms and conditions of the funding CDBG funding agreement dated June 16, 2016 would remain unchanged. Mr. Zarko stated that Council would need to execute the amendment so that it could then be presented to the Bucks County Commissioners at their June 7, 2017 meeting.

Mr. Sharer asked Mr. Zarko to look into what the added cost would be to add hash marks to the painted crosswalks. Mr. Sherer requested that Mr. Zarko look into what the cost would be to add a crosswalk at Maple near the intersection of Middle Road, where a curb cut already exists. The crosswalk would go across Maple Avenue.

MOTION: Upon motion by Mr. Mast, seconded by Mr. Sherer, the Council unanimously authorized execution of the Amendment to the CDBG Funding Agreement for the Crosswalk Project that would increase funding to \$280,533.000 and change the scope of work to allow for four (4) painted crosswalks and three (3) printed asphalt as originally planned.

7.3. Crosswalk Bid Award: Mr. Zarko stated that based upon their review of the bids submitted and the low bidder's qualifications, that he recommends that the Main Street Crosswalk and Curb Ramp Improvements Project, Contract No. 1437-2 be awarded to Ramos & Associates, Inc., at the bid price of \$248,033.00 which includes the highlighted scope of work included on Exhibit "B" of the bid packet, contingent upon the Borough receiving a supplemental CDBG funding allocation from the County to address all costs.

MOTION: Upon motion by Mr. Mayes, seconded by Mr. Benonis, the Council unanimously awarded the Main Street Crosswalk and Curb Ramp Improvements Project, Contract No. 1437-2 to Ramos & Associates Inc., at the bid price of \$248,033.00, contingent upon the Borough receiving a supplemental CDBG funding allocation from the County to address all costs.

8. Committee Reports:

9. Other Business: Mr. Smith inquired as to the status of recommended improvements to Rickerts Road. Ms. Benner stated that Mr. Zarko's office has provided quotes for Rickerts Road and High Street and at the next meeting the proposals will be presented to Council.

10. Public Comment: There was no public comment at this time.

11. Comments from Council Members: Mr. Mast stated that it was his understanding that Mill Street is no parking, however there are trailers parking on Mill Street at night. Ms. Benner stated that she would look into this and discuss with the Chief.

12. Adjournment: Upon motion by Mr. Smith, the meeting was adjourned at 8:55 p.m.

Respectfully Submitted,

Date Approved: _____

Angela P. Benner,
Manager/Secretary/Treasurer