

**MINUTES OF DUBLIN BOROUGH
COUNCIL MEETING
MONDAY, OCTOBER 23, 2017**

1. **CALL TO ORDER:** The October 23, 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 at this time.
4. **Public Comment on Non-Agenda Items:** Mrs. Shultz stated that the newly installed crosswalks on main street look amazing.
5. **Approval of Minutes:**
- 5.1. **Minutes of Meeting of October 10, 2017:**

MOTION: A motion was made by Mr. Sherer, seconded by Mr. Smith and unanimously approved to accept the October 10, 2017 Minutes as revised.

6. **Payment of Bills:**

- 6.1. **Bills List dated October 19, 2017 for \$48,864.15 (all funds):** Ms. Benner stated that this bills list includes the Fire Relief Funds that were received by the state and are being issued to the Dublin Volunteer Fire Company in the amount of \$13,495.56.

MOTION: Upon motion by Mr. Mayes, seconded by Mr. Benonis, the Council unanimously approved the Bills List dated October 19, 2017 for \$48,864.15.

- 6.2. **Bills List dated October 23, 2017 for \$152,112.10:** Ms. Benner stated that this payment is for the crosswalk project payment #1 and has been signed off and approved by the Borough Engineer.

MOTION: Upon motion by Mr. Mayes, seconded by Mr. Benonis, the Council unanimously approved the Bills List dated October 23, 2017 for \$152,112.10 for payment #1 of the crosswalk project.

6.3. Bills List dated October 23, 2017 for \$600: Ms. Benner stated that the police departed has requested payment today so that they can schedule training for their new employees on their Informant Software.

MOTION: Upon motion by Mr. Benonis, seconded by Mr. Smith, the Council unanimously approved the Bills List dated October 23, 2017 for \$600.

7. Discussion Items:

7.1. 2018 Snow Contractor Bid Advertisement: Ms. Benner stated that the Bid Documents for the most part are the same as 2017. Ms. Benner stated that the only item she would like to change in the bid documents is to include Middle Road in the bid instead of having Hilltown Township handle in 2018.

MOTION: Upon motion by Mr. Smith, seconded by Mr. Benonis, the Council Unanimously approved advertisement for the 2018 Snow Contractor Bid that would include the addition of Middle Road to the snow removal route for 2018.

7.2. Snow and Ice Policy: Ms. Benner stated that she has drafted a snow and ice policy for Dublin Borough that addresses how the Borough handles snow and ice, outlines whose responsibility it is for each road in the Borough, outlines the borough's call out procedure, and provides information on how the public can help during snow and ice events. Ms. Benner stated that she would continue to work with the Solicitor to put together a final draft to present to Council. The final draft would need to be adopted prior to awarding the 2018 snow contractor bid. Council was in agreement to have the Borough Manager move forward with finalizing a Snow and Ice Policy for the Borough.

7.3. Act 172 – Alternative Incentive Plan: Ms. Benner presented Council with the proposed Alternative Incentive Plan to Act 172. Ms. Benner stated she has spoken with Kevin Nugent, Fire Chief of the Dublin Volunteer Fire Company and there should be no problem with the Fire Company providing the Borough with the required documentation by the required deadlines as outlined in the memo. Ms. Benner stated that a resolution will need to be passed by year end, however at this time Ms. Benner has requested that Council consider approval of guidelines as outlined in the memo in order to move forward. Ms. Benner added that the guidelines do state a specific dollar amount for the stipend. The stipend amount will be discussed at the Finance Committee and proposed with the 2018 Draft Budget.

MOTION: Upon motion by Mr. Mast, seconded by Mr. Benonis, the Council Unanimously approved the guidelines outlined in the Memo dated October 5, 2017 related to the First Responder Recruitment and Retention Stipend Alternative Incentive Plan.

8. Committee Reports:

8.1. Public Safety Committee: Mr. Mayes stated that the Public Safety Committee met before tonight's Council meeting and started to review the resume's that have been submitted for the Chief's position. Mr. Mayes recommended that a Public Safety meeting be scheduled for November 6th so that everyone could meet with SafeCities and review all resume's that have been submitted as well as decide on who should be interviewed for the Chief's position. Ms. Benner stated that she would reach out to SafeCities and set up the Nov 6th meeting.

8.2. Finance Committee: Mr. Smith stated that the Finance Committee met prior to tonight's council meeting to discuss the 2018 Budget. Discussion took place regarding Act 172 funding, staffing, and possible increases. Mr. Smith stated that they are looking at the general fund as there is a concern with the general fund being

underfunded until April tax revenue is received by the Borough. All other funds have healthy budgets with earmarked projects.

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

10. Public Comment: Mr. Knisley stated that snow is always plowed at his property corner at Main and Mill Street and it makes it hard to clear the sidewalk. Ms. Benner stated that if it is the Borough's contractor she can talk to them about finding an alternative location, however if it is PennDOT then the Borough has no control over the snow removal process.

Mr. Myers stated that there are street lights at the Post Office entrance that are out. Ms. Benner stated that she will look into this and if they are not the Borough's responsibility than she will contact the post office to have the lights repaired.

11. Comments from Council Members: Mr. Sherer inquired into sidewalks and the weeds that are growing in them. Can the Borough maintain this? Ms. Benner stated that she has been looking into the ordinance regarding this and will need to discuss with the Borough Solicitor.

Mr. Mayes requested that the when the Borough is preparing the road program bid in 2018 that inventory is taken on line striping in the borough and add and striping that is needed to the road program. Specifically, Middle Road's centerline.

12. Executive Session: Mr. Sharer stated that council would be going into executive session.

13. Adjournment: Upon motion by Mr. Smith, the meeting was adjourned at 8:15 p.m.

Date Approved: 11/13/17

Respectfully Submitted,



Angela P. Benner,
Manager/Secretary/Treasurer