

**MINUTES OF DUBLIN BOROUGH
COUNCIL MEETING
MONDAY, NOVEMBER 25, 2019**

1. Call to Order: The November 25, 2019 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 Meyers*

*Not Present

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: There were no comments at this time.

5. Approval of Minutes:

5.1. Minutes of Meeting of November 12, 2019:

MOTION: Upon Motion by Mr. Sherer, seconded by Mr. Mayes and unanimously carried, the minutes of the November 12, 2019 meeting were approved as written.

6. Payment of Bills:

6.1. Bills List dated November 20, 2019 for \$75,537.10 (all funds):

MOTION: Upon motion by Mr. Moore, seconded by Mr. Sherer, and unanimously carried, the Council approved the Bills List dated November 20, 2019 in the amount of \$75,537.10.

7. Discussion Items:

7.1. 2020 Budget Adoption: Ms. Benner presented the 2020 budget and stated that the final budget includes NO Increase in Real Estate Taxes or Utility Rates. Millage rates will maintain at 21.25 mills of which 16 mills is for general fund operating costs, 3.75 mills are dedicated to street improvement debt and 1.5 mills is dedicated to street improvement operating costs. Sewer rates will maintain at \$660 annually, water base rate will maintain at \$100 annually, water usage will maintain at \$3.70 per 1,000 gallons used and trash collection will maintain at \$286.16 annually.

Ms. Benner stated there was only one change to the budget since presented to Council in draft form. That change was to the project revenue from the Dublin Town Center Project tapping fees. The previous version reflected tapping fees for 151 EDUs and the final budget shows revenue for 125.5 EDUs, which is the net EDUs needed for the project. Ms. Benner stated that everything else in the budget is the same as presented at the October 28, 2019 meeting when Council authorized advertisement of the budget. Ms. Benner added that the Budget funds necessary capital infrastructure needs and equipment acquisitions.

MOTION: Upon motion by Mr. Sherer, seconded by Mr. Smith, Council unanimously approved the 2020 Final Budget.

7.2. Ordinance 326; Tax Levy: Ms. Benner stated that Ordinance 326 would set the Tax Levy for 2020 at 21.25 mills with 16 mills dedicated for general purpose, 3.75 mills dedicated for street improvement debt service and 1.50 mills dedicated to street improvement operating costs. The ordinance reflects NO increase to real estate taxes.

MOTION: Upon motion by Mr. Mayes, seconded by Mr. Smith, Council unanimously adopted Ordinance 326 setting the 2020 Tax Levy at 21.25 mills for Dublin Borough.

7.3. Ordinance 327; Demolition Ordinance: Ms. Benner presented the demolition ordinance that Council authorized for advertisement at their November 12, 2019 meeting and stated that the ordinance has been advertised and available for the public to view. Ms. Benner stated that this ordinance revises Chapter 5 of the Borough Code of Ordinances to establish a procedure for obtaining a demolition permit. Ms. Benner added that the ordinance does not prevent demolition of a property, it will require a permit and allow the Borough to hold the application for up to an additional 60 days to permit time to investigate how the property may be preserved if found to be Historic.

MOTION: Upon motion by Mr. Mayes, seconded by Mr. Benonis, Council unanimously adopted Ordinance 327 amending Chapter 5 of the Borough Code of Ordinances establishing a procedure for obtaining a demolition permit.

7.4. Dublin Volunteer Fire Company Active Member List: Ms. Benner stated that as part of the process for the Act 172 stipend the Borough gives the fire company, the Borough needs to accept the Fire Company's Active Member List.

MOTION: Upon motion by Mr. Sherer, seconded by Mr. Benonis, Council unanimously accepted the Fire Companies Active Member List.

7.5. Resolution #2019-13: Dublin Town Center Planning Module: Mr. Zarko stated that by adopting this resolution the Council agrees to submit the Planning Module for Dublin Town Center to PADEP for its approval as a revision to the "Official Sewage Facilities Plan" of the municipality. Mr. Zarko also stated that the Borough does have the capacity for this project, as reflected in the revised connections management plan that was previously executed by the PADEP.

MOTION: Upon motion by Mr. Smith, seconded by Mr. Sherer, Council unanimously adopted resolution #2019-13 agreeing to submit the Planning Module for the Dublin Town Center Project to the PADEP for its approval as a revision to the Official Sewage Facilities Plan of the municipality.

7.6. Resolution #2019-14: Establishing Procedures and Criteria for curbs, sidewalks and driveway aprons: Ms. Benner stated that this resolution establishes procedures and criteria for curbs, sidewalk and driveway aprons. The resolution would allow for inspections to be conducted of sidewalks, curbs, curb ramps and driveway aprons located in public right-of-way when a complaint is received by the Borough, Borough

roads are inspected under the annual road program and for emergency work. The resolution also outlines the criteria for replacement of existing curb, curb ramp, sidewalk or driveway apron in public rights-of-ways.

MOTION: Upon motion by Mr. Sherer, seconded by Mr. Benonis, Council unanimously adopted Resolution #2019-14 establishing procedures and criteria for curbs, sidewalks and driveway aprons.

7.7. Amendment to Employee Handbook Section 103: Ms. Benner stated that it is the recommendation of the Borough's property and liability and workers' compensation insurance provider to adopt a Post Offer/Pre-Employment Policy. Ms. Benner presented Council with an amendment to Section 103 of the employee handbook that would require that certain prospective employees submit to a post-offer, pre-employment medical examination to determine whether they possess the fitness to perform the essential functions of the jobs for which they have been offered employment when the essential duties of the job involve substantial physical requirements. This policy also discusses other baseline occupational health assessment, job-relevant vaccinations and post-offer drug/alcohol testing. Ms. Benner stated that Grandview Hospital has a workplace health and wellness department that can perform any post offer/pre-employment testing that the Borough wants. Mr. Sherer expressed his concern with the policy only using the results of the medical examination for four reasons and thought it should include more.

MOTION: Upon motion by Mr. Moore, seconded by Mr. Benonis, on a vote of 5-1 Council approved the amendment to section 103 of the Employee Handbook adopting a Post Offer / Pre-Employment Policy.

7.8. Amendment to Employee Handbook Section 106.H.: Ms. Benner stated that it is the recommendation of the Borough's property and liability insurance provider to require annual motor vehicle checks for employees utilizing Borough owned vehicles.

MOTION: Upon motion by Mr. Smith, seconded by Mr. Mayes, Council unanimously approved the amendment to Section 106.H of the employee handbook requiring Annual Motor Vehicle Checks for employees who have the use of Borough owned vehicles.

7.9. Amendment to Employee Handbook Section 107: Ms. Benner stated that it is the recommendation of the Borough's property and liability insurance provide to adopt standard operating guidelines that shall be followed by employees performing work involving risk of contact with human blood and other potentially infectious material.

MOTION: Upon motion by Mr. Sherer, seconded by Mr. Mayes, Council unanimously approved the amendment to Section 107 of the Employee Handbook to adopt standard operating guidelines for employees working with human blood and other potentially infectious materials.

8. Committee Reports: There was no committee reports at this time.

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

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

11. Comments from Council Members: Mr. Sharer announced that the Borough Manager, Angela Benner, has accepted the manager's position at Plumstead Township and that her last day will be December 13, 2019.

12. Executive Session: Mr. Sharer announced that Council would be going into executive session to discuss litigation items.

13. Adjournment: Upon motion by Mr. Smith, the meeting was adjourned at 8:22 p.m.

Respectfully Submitted,

Date Approved: 12/16/2019


Brent Smith, Secretary