

**MINUTES OF DUBLIN BOROUGH
COUNCIL MEETING
MONDAY, SEPTEMBER 25, 2023**

- 1. CALL TO ORDER:** The September 25, 2023, 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	Robert Olsen
	William Benonis	Timothy Hayes
	Philip Kessler	

APPOINTED OFFICIALS PRESENT:

Borough Manager:	Colleen M. Pursell
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

**Late Arrival

- 2. Pledge of Allegiance:** President Sharer led Council and the 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 public comments at this time.

- 5. Approval of Minutes:**

- 5.1. Minutes of Meeting of September 11, 2023:**

Motion by Mr. Benonis, seconded by Mr. Olsen and unanimously carried, the minutes of the September 11, 2023 meeting were approved, as presented.

- 6. Payment of Bills:**

- 6.1. Bills List dated September 25, 2023 in the amount of \$144,646.90 (all funds):**

Ms. Pursell advised that the bills list includes the release of \$14,089.22 to the Dublin Volunteer Firefighter's Relief Association.

Motion by Mr. Mayes, seconded by Mr. Timothy Hayes and unanimously carried, Council approved the bills list dated September 25, 2023, in the amount of \$144,646.90.

7. Discussion Items:

7.1. Appointment of Borough Solicitor: President Sharer announced that Ms. Caroline Zook, Esq. resigned as Borough Solicitor and Mr. Michael Kracht will be stepping back in as Borough Solicitor.

Motion by Mr. Smith seconded by Mr. Mayes and unanimously carried, to reappoint Mr. Michael Kracht as Dublin Borough Solicitor.

7.2. Opening of General Fund CD: President Sharer stated this will be the second CD opened this year, noting that the CD's will mature six (6) months apart.

Motion by Mr. Benonis seconded by Mr. Olsen and unanimously carried, Council approved opening a CD in the amount of \$236,000.00 through PLGIT.

7.3. Recycling Grant Agreement: President Sharer explained that Hough Associates has been completing the recycling grants on behalf of the Borough at the annual rate of \$2,000.00/year, for many years. The agreement states that we do not pay Hough Associates unless we receive at least \$2,500.00. Over the past couple years, the Borough has brought in approximately \$7,000.00/year. Ms. Pursell received an agreement for a five (5) year term in hopes of keeping the fee at \$2,000.00/year. In the past we have always had three (3) year agreements.

Motion by Mr. Benonis seconded by Mr. Timothy Hayes and unanimously carried, Council approved to sign a five (5) year agreement with Hough Associates.

7.4. Discussion on Updating Employee Policy Manual: Ms. Pursell reviewed the current group life insurance policy and found that not all employees are insured as per the Employee Policy Manual. A brief discussion was held on the matter. The consensus of Council was to look into options for getting coverage to match the Employee Policy Manual and to look into other life insurance companies. In addition, the manual will need to be modified for a clearer interpretation.

7.5. Request For Fire Police – Sellersville Borough: Ms. Pursell stated that she received a request from Sellersville Borough for assistance of our Fire Police at their 150th Anniversary of Incorporation as a Borough with their Memorial Day Parade on May 25, 2024 from 8:00 am – 1:00 pm.

Motion by Mr. Mayes, seconded by Mr. Benonis and unanimously carried, Council approved the request for Fire Police at the Sellersville Memorial Parade on May 25, 2024.

7.6. Approval of Pay Estimate #1, Main Street (SR 0313) Signal Upgrades: Mr. Zarko updated Council on the signal upgrades from McMahon Associates. The Borough received a Green Light Go Grant which includes modifications at three (3) signalized intersections. The project has been completed and a punch list has been established. Mr. Zarko is recommending approval of Pay Estimate #1 in the amount of \$87,255.00 to Armour & Sons Electric, Inc.

Motion by Mr. Mayes, seconded by Mr. Benonis and unanimously carried, Council approved Pay Estimate #1 in the amount of \$87,255.00 payable to Armour & Sons Electric, Inc.

7.7. PA DEP Consent Order & Agreement Amendment #4 – Milestone Schedule: Mr. Zarko gave an overview of the 4th Amendment to the Consent Order & Agreement. As part of the submission to DEP, they are requesting an updated corrective action milestone schedule. Mr. Zarko is

requesting a 4-year extension to the current Consent Order & Agreement. The draft to be submitted includes the same items that were in the sewer lateral program; monitoring of large-scale sanitary sewer systems, continue doing private lateral inspections at property resales. Some new items would be the implementation of sanitary sewer mainline, manhole and service reline project, the Kern Drive Interceptor Extension Project, flow monitoring at strategic manholes to record efficiency of these projects and submission of annual progress reports to DEP. Mr. Zarko recommends submitting the Milestone Schedule to DEP for their approval.

Motion by Mr. Benonis, seconded by Mr. Olsen and unanimously carried, Council agreed to have Mr. Zarko submit the Consent Order & Agreement Amendment #4 to DEP.

7.8. Sign Permit Application – Manhattan Bagel: Ms. Pursell advised Council that a new business, Manhattan Bagel, is opening at The Station. The applicant has submitted a sign permit application and would like to put up a sign under “The Station” sign. The existing sign for “The Station” did not meet the Borough’s sign requirements due to the type and size of the sign. Due to the non-conforming sign, this application is coming before Council for approval.

Don Bradley, from Manhattan Bagel was asked if the other businesses are now going to affix their signs to “The Station” sign. Mr. Bradley stated the other businesses will not be putting their signs on “The Station” sign. He wants his sign there because he will be the only business open early in the morning in that building. The other businesses come in the afternoon or later. Manhattan Bagel will be sharing the same space with Little Devils. He will be there from 6:00 am until 2:00 pm and Little Devils will be open in late afternoon / evenings. Mr. Smith confirmed Manhattan Bagel will be the only sign going under “The Station” sign.

Motion by Mr. Timothy Hayes, seconded by Mr. Benonis and unanimously carried, Council approved the sign permit for Manhattan Bagel to be placed under “The Station” sign which is non-conforming.

7.9. Award of Solid Waste Recycling Bid: Ms. Pursell stated that at the last meeting in August, Council approved to advertise for the solid waste recycling bid. The bid closed on September 20th with the lowest bid from Whitetail Disposal. Ms. Pursell explained the different options of pick up for bulk trash. The pricing is for 3 ½ years and an option of two (2) additional years. Mr. Smith asked Mr. Paul Brady from Whitetail Disposal if they use the same truck for the trash as the recyclables or do they use a different truck like Waste Management does. Mr. Brady explained that they will pick up all the trash and then empty the truck and then go back with the same truck and pick up the recyclables. Ms. Pursell asked Mr. Brady if they would be able to drop off the cans in December.

President Sharer stated that he would like to keep the collection day on Wednesdays. Mr. Brady stated that Wednesday is fine, just when there is a holiday in that week, the service will be pushed up a day.

Motion by Mr. Mayes, seconded by Mr. Timothy Hayes and unanimously carried, Council awarded Whitetail Disposal Inc., the Solid Waste Recycling Bid for weekly unlimited trash and Recycling with Monthly Yard Waste & Bulky Waste for three and one-half (3 ½) years at the bid price of \$238,440.74.

- 8. **Committee Reports:** Mr. Smith announced that there was a finance committee meeting before the Council Meeting. Ms. Pursell presented a balanced General Fund budget and thanked her for her hard work with the budget. They will have another finance meeting before the next Council Meeting.
- 9. **Public Comment:** There were no public comments.
- 10. **Comments from Council Members:** There were no comments from Council Members.
- 11. **Executive Session:** Mr. Sharer announced Council would be meeting in Executive Session to discuss personnel. Council will not be reconvening after Executive Session.
- 12. **Adjournment:** Upon motion by Mr. Smith, the meeting was adjourned at 8:16 p.m.

Respectfully Submitted,

Date Approved: 10/10/2023

Colleen M. Pursell
Colleen M. Pursell, Manager/Secretary