

**MINUTES OF DUBLIN BOROUGH  
COUNCIL MEETING  
MONDAY, NOVEMBER 27, 2017**

1. **CALL TO ORDER:** The November 27, 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:** Mr. Sharer announced that Borough will be meeting in executive session with SafeCities to discuss the first round of Police Chief Interviews.
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 13, 2017:**
- MOTION:** A motion was made by Mr. Moore, seconded by Mr. Mast and unanimously approved to accept the November 13, 2017 Minutes as written.
6. **Payment of Bills:**
- 6.1. **Bills List dated November 22, 2017 for \$26,486.84 (all funds):**
- MOTION:** Upon motion by Mr. Mast, seconded by Mr. Sherer, the Council unanimously approved the Bills List dated November 22, 2017 for \$26,486.84.
7. **Discussion Items:**
- 7.1. **Eagle Scout Project Proposal:** Matthew Seader, a Boy Scout of America who is currently a Life Scout working towards the rank of Eagle, presented his Supplee Park Project Proposal. The scope of work included the purchasing and installation of the following: two (2) dog waste stations that would be located at the entrance of the park and along the walking path, a 30' Fiberglass Flagpole with Internal Halyard and Cam Cleat and a

flowerbed and pathway that would surround the flagpole. Mr. Seader stated that he would be raising the funds in order to purchase these items. There was some discussion around the location of the flag pole and Mr. Mast stated that ideally the location of the flag pole will be near an electric source. Mr. Mast added that he had met with Mr. Seader in the fall at Supplee Park and there has been a lot of thought put into this project. Mr. Smith stated that he likes the concept and would like Mr. Seader to work with the Borough Manager and Staff to finalize the location of the flag pole. Council stated that it was a great presentation and were all in agreement with concept.

Phil Myers stated that Myers Mowing would gladly donate \$100 towards the project.

**7.2. Preliminary Budget Presentation:** Ms. Benner stated that prior to the preparation of the Budget, staff continuously reviewed the Borough's financial status. Careful and considered spending policies continue to be used for all purchasing throughout the year. Annual review of all ongoing routine expenses, contracts, utility charges etc., ensure cost savings for the best materials and services.

The proposed 2018 Budget reflects an increase in property taxes by 3 mills from 15.25 to 18.25 mils. The fund balance for the general fund, continues to reduce due to increases in unfunded mandates like stormwater management requirements, cost of equipment, materials and operational items; and due to staff increases that are required to maintain to level of service that is provided to Borough residents.

A home owner assessed at the average assessment value of \$26,262 will pay \$479.25 per year in real estate property taxes based on a total millage of 18.25. Sixteen and three-quarters (16.75) are earmarked for General Fund purposes and equals approximately \$313,911. The remaining 1.5 mills are allocated to the Street Improvement Fund and generate approximately \$28,111 in revenue annually. To a home owner assessed at the average assessment value of \$26,199, this millage increase equals approximately \$78.79 annually.

Ms. Benner provided an overview of each fund account. The estimated fund balance for January 1, 2018 is \$231,768 and estimated expenses prior to real estate tax revenue being received is \$386,428. In addition to annual interfund budget transfers from the Sewer and Water Fund, \$55,000 is proposed to be borrowed from the sewer fund to help carry the General Fund through the beginning of 2018. Once real estate tax revenue is received the funds will be transferred back to the sewer fund.

Ms. Benner stated that current staffing levels are increasing to maintain borough services. An administrative Assistant was hired in October for the Police Department as well as a part time finance and utility clerk that was hired for the administration department in September.

Ms. Benner stated that allocating resources wisely for the health, safety, and welfare of the community is an important step in maintaining accustomed service levels that will enhance the quality of life currently enjoyed by our residents. The proposed 2018 Budget provides the necessary resources for the Borough organization to achieve the goals and priorities established by Borough Council. It maintains accustomed service levels and represents an accurate estimate in dollars of the Borough's commitment to deliver quality municipal services to the Dublin Borough community.

Mr. Smith stated that the finance committee worked long and hard before making the decision to raise the real estate taxes and this is not a decision that was made lightly. Mr. Smith encourages the public to review the budget. Mr. Hayes asked why a tax increase is proposed instead of an increase in utility rates. Mr. Smith stated that the reason for the tax increase is because it is the general fund that is underfunded, not the water and sewer funds. Mr. Moore asked if the tax increase will benefit the borough after 2018. Mr. Smith stated that the finance committee is optimistic that future development will generate additional new tax revenue.

Mr. Smith thanked the Finance Committee and the Borough Manager for their hard work on the budget.

### **7.3. 2018 Preliminary Budget Advertisement:**

**MOTION: Upon motion by Mr. Mast, seconded by Mr. Smith, the Council Unanimously Approved the advertisement final budget and ordinance 314 setting tax rates scheduled for adoption on Monday December 18, 2017 as part of the regular scheduled council meeting.**

**7.4. Award of 2018 Snow Removal Contract:** The awarding of the 2018 snow removal contract was tabled until the December 18, 2017 Council meeting.

**7.5. Resolution 2017-12: Prohibiting the location of category 4 licensed facilities in Dublin Borough:** Mr. Kracht provided Council with Resolution 2017-12 that would prohibit category 4 licensed facilities in Dublin Borough. Mr. Kracht stated that Pennsylvania Legislative Act 42 of 2017 has a section entitled “municipal option” that authorizes a municipality to prohibit, or opt-out of having a category 4 casino located within its municipality. However, to opt-out or prohibit category 4 casino’s a municipality has to pass resolution by year end. Mr. Kracht stated that a municipality has the option to rescind this action but only once. Mr. Sherer stated that by passing this resolution a category 4 casino would want to come to Dublin Borough, they would need to come before the Borough for approval before applying to the state for a license.

**MOTION: Upon motion by Mr. Smith, seconded by Mr. Sherer, the Council Approved Resolution 2017-12 Prohibiting the location of category 4 licensed facilities in Dublin Borough by a vote of 6-1. Mr. Mast opposed approval of the resolution.**

**7.6. Concrete Repair to Traffic Signal Pole at Main/ Maple/ Elephant:** Mr. Zarko stated that the concrete around the traffic light at Main/Maple/ Elephant is deteriorating and needs to be fixed. The Borough installed the poles and is required to maintain them. Mr. Zarko stated that structural subcontractor performed an inspection and he is satisfied with the structural analysis report that was provided and reflected the need for the repairs to the concrete around the traffic light. The cost to perform the repairs is \$2,050.40, Ms. Benner stated that the repairs would be funded from the Highway Aid Fund.

**MOTION: Upon motion by Mr. Smith, seconded by Mr. Sherer, the Council Unanimously Approved repairs to the concrete around the traffic light located at Main/Maple/ Elephant in the amount of \$2,050.40 to be charged to the Highway Aid Fund.**

**7.7. Effluent Flow Meter Modifications (Sewer Plant):** Mr. Zarko stated that in conjunction with the flow metering evaluation that is being performed as part of the Borough STP capacity study, an inspection of the plant effluent flow metering systems was conducted by his office. The inspection identified several problems with the aforementioned systems that can affect the accuracy of meter readings. CKS met with the Borough’s Flow Metering Calibration Consultant to discuss potential modifications to the flow metering systems to improve accuracy. The recommendation includes the replacement of the existing weir plates at each plant’s post aeration compartment, improving the mounting of existing level transducers, and recalibration of the metering systems. Mr. Zarko stated that he has reviewed the proposal provided by the Borough’s Flow Metering Calibration Consultant and believe that the costs are reasonable based upon the scope of work involved. Mr. Zarko recommended that Council approve the proposal submitted by LRM Inc for the recommended flow metering system modifications in the amount of \$1,600.00. Mr. Mayes asked why the contractor who installed the system in 2016 wouldn’t fix it. Mr. Zarko stated that the contractor feels that they met the obligations of the contract and won’t fix it.

**MOTION: Upon motion by Mr. Moore, seconded by Mr. Benonis, the Council Unanimously Approved the proposal submitted by LRM Inc in the amount of \$1,600.00 for flow metering system modifications at the Borough’s Sewer Plant.**

## **7.8. Acceptance of Dublin Fire Company's Active Member List:**

**MOTION: Upon motion by Mr. Benonis, seconded by Mr. Mast, the Council Unanimously Accepted the Active Member for the Dublin Volunteer Fire Company.**

**7.9. 2019 Borough Meeting Calendar:** Ms. Benner provided Council with the meeting calendar for 2018. Mr. Kracht stated that 2018 is a reorganization year and a Council meeting will need to be held on January 2nd. Ms. Benner stated there was a typo for the February meetings and would make all corrections and requested authorization to advertise the meeting schedule.

**MOTION: Upon motion by Mr. Smith, seconded by Mr. Sherer, the Council Unanimously Approved the 2018 Borough Meeting Calendar with the addition of a re-organization meeting on January 2<sup>nd</sup> and further amending the calendar to reflect the correct meeting dates in February.**

## **8. Committee Reports:**

**8.1. Public Safety Committee:** Mr. Mayes stated that the consultant hired for assisting the Borough with the hiring for the Police Chief position has interviewed 6 candidates. Council will be meeting with SafeCities in executive session to narrow the six candidates down to three individuals that will be interviewed by Council on December 5<sup>th</sup>.

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

**10. Public Comment:** Mr. Alber from Elephant Road inquired into the road survey taking place on Elephant Road. Mr. Zarko stated that he believes that the survey work is being completed by the Dublin Town Center developer as it is not for a Borough project.

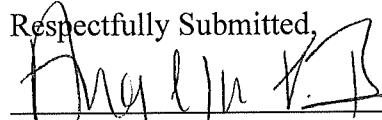
**11. Comments from Council Members:** Mr. Mayes thanked the Finance Committee and the Borough Manager for all the work that was done for the 2018 Budget.

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

**13. Adjournment:** Upon motion by Mr. Smith, the meeting was adjourned at 9:07 p.m.

Date Approved: 12/18/17

Respectfully Submitted,

  
Angela P. Benner,  
Manager/Secretary/Treasurer