

**MINUTES OF DUBLIN BOROUGH
COUNCIL MEETING
MONDAY, NOVEMBER 28, 2016**

1. **CALL TO ORDER:** The November 28, 2016 meeting of Borough Council was held in Borough Hall at 119 Maple Avenue, Dublin, PA. Council President, Jeff Sharer called the meeting to order at 7:30 pm. The Pledge of Allegiance was recited.

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:	William Wert
Borough Solicitor:	Michael Kracht, Esq.
Borough Engineer:	Thomas F. Zarko, P.E.
Police Chief:	Brian Lehman *
Fire Chief:	Kevin Nugent *
Emergency Mgmt. Coordinator:	M. Philip Meyers*

* Not present

**late arrival

2. **VISITORS REGISTERED:** Rod & Carol Shultz – 100 N. Main Street, Don, Karol, & Leslie Richardson – Dublin Lions, Rosemary Longmir – Dublin Lions, Ann Kuznicki – 123 N. Main Street, Dave Nyman – East Rockhill/PCSC, Lori A. Myers – 114 Marlyn, Florence Rodgers – 114 S. Main Street, James Fitzgerald – 156 Malign Lane, Phil Meyers

3. **SPECIAL PRESENTATIONS:**

a) Dublin Lions Club

- i) Check Presentation – Pavilion Painting Project – Don Richardson presented a check to Dublin Borough in the amount of \$433.30 to reimburse the Borough for expenses needed to repaint the Theodore Kohl Pavilion in Supplee Park.
- ii) Good Samaritan Award Presentation – Mr. Richardson also presented Kyle Peters, owner of Painting By Kyle, with the Lion's Club Good Samaritan Award. Mr. Peters graciously donated his services to paint the Theodore Kohl Pavilion in Supplee Park.

4. **COMMUNITY COMMENTS:** None

5. **APPROVAL OF MEETING MINUTES: November 14, 2016:**

- a. Mr. Wert presented draft meeting minutes from the last meeting for

Council's consideration.

After some discussion, **ON A MOTION** by Kent Moore, seconded by Gary Mast, all present voted in favor to approve the November 14, 2016 Council meeting minutes. **Motion carried 6-0.**

6. APPROVAL OF BILLS LIST: November 22 , 2016:

- a. Mr. Wert presented the current bills list for Council's consideration. After some discussion and questions, **ON A MOTION** by Gary Mast, seconded by John Sherer, all present voted in favor to approve the Bills List of November 22, 2016. **Motion carried 6-0.**

7. DISCUSSION ITEMS:

- a. Pennridge Community Center Annual Report – Dave Nyman: Mr. Nyman gave the Pennridge Community Center Annual Report and thanked the Council for their support to the Center.
- b. Dublin Acres Water Connection Fee Consideration: Mr. Wert stated Dublin Acres is interested in connecting to the water system with one meter pit installed to connect to their 54 unit infrastructure and is asking Council to consider a tapping fee based on usage of 8,000 gallons per day.

After many questions and a lengthy discussion with Dublin Acres representatives Lori Myers and Jim Fitzgerald concerning ownership, non-payment, EDU's/tapping fees, and agreements, it was stated that well production records for the past 5 years be submitted to the Borough Engineer for review for further review before any further consideration or decision from Council.

- c. Adopt 2017 Preliminary Budget: Mr. Wert presented the 2017 Preliminary Budget for the ten funds.

The budget is presented in a line item format using the Pennsylvania Chart of Accounts for local governments published by the State Department of Community and Economic Development (DCED). This format provides uniformity of account numbers and titles across department budgets and operating funds. The Pennsylvania Department of Community and Economic Development (DCED) recommend municipalities maintain a 5% to 10% reserve for unforeseen or emergency expenditures, to balance future budgets, and to avoid wide variations in tax rates from year to year. The 2017 fund balance reserves for all funds are represented on page 1.

The 2017 Budget format includes separate operating funds for General, Sewer, Water, Highway Aid, Town Clock and Community Day. The 2017 Proposed budget format continues utilizing four (4) Capital Funds: General Capital, Sewer Capital, Water Capital and Street Improvement Funds. The Street Improvement Fund currently receives 1.5 mils of real estate tax

revenue.

The General Capital Fund appropriations include funding for the mandatory radio upgrades for the Police Department, Borough Hall Improvements, replacing a walk-behind lawn mower for Borough properties. There is also allocated in the 2017 proposed budget for the possible establishment of an historic district as was recommended in Management Action Plan for the Revitalization & Visioning Plan of 2013. In addition, the Bucks County Community Development Block Grant which was awarded in 2016. This grant, in the amount of \$162,500 for the installation of crosswalk at seven (7) locations along Main Street (Dublin Village Shopping Center, Manor Drive, Dublin Diner/Post Office driveway, Elephant, Village Green Drive, Parkside Drive and High Street) will be completed in 2017. Total appropriations in the General Capital Fund equal \$188,323. Detailed line items are on pages 22 & 28.

The Sewer Capital Fund provides appropriations for improvements as required by the PADEP Consent Order & Agreement. In 2014, the Borough executed another five (5) year extension to the Consent Order & Agreement from the PADEP, and as a result, ongoing I/I projects are incorporated into the 2017 Budget. Other improvements are proposed to Kern Drive Interceptor, Twin Oaks Pumping Station Sewer Treatment Plant Lagoon equipment. A total of \$221,200 is proposed in 2017 to be paid out of this fund. Detailed line items are on page 24.

Water Capital Fund appropriations in 2017 include the installation of an emergency generator at Well #1 and an evaluation of the water storage tank. Detailed line items are on pages 25 & 28. The 2017 proposed budget reflects present staffing levels that are adequate to maintain Borough services in the foreseeable future in the Administration, Water and Sewer Departments. As it has since 2013, the Borough will continue to contract out operation services for the water and sewer facilities.

New to the Police Department budget for 2017 is the addition of a third, Full-Time Officer to start July 1, 2017. The previously vacant part-time officer position has been removed from the flow chart to help offset the costs of the Full-Time position. Officer safety, increased number of officers on duty at peak times, administrative/case management, and increased flexibility of scheduling to meet the increasing demands of the Department warrant the Full-Time position. The service hours will remain at 7:00 am to 3:00am or 20 hours per day, 7 days per week, 365 days per year.

See full summary of all funds below:

	BEGINNING BALANCE	2017 REVENUES	2017 EXPENSES	2017 RESULTS FROM OPERATIONS	2017 INTERFUND TRANSFERS	ENDING BALANCE	BALANCE % OF OPERATING EXPENDITURES
<u>OPERATING FUNDS</u>							
General Fund	\$ 239,591	\$ 1,059,490	\$ 1,059,268	\$ 222	\$ 41,343	\$ 198,470	19%
Sewer Fund	277,270	622,824	465,856	156,968	200,000	234,238	50%
Water Fund	75,915	229,074	175,068	54,006	55,000	74,921	43%
Highway Aid Fund	8,612	51,267	23,800	27,467	30,000	6,079	26%
Community Day Fund	5,197	6,825	9,500	(2,675)	-	2,522	27%
Town Clock Fund	<u>1,475</u>	<u>310</u>	<u>850</u>	<u>(540)</u>	<u>-</u>	<u>935</u>	110%
<i>TOTAL OPERATING</i>	\$ 608,060	\$ 1,969,790	\$ 1,734,342	\$ 235,448	\$ 326,343	\$ 517,165	30%
<u>CAPITAL IMPROVEMENT FUNDS</u>							
General Capital Fund	\$ 91,190	\$ 145,500	\$ 188,323	\$ (42,823)	\$ -	\$ 48,367	26%
Sewer Capital Fund	238,994	151,000	221,200	(70,200)	-	168,794	76%
Water Capital Fund	1,139,396	3,000	21,500	(18,500)	-	1,120,896	5213%
Street Improvement Fund	<u>68,918</u>	<u>69,005</u>	<u>15,578</u>	<u>53,427</u>	<u>-</u>	<u>122,345</u>	785%
<i>TOTAL CAPITAL</i>	\$ 1,538,498	\$ 368,505	\$ 446,601	\$ (78,096)	\$ -	\$ 1,460,402	327%
<i>TOTAL ALL FUNDS</i>	\$ 2,146,558	\$ 2,338,295	\$ 2,180,943	\$ 157,352	\$ 326,343	\$ 1,977,567	91%

After some discussion, questions, and comments, **ON A MOTION** by Brent Smith and seconded by John Sherer, **Motion carried 5-1** to adopt the 2017 Preliminary Budget as presented. Kent Moore had the opposing vote.

i) Authorization to Advertise:

(1) 2017 Preliminary Budget for Public Review

After some discussion, questions, and comments **ON A MOTION** by Brent Smith, seconded by John Sherer, all present voted in favor to authorize the advertisement of the 2017 Preliminary Budget for public review. **Motion carried 6-0.**

(2) 2017 Tax Ordinance #310: Mr. Wert presented the 2017 Tax Ordinance #310 setting the 2017 Tax Rates of 15.25 Mills.

After some discussion, questions, and comments **ON A MOTION** by Brent Smith, seconded by John Sherer, all present voted in favor to authorize the advertisement of the 2017 Tax Ordinance #310 – setting the 2017 Tax Rates of 15.25 Mills. **Motion carried 6-0.**

d. 2017 Holidays & Meeting Dates – Approval and Authorization to Advertise:
Mr. Wert presented the 2017 Holidays and Meeting Dates for Councils consideration and approval.

After some discussion, questions, and comments **ON A MOTION** by Gary Mast, seconded by Matthew Mayes, all present voted in favor to approve and authorize the advertisement of the 2017 Holidays and Meeting Dates. **Motion carried 6-0.**

8. COMMITTEE REPORTS:

a. Finance – None

9. OTHER BUSINESS:

a. EPA Response to Dublin Borough's Comments on Draft Phase II Pre-Remedial Design Investigative Work Plan (PRDI): Mr. Wert provided Council with a copy of the EPA responses to Dublin Borough's October 4, 2016 PRDI comment letter as it relates to the Work Plan for the TCE contamination clean up. Updates will be provided as the design work progresses.

b. Saddlebrook Drive: As a follow-up to a previous request from Council to investigate a dip in the road on Saddlebrook Drive, Mr. Zarko reported that the dip is caused by trench settlement above the Borough's sanitary sewer line. Mr. Zarko solicited proposals for a paving repair of Saddlebrook Drive with the low proposal from Passerini & Sons, Inc. in the amount of \$4,550.00.

After some discussion, questions, and comments **ON A MOTION** by Gary Mast, seconded by John Sherer, all present voted in favor to approve the proposal in the amount of \$4,550.00 from Passerini & Sons, Inc. for the paving repair of Saddlebrook Drive with the funds to come out of the

Street Improvement Fund. **Motion carried 6-0.**

10. COMMUNITY COMMENTS:

- a. Carol Shultz asked the Council to consider a donation to the Pennridge Community Center.
- b. Lori Myers thanked the Council for their consideration in the reduction of the tapping fee for Dublin Acres and she will get the information that has been requested.
- c. Ann Kznicki questioned the status of the proposed zoning ordinance. It was noted the proposed zoning ordinance is before the Council for review.

11. COMMENTS FROM COUNCIL:

- a. Gary Mast questioned Mr. Zarko on the status of the blacktop surface of the park basketball court. Mr. Zarko stated court will be milled and re-paved this year but not painted until next year.
- b. Mr. Wert stated there will be a Finance Committee Meeting on December 12, 2016 at 6:30 PM to discuss move-in/move-out permits, Keystone Collections, and Pennridge Community Center donation.

12. ADJOURNMENT: ON A MOTION by Brent Smith, Jeffrey Sharer declared the meeting adjourned at 9:12 PM.

Respectfully submitted,

Date Approved: _____

William Wert,
Manager/Secretary/Treasurer