

**MINUTES OF DUBLIN BOROUGH COUNCIL  
BI-ANNUAL REORGANIZATIONAL MEETING  
MONDAY, JANUARY 4, 2016**

**CALL TO ORDER:** The January 4, 2016 Bi-Annual Organization Meeting was held in Borough Hall at 119 Maple Avenue, Dublin, PA. The Honorable Mayor Hayes called the meeting to order at 7:30 pm. The Pledge of Allegiance was recited.

**ELECTED OFFICIALS:**

Mayor:	Chris Hayes
Council:	Jeffrey Sharer
	Matthew Mayes
	Brent Smith
	Gary Mast

**APPOINTED OFFICIALS:**

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

**VISITORS REGISTERED:** Tommy Roberts – 704 Manor Drive, Florence Rodgers – 114 South Main Street, Phil Meyers, The Sherer Family – 105 Cherry Lane.

**SWEARING-IN OF NEW OFFICIALS:**

Mayor Hayes administered the Oath of Office to newly elected Council Members John Sherer and Kent Moore.

**ELECTION OF OFFICERS:**

President - Mayor Hayes called for nominations for President for the next two years. Brent Smith moved to nominate Jeffrey Sharer as President, Kent Moore seconded the motion. Without out other nominations from the floor, Mayor Hayes officially closed the nominations for President. All present voted in favor to elect Jeffrey Sharer President of Dublin Borough Council.

Mayor Hayes turned the meeting over to President Jeffrey Sharer.

Vice President – President Jeffrey Sharer called for nominations for Vice President for the next two years. Gary Mast moved to nominate Brent Smith as Vice President, Matt Mayes seconded the motion. Without out other nominations from the floor, Mr. Sharer officially closed the nominations for Vice President. All present voted in favor to elect Mr. Smith Vice President of Dublin Borough Council.

Chairman Pro Tem - President Sharer called for nominations for Chairman Pro-Tem. Brent Smith Brent Smith moved to nominate Matt Mayes as President Pro Tem, Gary Mast seconded the motion. Without out other nominations from the floor, Mr. Sharer officially closed the nominations for Chairman Pro-Tem. All present voted in favor to elect Mr. Mayes Chairman Pro-Tem of Dublin Borough Council.

**APPOINTMENTS: RESOLUTION NO. 2016-01:**

Mr. Wert presented Council with Resolution #2016-01 titled Acknowledgement of Professional Appointments and Officials, Check Signers And Appointments of Delegates to Dublin Borough Boards, Commissions and Committees.

After review, comment, discussion and deliberation, **ON A MOTION** by Brent Smith, seconded by Kent Moore, all present voted in favor to adopt Resolution #2016-01 as amended as follows.  
**Motion carried 6-0.**

**ZONING HEARING BOARD:** (5 Year Term)

Florence Rogers - Chairperson	(Term Expires 12/31/16)
Kenneth Smith	(Term Expires 12/31/18)
Michael Fabey	(Term Expires 12/31/18)
Dawn Woodrow-Lechowicz	(Term Expires 12/31/20)
Robert Pavlek	(Term Expires 12/31/20)

**ZONING HEARING BOARD ALTERNATE:** (5 Year Term)

Kristen Sharer	(Term Expires 12/31/16)
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**PLANNING COMMISSION:** (4 Year Terms)

J. Eugene Miller - Chairman	(Term Expires 12/31/17)
Phil Kessler	(Term Expires 12/31/17)
Brent E. Smith	(Term Expires 12/31/17)
Robert Pellegrino	(Term Expires 12/31/19)
Jason Boulbee	(Term Expires 12/31/19)
Robert Morris	(Term Expires 12/31/19)

**VACANCY BOARD CHAIRMAN:** (2 Year Term)

Robert Pellegrino	(Term Expires 12/31/17)
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**EMERGENCY MANAGEMENT COORDINATOR:**

Phil Meyers,	Dublin Fire Company President
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**COUNCIL DELEGATE TO THE PENNRIDGE AREA COORDINATING COMMITTEE:** (1 Year Term)

John Sherer	(Term Expires 12/31/16)
Gary Mast	(Term Expires 12/31/16)

**COUNCIL DELEGATE TO DISCOVER DUBLIN:** (1 Year Term)

Gary Mast	(Term Expires 12/31/16)
Jeff Sharer	(Term Expires 12/31/16)

**BOROUGH DELEGATE TO BUCKS COUNTY TAX COLLECTION COMMITTEE (TCC):** (2 Year Term)

William Wert	(Term Expires 12/31/17)
Robert Pellegrino (ALTERNATE)	(Term Expires 12/31/17)

**BOROUGH DELEGATE TO  
DELAWARE VALLEY INSURANCE TRUSTS (DVIT):**  
(health, workers comp & property & liability):

William Wert, Borough Manager
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**SIGNERS OF CHECKS** (2 required): President of Council, Vice President of Council, President Pro Tem of Council, Mayor, Borough Manager and Assistant Treasurer.

**COUNCIL COMMITTEES** (Made up of Council Members):

Community Development

Gary Mast  
Matt Mayes  
John Sherer

Finance, Personnel, and Administration

Brent Smith  
Jeff Sharer  
Gary Mast

Parks and Recreation

Gary Mast  
Kent Moore  
John Sherer

Public Safety

Brent Smith  
Matt Mayes  
Kent Moore

Public Utilities

Brent Smith  
Gary Mast  
Matt Mayes

Personnel

Gary Mast  
Matt Mayes  
John Sherer

**REVITALIZATION & VISION PLAN TASK FORCE:**

Christopher Hayes – Co- Chairman  
J. Eugene Miller – Co- Chairman  
Nicholas Rosica  
Charles Lomax  
Mark Horne  
W.C. Weiss  
Scott Homel

David Nyman  
Jill Reader  
Robert Pellegrino  
Lynn Bush  
Ann Kuznicki  
Brent Smith  
Jeffrey Sharer

**BOROUGH SOLICITOR:**

Michael Kracht, Esq.  
Weber, Kracht & Chellew

**ZONING HEARING BOARD SOLICITOR:**

Gregory Sturn  
Harris & Harris

**BOROUGH TREASURER:**

William Wert,  
Borough Manager

**BOROUGH SECRETARY:**

William Wert,  
Borough Manager

**BOROUGH ZONING OFFICER:**

William Wert,  
Borough Manager

**BOROUGH ASSISTANT ZONING OFFICER:**

Boucher and James, Inc.  
Consulting Engineers

**BOROUGH RIGHT TO KNOW OFFICER:**

William Wert,  
Borough Manager

**BOROUGH ENGINEER:**

Thomas Zarko, PE  
CKS Engineers, Inc.

<b>BOROUGH PLANNING CONSULTANTS:</b>	Judy Stern Goldstein Boucher & James, Inc.
<b>BOROUGH LIGHTING CONSULTANTS:</b>	Carter van Dyke, CVD Associates, Inc.
<b>BUILDING-PLUMBING INSPECTOR / CODE ENFORCEMENT OFFICER:</b>	Ronald Smith Suburban Lighting Consultants
<b>APPOINTED, INDEPENDENT AUDITOR:</b>	Boucher and James, Inc., Consulting Engineers
<b>PENSION FUND ADMINISTRATOR:</b>	Styer Associates CPA
<b>APPOINTED TRAFFIC SIGNAL CONTRACTOR:</b>	PMRS
<b>APPOINTED WATER/WASTEWATER TREATMENT PLANT OPERATOR:</b>	Armour & Sons Electric, Inc.
<b>APPOINTED COLLECTOR OF EARNED INCOME AND LOCAL SERVICES TAX:</b>	Michael Sullivan Private Utility Enterprises, Inc.
<b>APPOINTED COLLECTOR OF PER CAPITA TAX:</b>	Keystone Collection Group
<b>IT CONSULTANTS:</b>	Berkheimer Associates
	Lou Aynat, Computer Care Center

#### OTHER BUSINESS:

##### **MINUTES OF PREVIOUS MEETING – DECEMBER 14, 2015:**

After some discussion, **ON A MOTION** by Gary Mast, seconded by Brent Smith, all present voted in favor to approve the minutes of the December 14, 2015 Council Meeting. **Motion carried 6-0.**

#### APPROVAL OF BILLS LIST –

**BILLS LIST FOR DECEMBER 31, 2014:** After some discussion and questions, **ON A MOTION** by Brent Smith, seconded by Matt Mayes, all present voted in favor to approve the Bill List of the December 31, 2014. **Motion carried 6-0.**

#### DISCUSSION/ACTION ITEMS:

1. **Ordinance 306 – An ordinance authorizing Borough Participation Delaware Valley Insurance Trust for property and liability insurance:** Mr. Wert presented Council with proposed ordinance authorizing the Borough to join Delaware Valley Insurance Property & Liability Trust. The ordinance is an administrative requirement as was discussed during the 2016 Budget approval process. It is expected that, as a municipal member and owner in the trust, there will be future savings realized from rate stabilization funds, and dividends. Since the Borough already belongs to the Health and Workers' Compensation trusts, the Borough will receive higher multi-trust discounts across all three trusts.

After some discussion and questions, **ON A MOTION** by Brent Smith, seconded by Gary

Mast, with no changes or corrections, all present voted in favor to approve Ordinance 306. **Motion carried 6-0.**

2. Resolution 2016-02 - 2016 Consolidated Fee Schedule: Mr. Wert presented Council with draft Resolution 2016-02 to amend the Consolidated Fee Schedule. As was discussed during the 2016 Budget approval process, Mr. Wert explained that the Borough's Fee Schedule would need to be modified to address changes that were incorporated in the Budget. These changes primarily focused on the adoption of Ordinance 304 as it relates to application/video reviews of private sewer lateral inspections at property resale/transfer and the approval to appoint Boucher & James as Assistant Zoning Officer. In addition, all other fees contained in the consolidated fee schedule were reviewed recommendations were noted in the packet material.

Discussion occurred regarding the size of the increases in the Zoning, Fence, Sign, and Park and Recreation Permit Fees. Regarding the zoning fees, Mr. Wert stated the fees as recommended were designed to cover the cost of one (1) hour review per permit as this would be the amount charged to the Borough by Boucher & James, the newly appointed Assistant Zoning Officer. Regarding the Park and Recreation Fees, Mr. Mast suggested that Council's Park and Recreation Committee should meet to discuss the increase to the pavilion and field fees.

After further discussion, questions and deliberations, **ON A MOTION** by Brent Smith, seconded by John Sherer, Members Smith, Sherer, and Mayes voted in favor to approve Resolution 2016-02 as presented. Members Mast, Moore and Sharer voted against. **Motion Tied 3-3. Mr. Sharer tabled the resolution and asked Mr. Mast to schedule a Park and Recreation Committee meeting to review the pavilion and field fees.**

3. Sellersville Borough Fire Police Request – March 12, 2016: Mr. Wert presented a request from Sellersville Borough for Dublin Fire Police assistance on March 12, 2016. **ON A MOTION** by Gary Mast, seconded by Kent Moore, all present voted in favor to approve the request. **Motion carried 6-0.**

**OTHER BUSINESS:** None

**COMMUNITY COMMENTS:** None

**COMMENTS FROM COUNCIL:**

Mr. Sherer and Mr. Moore asked about the status of the field at Supplee Park. Tom Zarko provided a status update.

Mr. Sharer announced Council will be having an Executive Session after the meeting to discuss a legal matter and will not reconvene.

**ADJOURNMENT:** **ON A MOTION** by Brent Smith, Jeffrey Sharer declared the meeting adjourned at 8:52 pm.

Date Approved: 1/25/16

Respectfully submitted,

  
William Wert,  
Manager/Secretary/Treasurer