

**MINUTES OF DUBLIN BOROUGH  
COUNCIL MEETING  
MONDAY, DECEMBER 8, 2025**

**1. CALL TO ORDER:** The December 8, 2025, meeting of Borough Council was held in Borough Hall at 119 Maple Avenue, Dublin, PA. Council President Timothy Hayes, called the meeting to order at 7:30 p.m.

**ELECTED OFFICIALS PRESENT:**

Mayor:	Chris Hayes	
Council:	Timothy Hayes	Jeffrey Sharer
	Brent Smith	Matthew Mayes
	Philip Kessler	Keeley Rosenthal
	Sean Brennan	

**APPOINTED OFFICIALS PRESENT:**

Borough Manager:	Colleen M. Pursell
Borough Solicitor:	Scott MacNair, Esq.
	Vicki Kushto, Esq.*
Borough Engineer:	Erik Garton, P.E.*
	Matt Bailor, P.E.
	Mike Zee, P.E.*
Borough Conflict Engineer:	Tim Fulmer, P.E.*
Police Chief:	Michael Regan
Fire Chief:	Dale Meyers
Emergency Management Coordinator:	Michael Tuttle*

\*Not Present

\*\*Late Arrival

**2. Pledge of Allegiance:** President Hayes led Council and the audience in the Pledge of Allegiance.

**3. Council President Announcements:** President Hayes had no comments 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 November 10, 2025:**

**Motion by Mr. Brennan, seconded by Ms. Rosenthal, and unanimously carried, approving the minutes of November 10, 2025 meeting, as presented.**

**6. Payment of Bills:**

**6.1. Bills List dated November 24, 2025, in the amount of \$66,877.60 (all funds).**

**Motion by Mr. Smith and seconded by Mr. Brennan, and unanimously carried, approving the bills list for November 24, 2025, in the amount of \$66,877.60.**

**6.1. Bills List dated December 8, 2025, in the amount of \$50,671.07 (all funds).**

**Motion by Mr. Smith and seconded by Mr. Brennan, and unanimously carried, approving the bills list for December 8, 2025, in the amount of \$50,671.07.**

**7. Borough Official Reports:**

**7.1. Dublin Fire Company:** Chief Meyers provided Council with the November 2025 report. They responded to twenty (20) calls, two (2) of those calls were in the Borough. Chief Meyers announced the passing of Elmer Kriebel. He was a member of the Dublin Volunteer Fire Department for 78 years and President for 30 years in addition to serving on the Emergency Services squad. President Hayes asked about the recent damage to one of the fire truck's windshield. Chief Meyers explained it was due to a low hanging branch but there was no other damage besides the windshield.

**7.2. Mayor:** Mayor Hayes had no comments at this time.

**7.3. Borough Manager:** Ms. Pursell had no comments at this time. Mr. Sharer asked for clarification on repaving Meyers Way in the Spring. Ms. Pursell explained that repaving is part of the agreement with the applicant of the TCE Superfund Site Project which is due to be completed in May of 2026. The EPA will be sending a fact sheet to residents living within a ½ mile radius of the site in the next few weeks.

**7.4. Chief of Police:** Chief Regan provided Council with the November 2025 report which included one hundred thirty-six (136) total incidents. The Bus Patrol School Bus Violation Program had eleven (11) referrals, with eight (8) approved for citation. Chief Regan attended a seminar at DVIT which covered many areas of potential liability. Taser Training "part two" was completed by most officers. Officer Lawson completed the prestigious FBI/LEEDA Leadership Trilogy Courses in his role with the Bucks County Park Police; one of the many examples of the high-quality part-time officers employed by Dublin Borough. Tobacco Compliance Officers completed checks at all Borough businesses that sell tobacco and all passed. PA State Police handled one (1) call overnight in the Borough which turned out to be a false alarm activation.

**7.5. Borough Engineer:** Mr. Bailor had no comments at this time.

**7.6. Borough Solicitor:** Mr. MacNair advised there was a recent decision from the Pennsylvania Supreme Court regarding the Sunshine Act. He explained that there was a time when Council or Board of Supervisors could amend an agenda during the course of a meeting with a majority vote. In the last few years, the Commonwealth Court made a decision that interpreted the Sunshine Act to say that amendments could not be made during a meeting unless the change was insignificant. The Pennsylvania Supreme Court recently overturned the Commonwealth Court's decision and as a result the Sunshine Act reverted to the original protocols for amending an agenda during a Council meeting.

**8. Discussion Items:**

**8.1. Conditional Use Hearing – 106 S. Main Street:** Mr. MacNair opened the Conditional Use Hearing with an overview of the Conditional Use Application submitted by Mr. Chetan Master for his property located at 106 S. Main Street. Mr. MacNair provided an overview of the hearing

process involved for a Conditional Use Hearing. Additionally, he spoke about the criteria and requirements an applicant must show when applying for Conditional Use in Dublin Borough. The applicant is seeking approval for the conversion of the existing 1,434 square foot structure at 106 South Main Street into four (4) residential dwelling units, as permitted within the TC-1 Zoning District.

The hearing was conducted in accordance with the Pennsylvania Municipalities Planning Code. The official record of the hearing consists of the stenographic transcript and all exhibits entered into the record.

The applicant's agent, Michael Master presented testimony and exhibits in support of the application. Members of Borough Council, Borough staff and the public were afforded the opportunity to ask questions and offer testimony.

The hearing was continued to Monday, January 26, 2026 at 7:30 pm at Borough Hall to allow time for the applicant to search for any easements on the property.

**8.2. Consideration to Approve Little Explorers Adventure Park - Signage:** Mr. Loretto Fantini from Little Explorer's Adventure Park, was present seeking Council's approval for the installation of two (2) wall signs and window signs for his business located in The Plaza at 161 N Main Street. The proposed plans are not in compliance with the Borough's Ordinances. A discussion began regarding the number, placement, and size of the proposed signs. Mr. Rob Loughery provided further clarification.

**Motion by Ms. Rosenthal, seconded by Mr. Brennan and unanimously carried, approving Little Explorer's Adventure Park's signage request to install two (2) wall signs and window signs for the business, as presented.**

**8.3. Request Waiver from SALDO – 144 N Main Street:** Mr. Sean Duffy, Attorney, spoke on behalf of the Developer for 144 N. Main Street. They are seeking a waiver to parking requirements from Dublin Borough's Subdivision and Land Development Ordinance (SALDO). During the final inspections and preparation of the as-built plan, it was determined that certain areas of parking did not meet the dimensional standards of the SALDO. This was as a result from the installation of a safety guiderail and retaining wall in the parking lot during construction. Mr. Duffy outlined the details of the parking lot as it stands currently and emphasized that they do not foresee this as a health or safety issue. Ms. Pursell added that the Borough Engineer recommended that Council approve the request as the addition of the guiderail increases the health, safety, and welfare of the users of the property. Mr. MacNair also added that the Borough Engineer pointed out the aisle width is in compliance with the Borough's Ordinance. A discussion began regarding how the changes differ from the original plan and the possible ramifications. Ms. Pursell read aloud a portion of the Borough Engineer's review email dated December 3<sup>rd</sup> which states he has no issues with the Developer's request to permit greater than 30% of the parking spaces being compact spaces.

**Motion by Mr. Smith, seconded by Ms. Rosenthal and unanimously carried, approving the waiver from SALDO for the parking requirements at 144 N Main Street, as presented.**

**8.4. Resolution 2025-12: Approving Land Development & Improvements (144 N Main Street):**

Gilmore & Associates has completed their As-Built Review and Punch List #4. They recommended that the 18-month maintenance period commence. Mr. MacNair gave an overview of the proposed Resolution 2025-12.

**Motion by Mr. Smith, seconded by Mr. Brennan and unanimously carried, adopting Resolution 2025-12, Approving Land Development & Improvements for 144 N Main Street, as presented.**

**8.5. Resolution 2025-13: Sewer Planning Module (Moyer Farm):** The Sewage Facilities Planning Module submission to DEP requires Council to adopt a Resolution approving the revision to the "Official Sewage Facilities Plan". Mr. MacNair gave an overview of the proposed Resolution 2025-13. Ms. Pursell stated that the Borough's Conflict Engineer reviewed the document and has no issues with the proposed Resolution 2025-12.

**Motion by Mr. Kessler, seconded by Mr. Smith and unanimously carried, adopting Resolution 2025-13, Sewer Planning Module (Moyer Farm), as presented.**

**8.6. Petition for Amendment of Zoning Ordinance – PVD District:** Mr. Nate Fox, Attorney, spoke on behalf of Mr. Rob Loughery regarding a Petition to Amend the Dublin Borough Zoning Ordinance to allow a D12 Motel/Hotel/Inn Use. Additionally, it asks to allow a height of up to four (4) stories in an apartment building with the PVD-Planned Village Development District. Mr. Fox gave an overview of the petition. Mr. Loughery went into the specific details of the proposal and how the original buildings could be used if the request is approved. Ms. Corrina Garis, spoke about the aesthetics and possible benefits that this boutique hotel would bring to the local communities, businesses, and visitors. The consensus from Council had no objection to the Developer bringing this matter to the Planning Commission. An extension of time was granted for the Planning Commission to hear the proposal in January of 2026.

**8.7. Request for Escrow Close Out – Perkiomen Apartments:** Ms. Pursell advised that Perkiomen Apartments has two separate escrow accounts. She is seeking authorization to close out the Perkiomen Apartments Preliminary/Final Escrow account, as it is no longer needed.

**Motion by Mr. Mayes, seconded by Mr. Brennan and unanimously carried, authorizing the closing of the Perkiomen Apartments Preliminary/Final Escrow.**

**8.8. Request for Escrow Close Out – 102 High Street:** Ms. Pursell advised there is an escrow account for a new single-family dwelling built on 102 High Street. The house is complete, a final Certificate of Occupancy has been issued, and the house has been sold. Therefore, the escrow account is no longer needed as all invoices have been paid.

**Motion by Mr. Kessler, seconded by Mr. Smith and unanimously carried, authorizing the closing of the escrow account for 102 High Street.**

**8.9. Discussion of Council Tablets:** Ms. Pursell stated that a few Council members have been experiencing issues with their tablets and are not able to open meeting packets. The current tablets used are six years old and per the Borough's IT company, they are outdated and likely

other Council members will experience the same issues. Therefore, he recommends the Borough consider purchasing new tablets.

**Motion by Mr. Mayes, seconded by Ms. Rosenthal and unanimously carried, approving the purchase of eight (8) new tablets for the Mayor and Council Members.**

**8.10. Discussion on Supplee Park – Playground Fencing:** Ms. Pursell explained Dublin Borough's insurance company recommended adding fencing around the playground at Supplee Park. At Council's request during the October 14, 2025, meeting, a quote was obtained from Landis Fence that estimated the cost at \$21,115.00. After a brief discussion it was decided by consensus to table the project at this time.

**8.11. Intergovernmental Cooperation Agreement – Bedminster Township:** Mr. MacNair stated that the Bedminster Township Solicitor reached out to him regarding entering into an Intergovernmental Cooperation Agreement relating to maintenance obligations along the common boundary, Rickert Road. He went on to detail the specifics of the formal agreement presented. Currently, there is an informal agreement between the municipalities. Mr. Smith asked what the current percentage from the liquid fuel funds Dublin Borough receives for Rickert Road. Ms. Pursell stated that she would get that answer. A discussion began concerning what Dublin's obligations would be and whether the formal agreement is in the best interest of Dublin Borough. A consensus decided to table the discussion at this time.

**8.12. Discussion on Act 537 Special Study:** Mr. Bailor advised the DEP confirmed that an Act 537 Special Study is required for the sewer main expansions on Rickert Road, the Kern Drive Interceptor and the elimination or expansion (new) of the Twin Oaks Pumping Station. Gilmore and Associates prepared a Scope and Budget for the work to be completed at a cost of \$34,000.00 which was included in the 2026 budget figures.

**8.13. 2026 Budget Adoption:** President Hayes stated the 2026 preliminary budget was discussed at the December 8, 2025, meeting. The budget was prepared with no tax increases.

**Motion by Mr. Smith, seconded by Mr. Sharer and unanimously carried, approving the 2026 Budget, as presented.**

**8.14. Resolution No. 2025-14: Fixing Tax Rate on Real Property for the 2026 Fiscal Year:** Ms. Pursell announced that the real estate tax rate will remain the same for 2026. Council will need to adopt a resolution levying the taxes.

**Motion by Mr. Smith, seconded by Mr. Brennan and unanimously carried, adopting Resolution 2025-14, Fixing the Tax Rate on Real Property for the 2026 Fiscal Year.**

**9. Committee Reports:** There were no Committee Reports at this time.

**10. Public Comment:** There were no public comments at this time.

**11. Comments from Council Members:** President Hayes thanked Mr. Smith and Mr. Kessler for their dedication and service on Dublin Borough Council. Mr. Sharer and Mr. Mayes also spoke about the positive contributions both Council Members have made during their time on Council.

**12. Executive session to discuss potential litigation**

**13. Adjournment:** Upon motion by Mr. Smith, the meeting was adjourned at 10:13 p.m.

Respectfully Submitted,

Date Approved: \_\_\_\_\_

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Colleen M. Pursell, Manager/Secretary