

MINUTES OF DUBLIN BOROUGH  
COUNCIL MEETING  
MONDAY, APRIL 22, 2024

1. **CALL TO ORDER:** The April 22, 2024, 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.
Borough Engineer:	Brian Cicak, P.E.
Police Chief:	Michael Regan*
Fire Chief:	Kevin Nugent*
Emergency Management Coordinator:	Michael Tuttle*

\*Not Present      \*\*Late Arrival      \*\*\*Joined by Phone

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

3. **Council President Announcements:** President Hayes announced the police department is participating in Drug Take Back Day on Saturday, April 27, 2024 at the Fire Company from 10:00 am until 2:00 pm. He also mentioned that Tuesday, April 23, 2024 is Primary Election Day and voting will be open from 7:00 am until 8:00 pm at the Fire Company.

4. **Public Comment on Non-Agenda Items:** There were no comments at this time.

5. **Approval of Minutes:**

5.1. **Minutes of Meeting of April 8, 2024:**

Motion by Mr. Smith, seconded by Mr. Brennan and unanimously carried, the minutes of the April 8, 2024 meeting were approved, as presented.

6. **Payment of Bills:**

6.1. **Bills List dated April 22, 2024, in the amount of \$111,897.95 (all funds):**

Motion by Mr. Mayes, seconded by Mr. Kessler and unanimously carried, Council approved the bills list dated April 22 2024, in the amount of \$111,897.95.

## 7. Discussion Items:

**7.1. Consideration to Approve Proposal for Security Cameras at Borough Hall/Supplee Park:** Ms. Pursell advised Council we budgeted \$25,000 for the purchase and installation of new security cameras. Investigator McClelland received two proposals from Smart Digital Tech, from Hatfield, PA totaling \$9,500. This company was recommended by Bedminster Township. The proposals consist of new cameras for Borough Hall and two new cameras at Supplee Park. Over the past few years, the park has sustained damage from spray painting on the tables, path and pavilion. This system will allow the police to view the cameras from their hand-held devices, it will offer 360-degree views of Borough Hall and includes tv monitors for the Borough Managers Office and Finance Office. Mr. MacNair asked if the new system is strictly video and mentioned that if there is audio, notices will need to be posted advising the public. Mr. Smith inquired about the possibility of selling the old cameras on Municibid. Ms. Pursell is uncertain about whether the old cameras will remain but will evaluate the system once it is removed. There was a discussion on the system.

**Motion by Mr. Smith, seconded by Mr. Kessler and unanimously carried, Council approved the proposal from Smart Digital Tech, for the new Security Cameras and installation at Borough Hall and Supplee Park for a cost of \$9,500.00.**

**7.2. Approval to Close Perkiomen Apartments Sketch Plan Escrow:** Ms. Pursell explained that on March 11, 2024, Council authorized the opening of an escrow bank account for Perkiomen Apartments for their land development application in the amount of \$7,500. Perkiomen Apartments currently has another escrow opened in the Comingled Escrow Account for their Sketch Plan. Ms. Pursell is seeking authorization to close out this escrow account and return the balance of \$2,249.76 to the applicant.

**Motion by Mr. Sharer, seconded by Mr. Brennan and unanimously carried, Council approved closing the Perkiomen Apartments Sketch Plan Escrow account and returning the balance of \$2,249.76 back to the applicant.**

**7.3. Consideration to Approve Directory Sign – 161 N. Main Street:** Mr. Rob Loughery, the owner of the Shopping Center at 161 N. Main Street, informed Council that he submitted a sign permit application for the replacement of the Directory Sign at the entrance of the Shopping Center. He received a Zoning Denial Letter due to their proposed sign not meeting the Ordinance Requirements. Mr. Loughery is seeking Council's approval.

Mr. Loughery explained there are four reasons for the denial. The first is that the maximum size of the sign is 20 sf, their proposed sign is 107 sf and the existing sign is 130 sf. The old owners must have received a variance for the sign. The second reason is the permitted height for a directory sign is 5 feet, the existing sign is 15.4 feet, the new sign is approximately 16.25 feet. The third reason is that all listings on the sign should be uniform in size, although they desire certain tenants to have larger ones. ACE, QNB and Dollar General have certain requirements for their signs. The digital portion of the sign will be designated for ACE Hardware. The final reason concerns the location. A traffic pole will be located on his property. Mr. Loughery granted an Easement to the property at 144 N. Main St. to accommodate the additional space needed for the installation for the traffic light pole, as that property is required to do. The sign may be back a little more towards the Shopping Center. The exact location will not be determined until the traffic light location is finalized.

**Motion by Mr. Smith, seconded by Mr. Mayes and unanimously carried, Council approved the new Directory Sign that is proposed by Mr. Rob Loughery at the entrance of 161 N. Main Street.**

**7.4. Discussion to Draft PVD Zoning Ordinance Amendment:** During the last Council Meeting, Council authorized Mr. MacNair to create and format the proposed PVD Zoning Ordinance Amendment. It was reviewed and Mr. MacNair gave an overview of the Zoning Ordinance Amendment Review letter dated April 17, 2024 from Mr. David Babbitt:

The first item is Section 27-409.2.A.1: To add the Live-Work Units as a permitted use in the PVD District. They already have Live-Work Units in this district, even though the use B11 is not specifically detailed in the text of the PVD district. The amendment corrects it.

Section 27-409.2.A.3.b: Reduces the requirement for D4 Mixed Use Lot Area from 20% to 15% when that area has existing buildings to be reused. Mr. Babbitt recommended adding "Residential and commercial uses may be in separate buildings on the same parcel in a Mixed Use Lot".

Section 27-409.A.4: Changes the locational mix in two ways. First, it adds townhouses to the list of permitted dwelling types along the Comprehensive Road, along with detached village houses and attached twin or manor houses. There is no minimum percentage for required use; the minimum percentage of unit types along the Comprehensive Plan Road has been deleted. Two dwelling types would still be required, but any mix would be permitted.

Section 27-409.H: Driveways, maintains the prohibition on individual driveways from the Comprehensive Plan Road (all to be accessed by rear alleyways). Mr. MacNair indicated it will permit overflow parking areas to access the Comprehensive Plan Road. Mr. Babbitt recommended limiting the amount of parking spaces along the comprehensive road. His concern is cars backing out of spaces along that road. There should be some type of limitation to cars backing out. Mr. Cicak explained there is a loop so the vehicles do not have to back out. Mr. Smith asked if there is any parallel parking along the Comprehensive Road. Mr. Loughery advised it is along the road. Mr. Cicak recommended adding "In no case shall parking access be designed to require or encourage cars to back into the Comprehensive Road". Mr. MacNair will add that to the Ordinance.

Section 27-409.H, any overflow parking areas with more than four or five spaces should be designed as a parking lot with a single access point on the Comprehensive Plan Road, which would maintain the traffic flow along this road and reduce the number of vehicles backing directly into the roadway. Mr. Loughery stated he has parking behind the twins. He also informed Council the total parking he will have which is more than he needs.

Section 27-409.K: The proposed amendment for the D4 Mixed Use Area permits parking to be shared with on-street parking for adjacent residential uses on the same parcel. Mr. Babbitt does not believe the mixed-use area should share parking – especially on-street parking- with the single family detached dwellings nearby. Mr. Loughery stated the required amount for mixed use is 119, he has 148 parking spots. Mr. Cicak specified they need 204 parking spots and they have 369 spots, which includes on street parking. Mr. Cicak stated the plan is to keep them separate, which will be effective. Mr. Sharer asked if the pole barn is separate. Mr. Loughery stated there will be enough spots included in the 148 parking spots.

Section 27-409.3.K: Requires all streets in the PVD District on which parking is to be proposed to comply with the applicable SLDO streetscape elevations in Appendix B, not solely the streets in Village House developments. Mr. Loughery stated there aren't any streets. Mr. Cicak thinks the loop road is designed for parking on both sides and mentioned that you might not need the three parking spaces per lot, since there is extra parking on the street. Mr. Cicak suggested the driveways should hold two cars, Mr. Loughery informed Council they will be able to hold two cars.

Section 27-505.D4: Eliminates the requirement to have nonresidential uses on the first floor of all D4 Mixed Use buildings. Instead, buildings can have single uses if they share the same lot in the PVD District. The existing Ordinance reads that you must have commercial on the bottom floor and residential on the second and third floors. Mr. Cicak wants confirmation that the residential building will on be as high as a 3-story building as they had agreed to. There will be a new subsection 5 to the D4 Mixed Use provisions, Loading, based on the logistical needs of the commercial uses proposed. The Borough can judge whether the proposed loading areas satisfy the needs of the uses when those specific uses are known at the time of land development approval.

There was a brief discussion on having Mr. MacNair modify the draft ordinance to reflect limiting the height of the residential apartment building and the parking changes separating mixed use and residential, allowing one space with dual access in the driveway and the alley must be designed to prevent backing out.

**Motion by Mr. Mayes, seconded by Mr. Sharer and unanimously carried, Council approved Mr. MacNair to advertise the Ordinance, as amended.**

**7.5. Discussion on Draft Knox Box Ordinance:** Mr. MacNair gave a brief summary of the Knox Box Ordinance. The Fire Chief suggested amending the Ordinance to allow him to provide input on the location, which would be included in the Ordinance. All existing commercial buildings that will be going through zoning or land development will have to install a Knox Box. Commercial buildings that have a fire detection or fire suppression system will have to install a Knox Box within 6 months. President Hayes asked what the cost is for the Knox Box. Ms. Pursell estimated the cost between \$600 - \$700. Ms. Pursell asked if they could add to the Ordinance "Appointed Fire Official or Chief Fire Officer" which can be the local Fire Chief, since Dublin uses Bucks County Fire Marshall. Mr. MacNair suggested having the Borough Code Enforcement Official and the Fire Chief Officer. Ms. Rosenthal asked if there would be surveillance around the Knox Box. Security around the boxes are not needed, as the boxes are very secure. There was a consensus to have Mr. MacNair make the changes to the Knox Box Ordinance, including the addition of enforcement.

**7.6. Discussion on Current Sign Ordinance:** Ms. Pursell informed Council there have been several sign violations in the past few weeks. Ms. Pursell asked Council if they are interested in amending the Sign Ordinance to allow more flexibility, especially for temporary signs. An example of recent violations was given with sandwich board signs being displayed in the PVD Zoning District. Mr. Loughery was asked how he manages signs at The Square. He advised that he allows the sandwich boards outside the businesses at The Square, but they must be brought in at night and they must be so far away from the door. Mr. Mayes suggested seeing what other Townships and Boroughs do with the sandwich boards. President Hayes thought the businesses should be able to advertise on site.

There was a brief discussion concerning the Sign Ordinance. There was a consensus to take no action at this time and table the discussion.

**8. Committee Reports:** Mr. Mayes informed Council that the Community Day tote bags are ordered and should be here before the next meeting on May 13<sup>th</sup>. The Borough received \$9,898.81 in Sponsorship and \$425.00 in vendor funds along with the raffle donations. There are only a few food vendors coming. We are in need of cars for the car show. Mr. Smith asked what kinds of cars. Mr. Mayes stated there should be some type of unique car.

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

**10. Comments from Council Members:** There were comments from Council.

**11. Executive Session:** President Hayes announced that an executive session will be held after the meeting to discuss a matter of litigation.

**12. Adjournment:** Upon motion by Mr. Sharer, the meeting was adjourned at 9:16 p.m.

Respectfully Submitted,

Date Approved: 05/13/2024

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