

**MINUTES OF DUBLIN BOROUGH  
COUNCIL MEETING  
TUESDAY, MAY 28, 2024**

1. **CALL TO ORDER:** The May 28, 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.*
	Vicki Kushto, 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:** There were no comments at this time.
4. **Public Comment on Non-Agenda Items:** There were no comments at this time.
5. **Approval of Minutes:**

5.1. **Minutes from May 13, 2024 Meeting:**

Motion by Mr. Mayes, seconded by Mr. Kessler and unanimously carried, the minutes of the May 13, 2024 meeting were approved, as presented.

6. **Payment of Bills:**

6.1. **Bills List dated May 28, 2024, in the amount of \$29,852.14 (all funds):**

Motion by Mr. Mayes, seconded by Mr. Kessler and unanimously carried, Council approved the bills list dated May 28, 2024, in the amount of \$29,852.14.

7. **Discussion Items:**

7.1. **Consideration to Approve Sign Request – LA Convenience (105 N Main Street):** Ms. Pursell advised that the Borough received a Sign Permit Application from Chetan Master, the owner of LA

Convenience & Tobacco Store Inc., who applied for two (2) new permanent signs at his business located at 105 N. Main Street. Mr. Master was approved for the first sign which is affixed to the front of his property. He was denied the second sign that he is proposing be installed on the rear of the building. Mr. Master is in attendance, seeking Council's approval for the installation of a second permanent sign at the rear of the property. A brief discussion was held regarding the property and uniqueness of its location.

**Motion by Mr. Mayes, seconded by Ms. Kessler and unanimously carried, Council approved the installation of a second sign affixed to the rear of the building.**

**7.2. Consideration to Approve Temporary Sign Request – Dublin Town Center:** Ms. Pursell advised that the Borough received an Event Application from the Dublin Town Center. They are holding a "Summer Block Party" on Saturday, June 29, 2024 from 4:00 pm – 8:00 pm. The event application was approved however the proposed twelve (12) temporary yard signs were not as they are not in compliance with our Zoning Ordinance. The applicant is here tonight seeking Council's approval for the installation of twelve (12) temporary yard signs.

**Motion by Mr. Smith, seconded by Mr. Mayes and unanimously carried, Council approved 12 temporary yard signs for the Dublin Town Center "Summer Block Party" scheduled for Saturday, June 29, 2024 from 4:00 pm – 8:00 pm for 15 days before the event.**

**7.3. Public Hearing: Consideration to Adopt Ordinance No.338 – PVD Zoning Amendment:** Ms. Kushto explained that this Ordinance was previously before Council and is a Zoning Amendment to Permit Live-Work Units Within the Planned Village Development District, to Update the Standards for Mixed Uses, and to Update Mixed Uses in the Use Regulations. The Ordinance was before the Dublin Borough Planning Commission and was reviewed by the Bucks County Planning Commission. The Ordinance was advertised twice in advance of the hearing as required by the Municipal Planning Code.

**Motion by Mr. Mayes, seconded by Mr. Kessler and unanimously carried, Council adopted Ordinance No. 338 An Ordinance Amending Chapter 27 of the Zoning of the Codified Ordinances to Permit Live-Work Units Within the Planned Village Development District, to Update the Standards for Mixed Uses, and to Update Mixed Uses in the Use Regulations.**

**7.4. Public Hearing: Consideration to Adopt Ordinance No. 339 – Knox Boxes:** Ms. Kushto explained that her office was asked to prepare an Ordinance which would require Knox Boxes in all commercial buildings and requires that information and access to the box be given to the Fire Company so that they can gain access for an emergency and/or fire. The Ordinance was advertised before tonight's meeting. This Ordinance is not part of the Municipal Planning Code so was not required to be reviewed by the Dublin Borough Planning Commission or Bucks County Planning Commission. However, it was reviewed by the Fire Chief.

**Motion by Mr. Mayes, seconded by Mr. Kessler and unanimously carried, Council adopted Ordinance No. 339 An Ordinance Amending Chapter 4 Buildings of the Codified Ordinances to Require Knox Boxes in Commercial Buildings.**

**7.5. Acceptance of Resignation of Administrative Assistant:** Ms. Pursell advised that the Borough is in receipt of the resignation from Administrative Assistant Patricia Kerr effective June 1, 2024.

**Motion by Mr. Kessler, seconded by Mr. Brennan and unanimously carried, Council accepted the resignation of Administrative Assistant Patricia Kerr effective June 1, 2024, with regret.**

**7.6. Appointment of Full-Time Finance / Administrative Assistant:** Ms. Pursell recommended that Council appoint Tracy Pakenas as full-time Finance / Administrative Assistant. Ms. Pakenas has been employed part-time with the Borough since October of 2020.

**Motion by Mr. Smith, seconded by Ms. Rosenthal and unanimously carried, Council appointed Tracy Pakenas as full-time Finance / Administrative Assistant at the hourly rate of \$25.00, commencing June 3, 2024.**

**7.7. Authorization to Advertise for Part-Time Permit Coordinator / Administrative Assistant:** Ms. Pursell requested that Council authorize the advertisement of a part-time Permit Coordinator / Administrative Assistant with 20 – 25 hours a week at a start rate of \$20.00.

**Motion by Mr. Smith, seconded by Mr. Brennan and unanimously carried, Council authorized the advertisement of a part-time Permit Coordinator / Administrative Assistant with 20 – 25 hours a week at a start rate of \$20.00**

**7.8. Consideration to Open General Fund CD:** Ms. Pursell requested authorization to open a General Fund CD in the amount of \$250,000 at the bank with the highest interest rate.

**Motion by Mr. Sharer, seconded by Mr. Kessler and unanimously carried, Council authorized the opening of a General Fund CD in the amount of \$250,000 at the bank with the highest interest rate.**

**7.9. Request for Park / Pavilion Rental – Deep Run West Mennonite Church:** Ms. Pursell advised that the Borough is in receipt of a request from Deep Run West Mennonite Church for use of the pavilion at Supplee Park for their Bible School Program scheduled for July 16, 2024 – July 18, 2024 from 4:00 pm – 8:00 pm. In addition, they have requested that Council consider waiving all fees associated with the park rental, security deposit and temporary sign permit.

**Motion by Mr. Smith, seconded by Mr. Mayes and unanimously carried, Council authorized the waiving of all fees associated with the use of the pavilion at Supplee Park including the rental fee, security deposit and temporary sign permit fee for Deep Run West Mennonite Church for their Bible School Program scheduled from July 16, 2024 – July 18, 2024, with the understanding that future requests will require a security deposit that will be returned upon the confirmation of no damages.**

**7.10. Discussion on Ordinances for Outdoor Dining:** Ms. Pursell advised that during the last meeting there was a brief discussion where Council expressed interest in amending our ordinances to permit outdoor dining. Mr. MacNair provided four (4) sample ordinances that permit outdoor dining for review. Ms. Kushto stated that 3 out of the 4 ordinances that were provided are zoning ordinances and the other one is a standalone ordinance. Mr. Smith stated that he would like to promote outdoor dining but would like to see Council create parameters for the Ordinance to ensure safety, egress, etc. Mr. Mayes expressed the importance of keeping sidewalks ADA compliant and preventing the reduction of parking spaces. Mr. Sharer expressed concern with noise that would be created with outdoor dining. President Hayes advised that the Ordinance could have restrictions limiting hours. The consensus of Council was to have Ms.

Pursell continue with the enforcement proceedings for all businesses that are currently in violation of the outdoor dining.

**8. Committee Reports:** Mr. Mayes announced that the Community Development Committee will be holding a work session meeting on June 10, 2024 at 6:00 pm to further discuss the details of an outdoor dining ordinance. He also announced that Community Day is this Saturday, June 1, 2024 if anyone is available to set up, we will be meeting at 9:00 am at Supplee Park.

**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 personnel.

**12. Adjournment:** Upon motion by Mr. Sharer, the meeting was adjourned at 8:41 p.m.

Respectfully Submitted,

Date Approved: 06/10/2024

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