

**MINUTES OF DUBLIN BOROUGH
COUNCIL MEETING
MONDAY, JULY 8, 2024**

- 1. **CALL TO ORDER:** The July 8, 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:

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

APPOINTED OFFICIALS PRESENT:

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|-----------------------------------|---------------------|
| 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

- 2. **Pledge of Allegiance:** President Hayes led Council and the audience in the Pledge of Allegiance.
- 3. **Public Comment on Non-Agenda Items:** There were no comments at this time.
- 4. **Council President Announcements:** President Hayes had no comments at this time.
- 5. **Approval of Minutes:**
 - 5.1. **Minutes of Meeting of June 24, 2024:**

Motion by Mr. Mayes, seconded by Mr. Brennan and unanimously carried, the minutes of the June 24, 2024, meeting were approved, as presented.

6. **Payment of Bills:**

6.1. **Bills List dated July 8, 2024, in the amount of \$115,987.59 (all funds):**

Motion by Mr. Kessler, seconded by Mr. Brennan and unanimously carried, Council approved the bills list dated July 8, 2024, in the amount of \$115,987.59.

7. **Borough Official Reports:**

7.1. **Dublin Fire Company:** Council was provided with the June 2024 report and it was presented by Mr. Mayes. They responded to sixteen (16) calls, three (3) of those calls were in the Borough.

Mr. Mayes advised that the Dublin Fire Company Fireman's Fair begins this week and will be held from July 12th – 13th and July 16th – 20th. Volunteers are always needed and appreciated to help with the carnival.

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

7.3. Borough Manager: Ms. Pursell gave an update on the Delaware Valley Regional Planning Commission Regional Street Light Procurement Program. They are waiting on PECO to provide information on our street lighting account. PECO had a major computer system change earlier this year which created a delay. Ms. Pursell was hopeful she would have more information by the next meeting. The 2023 Municipal Audit for the year ending 2023 has been completed with no deficiencies reported and all deficiencies reported that were carried over from past years have been rectified. Mr. Smith acknowledged a job well done by Ms. Pursell and Ms. Pakenas, Finance Assistant.

7.4. Chief of Police: Chief Regan provided Council with the Police Report for June 2024, which included 111 total incidents. The Pennsylvania State Police monthly incidents handled report shows one incident reported. Firearm qualifications were completed by Chief Regan, Officer Burkhart, Officer Bastek, and Officer Meisner. The Bus Patrol School Bus Violation Program resulted in 13 referrals, of which 9 were approved for citations. Dublin Police were on staff for Dublin Community Day at Supplee Park, June 1, 2024. Chief Regan stated the Police Department received a \$2,500 grant from the Federal Government to use for various expenses for the 2025 Community Day. He attended a Chief's Meeting for the purpose of establishing a victim's services program for the Upper Bucks County area. President Hayes asked for further elaboration regarding the victim's services program. Chief Regan explained it would provide follow up for victims, help victims of domestic violence, and educate the elderly.

7.5. Borough Engineer: Mr. Cicak gave brief updates on the capital improvement projects. Mr. Sharer asked if the lining project is still proceeding as planned regarding a residence on Olde Pilgrim. Mr. Sharer also wanted to know if our well levels were ok due to the hot weather and lack of rain. Ms. Pursell indicated the levels are being monitored by Public Works and a recent Borough Facebook post asks residents to conserve water.

7.6. Borough Solicitor: Mr. MacNair gave an update on the outdoor dining ordinance. He sent the ordinance to the Borough Planning Commission as well as the Bucks County Planning Commission. Responses and recommendations will be on August 12, 2024, meeting agenda. Ms. Pursell stated the draft ordinance for lettering of names and addresses on the backs of doors for commercial properties will also be on the August 12, 2024, meeting agenda for consideration to advertise.

8. Discussion Items:

8.1. Consideration to Adopt Employee Handbook Updates: Ms. Pursell presented recommendations for Council to consider regarding updating sections of the Employee Handbook. The suggested revision for the Retirement Plan section will provide a clear and concise depiction of the benefits offered and refers employees to the plan documents. The suggested revision for the Life Insurance section asks Council to consider reducing life insurance benefits to \$50,000 for full time employees hired after 7/9/2024. Additionally, the proposed language further details the plan reduction based on age and offers examples.

Motion by Mr. Kessler, seconded by Mr. Brennan and unanimously carried, to Adopt the Employee Handbook Updates, as presented.

8.2. Authorization for Fire Police at Shred Event (Grasse Elementary):

Motion by Mr. Sharer, seconded by Mr. Brennan and unanimously carried, for Authorization for Fire Police at Shred Event (Grasse Elementary School).

8.3. Discussion on Long Term Fire / EMS Funding: President Hayes emphasized the importance of brainstorming ideas of long-term sustainable funding sources for the Dublin Fire Company and Emergency Medical Services. He has met with neighboring municipalities and will be meeting with Jarrett Coleman. A discussion began about the various ways funds are currently raised and their effectiveness. Additionally, creating a fire tax, having other municipalities pay into a fund and applying for grants were brought up as possibilities for long-term funding for Fire and EMS. The discussion was tabled.

9. Committee Reports: Mr. Sharer mentioned he talked to his nephew about participating in Community Day 2025 in a social media capacity.

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

11. Comments from Council Members: There were no Council Members comments at this time.

12. Executive Session: President Hayes announced that there would be an executive session following the meeting to discuss a matter of personnel and litigation.

13. Adjournment: Upon motion by Mr. Sharer, the meeting was adjourned at 8:15 p.m.

Respectfully Submitted,

Date Approved: 


Colleen M. Pursell, Manager/Secretary