

# **DILLSBURG BOROUGH COUNCIL MEETING**

**February 11, 2014 – MINUTES**

**7:00 PM**

The Dillsburg Borough Council held their monthly business meeting at the Dillsburg Area Authority Building on the above-mentioned date. Council Members attending were: President John Richardson, Hal Anderson, Dave Baldwin, Matt Fawber, Jeff Griffin and Yvonne Laukemann. Also present were the following: Mayor Wendell Hollinger, Borough Manager Karen Deibler and Borough Secretary Debbi Beitzel. Vice President Holly Kelley, Junior Council Member Carissa Martin, Borough Engineer Tim Knoebel and Borough Solicitor Mark Allshouse weren't present.

The following visitors were present: Chief Thomas Wargo from the Carroll Township Police Department, Scott McClintock from Citizens' Hose Fire Co. #1, YCBA and COG Representative Mark Ryder, Jim Hess representing Logan Park Authority, Mary Lou Bytof from the Dillsburg Banner and Tricia Kline from the Patriot News. Also present was Dillsburg Borough Resident Jeff Shultz and Carroll Township Supervisor Andy Ritter.

The meeting was called to order by Council President Richardson at 7:00 PM followed by the Pledge of Allegiance to the flag and the invocation.

## APPROVAL of the AGENDA

Council Member Baldwin moved to approve the agenda as presented. Motion was seconded by Council Member Fawber. – Motion carried.

## APPROVAL of the MINUTES

January 6, 2014 Re-Organizational Meeting – Council Member Anderson moved to approve the Re-Organizational Meeting minutes of January 6, 2014 as presented. Motion was seconded by Council Member Laukemann. – Motion carried.

January 6, 2014 Committee Meeting – Council Member Baldwin moved to approve the Committee Meeting minutes of January 6, 2014 as presented. Motion was seconded by Council Member Fawber. – Motion carried.

January 14, 2014 Council Meeting – Council Member Fawber moved to approve the Council Meeting minutes of January 14, 2014 as presented. Motion was seconded by Council Member Laukemann. – Motion carried.

## DEPARTMENT REPORTS

### *Police Department Report*

Chief Wargo reviewed the January, 2014 Dillsburg Borough Police Report with Council and Mayor. The report listed the numbers and types of offenses and traffic incidents. The report also supplied the Council and Mayor with a "crimes clear rate" and a breakdown of hours worked. He indicated for the month of January 2014, there were 101 calls for service. There were seven (7) traffic accidents in January 2014 and the officers issued a total of 30 traffic citations in January 2014.

Part I offenses for January 2014, there was an overall clearance rate of 100%. Part II offenses for January 2014, there was an overall clearance rate of 75%. The combined clearance rate was 80% for Part I and Part II offenses.

The contracted hours were right on schedule for the year.

#### Ambulance Service Report

No representative was present but Council and Mayor were provided with a written report for January, 2014, in their packets.

#### Fire Company Report

**Citizens' Hose Fire Company #1** – Scott McClintock provided a report for the month of January 2014 to the Council and Mayor. Mr. McClintock indicated for the month of January 2014 there were 35 incidents; twelve were in Dillsburg Borough which included two medical calls, four automatic fire alarms, one motor vehicle accident, two inside investigations, one basic rescue, one landing zone and one public service.

**Franklintown Fire Company** – No representative was present but Council and Mayor were provided with a written report for January, 2014, in their packets.

#### Treasurer's Report

The Unpaid Bills Detail and a list of Additional Expenditures were given to each Council Member and Mayor in their packet of information. The total General Fund expenditures for January 2014 were \$67,074.17. The Profit & Loss Budget vs. Actual Detail Report and a Cash Flow Report were also given to each Council Member and Mayor. Council Member Fawber moved to approve the payment of all bills as presented. Motion was seconded by Council Member Laukemann. President Richardson and Council Member Baldwin abstained. - Motion carried.

#### Planning Commission Report

Planning Commission didn't meet in January 2014.

#### Dillsburg Area Authority

There was no one present to report.

#### Community Groups

**Logan Park Authority** – Jim Hess updated Council and Mayor with some projects on the books; re-mulch the tot-lot and place a berm around the upper area of the tot-lot. There will be a spring cleanup day once the weather permits. Mr. Hess stated there are 2-3 acres at the lower end of the park which isn't being currently utilized; they will be going into a planning stage and try to find ways to use this portion of the park. Council Member Laukemann asked what some of ideas are on the table for this area of the park. Mr. Hess stated one was making a band shell for concerts and possibly a game area.

Council Member Baldwin asked if Carroll Township changed their funding back to what it was previously to the park. Mr. Hess they are matching the funds given by Dillsburg Borough.

Council Member Laukemann asked if there were residents from Carroll Township on the board. Mr. Hess stated yes, there are five from Carroll Township and five from the Dillsburg Borough.

Council Member Laukemann asked if the lower walkway was ever going to be connected to the development. Mr. Hess stated it is part of the major walkway plans; however funding is an issue.

Council member Laukemann asked why the sidewalk along Logan road was never completed. Mr. Hess stated that portion is the park's responsibility; the park is considering putting a walkway down from the existing sidewalk.

Mr. Hess thanked the Borough for their support.

YCBA & COG

COG – Mr. Ryder indicated he attended the banquet along with President Richardson and Council Member Laukemann on January 20<sup>th</sup>; which included the installation of officers and the keynote speaker was Brad Mallory, Deputy Secretary of PennDOT. The next meeting will be held on February 17, 2014.

YCBA – Mr. Ryder indicated the next meeting will be held in Dallastown on March 27, 2014.

Mr. Ryder asked Mayor Hollinger if he survived the York County Mayor Association meeting. Mayor Hollinger stated he did and it was a very interesting meeting.

Solicitor's Report

Solicitor Allshouse wasn't present but provided the Council and Mayor with a written report for January, 2014.

Engineer's Report

Engineer Knoebel wasn't present but provided the Council and Mayor with a written report for January, 2014.

Tax Collector Report

Debbi Beitzel provided the Council and Mayor with a written report for taxes paid and lien with YATB in January, 2014.

Borough Staff Report

Borough Manager Deibler provided the Council and Mayor with a written report for January, 2014.

PUBLIC COMMENT

There was none.

CORRESPONDENCE

There was none.

MAYOR'S REPORT

Mayor Hollinger has nothing to report.

PRESIDENT'S REPORT

President Richardson stated at the end of 2012, The Borough of Dillsburg received a Community Conservation Partnerships Program Grant Award in the amount of \$123,000.00 from the Pennsylvania Department of Conservation & Natural Resources (DCNR). At the February Dillsburg Borough Council Committee meeting held on Tuesday, February 4, 2014, at 6:30 PM, Ann Yost, a DCNR approved design consultant from YSM Associates, presented a possible plan to Council. Council agreed on the plan and authorized Ms. Yost to forward it to DCNR for their approval. Council also authorized Manager Deibler to assist Ms. Yost in preparing the bid document for the park development.

President Richardson stated Dillsburg Borough has called a snow emergency effective 7:00 pm on Wednesday, February 13<sup>th</sup> until rescinded. He stated to all those residents who live near fire hydrants, Borough Council is asking you to clean out around them in case of an emergency.

## COMITTEE REPORTS

### Public Works Committee

- A. Discuss/Take Action – 2014 Street Repairs - Council Member Anderson stated at the February Dillsburg Borough Council Committee meeting held on Tuesday, February 4, 2014, at 6:30 PM., Council Member Baldwin moved to authorized Borough Engineers Knoebel and Begis to compile the information, create a bid item document and advertise the project for bid in regards to East York Street repairs. Council Member Laukemann seconded the motion. Motion Carried unanimously.

### Public Safety Committee

- A. Discuss Take Action – 2014 Fire Police - Council Member Fawber stated Fire Police have been selected by the Dillsburg Fire Police organization and the Citizens’ Hose Company #1. Dean Trump, Fire Police Captain, has forwarded the list of appointments for Fire Police for 2014 to the Borough for approval: Dean Trump, Jan Trump, John Zimmerman, Arlene Zimmerman, Richard Wirt, Butch Starner, Leon Trump, Brad Lavalle, Bill Feist, Carlos Trump, Alex McCoy and Carol Lynn Radich. Council Member Fawber moved to appoint Fire Police Officers, as previously selected by the Dillsburg Fire Police Organization and Citizen’s Hose Company No. 1 and listed by Fire Police Captain, Dean Trump, for 2014. All Officers must be properly trained and/or certified in order to perform Fire Police duties. Any new Officers appointed who have not previously taken the oath of office should contact the Mayor or District Judge in order to be sworn in as required. Motion was seconded by Council Member Baldwin. – Motion carried.
- B. Discuss/Take Action – Review and Re-Adopt Emergency Operations Plan – Council Member Baldwin stated the Dillsburg Emergency Management Agency is responsible for maintaining and up-dating the Emergency Operations Plan (EOP) for Dillsburg Borough. It is recommended that this plan be reviewed, up-dated and amended as needed every two years. Members of DEMA reviewed the present EOP and concluded that only changes to the Notification and Resource Manual section were required at this time. Council Member Baldwin moved to adopt Resolution 2014-2, re-adopting the Emergency Operations Plan dated August of 2008, along with a Notification and Resource Manual section dated February of 2014, for the Borough of Dillsburg. Motion was seconded by Council Member Fawber. – Motion carried.

### Administration Committee

- A. Discuss/Take Action – Façade Grant – Council Member Griffin stated in September of 2013, Dillsburg Borough Council passed Resolution 2013-7 approving the submission of an application for funding through the Department of Community and Economic Development’s Hometown Streets Program for Façade repairs on Baltimore Street. The Borough’s application was approved for funding in the amount of \$50,000.00. Council Member Griffin moved to approve the execution and delivery of the contract and authorize the Borough Council President and necessary staff to sign the grant contract with DCED. Motion was seconded by Council Member Laukemann. – Motion carried.

- B. Discuss/Take Action – Discuss Take Action – Pet Permit – Council Member Griffin stated Chapter 2 of the Code of the Borough of Dillsburg states that residents must have a permit in order to keep more than four (4) dogs and cats, in aggregate number, more than six (6) months of age or older and/or to keep or raise fowl outdoors. Mark and Lisa Johnson of 101 Hollow Lane have applied for a pet permit for their dogs. All requested forms, information and necessary fees have been supplied to the Borough. The Manager has reviewed the application and has found everything in order. Council Member Griffin moved to approve the application as submitted and authorize the Borough Manager to notify the applicant of the approvals and process the permits with an expiration date of December 31, 2014. Motion was seconded by Council Member Laukemann. – Motion carried.
- C. Discuss/Take Action – Building Code Appeals Board Hearing – Council Member Griffin stated Borough Resident, Jeff Shultz, of 22 N. Chestnut Street, is requesting a Capital Region Council of Governments (CapCOG) Building Code Appeals Board Hearing with the Borough. The application must be signed by the Municipality. Council Member Griffin moved to authorize the Borough Council President to sign the CapCOG Building Code Appeals Board Hearing application. Motion was seconded by Council Member Laukemann. – Motion carried. Council Member Griffin moved to authorize the Borough Manager to contact the Borough Solicitor, the Borough’s Zoning Solicitor, the Borough’s UCC Code Enforcement Officer and any and all other professionals needed to review the situation and/or attend the hearing. Motion was seconded by Council Member Laukemann. – Motion carried.

OLD BUSINESS

There was none.

NEW BUSINESS

There was none.

ADJOURNMENT

Since there was no further business, Council Member Griffin moved to adjourn the regular meeting. Motion was seconded by Council Member Fawber. – Motion carried. The regular meeting was adjourned at 7:20 pm.

Respectfully Submitted,

*Debbi L. Beitzel*

Debbi Beitzel  
Borough Secretary

cc: Borough Council Members  
Mayor Hollinger  
Tim Knoebel  
Mark Allshouse