

**DILLSBURG BOROUGH COUNCIL MEETING**  
**May 8, 2012 – 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 Jeff Griffin, Vice President Holly Kelley, Hal Anderson, Dave Baldwin, Matt Fawber, Yvonne Laukemann and John Richardson and Junior Council Members T.J. Peters and John Zook. Also present were the following: Mayor Henry Snyder, Engineer Tim Knoebel, Borough Solicitor Mark Allshouse, and Borough Manager Karen Deibler. Borough Secretary Debbi Beitzel wasn't present.

The following visitors were present: YCBA and COG Representative Mark Ryder, Chief Sean Kapfhammer from the Carroll Township Police Department, Tony Baker from Citizens' Hose #1, DAA Representative Brian Radcliffe, Scott Smith from the Patriot News, Marie Chomicki, Mary Lou Bytof and Curt Werner from the Dillsburg Banner.

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

APPROVAL of the AGENDA

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

PRESENTATIONS

Mayor Henry "Hank" Synder presented Mark Ryder and Curt Werner with a proclamation from the Dillsburg Borough for receiving Keystone Press Awards.

APPROVAL of the MINUTES

April 3, 2012 Committee Meeting – Council Member Anderson moved to approve the Committee Meeting minutes of April 3, 2012 as presented. Motion was seconded by Council Member Fawber. – Motion carried.

April 10, 2012 Council Meeting – Council Member Baldwin moved to approve the Council Meeting minutes of April 10, 2012 as presented. Motion was seconded by Council Member Richardson. – Motion carried.

DEPARTMENT REPORTS

Police Department Report

Chief Kapfhammer reviewed the April 2012 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. The total incidents reported on the crime report for 2011 there were 32 and for 2012 year-to-date there were 40; the total incidents reports filed for 2011 there were 398 and for 2012 year-to-date there were 407. There were 29 traffic accidents in 2011 and in 2012 year-to-date there were 12. There were 120 traffic citations issued in 2011 and in 2012 year-to-date there were 109.

Part I offenses for 2011 there were 11 with two cleared by arrest for a clearance rate of 18% and in 2012 year-to-date there were 12 with 11 cleared by arrest for a clearance rate of 91%.

Part II offenses for 2011 there were 21 which all 20 were cleared by arrest for a clearance rate of 95% and in 2012 year-to-date there were 28 which 25 were cleared by an arrest for a clearance rate of 89%. The overall clearance rate for 2011 was 62% and the overall clearance rate for 2012 year-to-date was 90%.

Chief Kapfhammer stated the contracted hours worked were 243 hours and 30 minutes. The breakdown hours are as follows: Patrol-162 hours and 14 minutes; Foot Patrol-1 hour and 1 minute; Complaints-45 hours and 17 minutes; Investigations-28 hours and 13 minutes; Paper Work-2 hours and 35 minutes; and District Court-4 hours and 10 minutes.

Mayor Snyder asked what “Vacation Houses Reported” was and was this a new category? Chief Kapfhammer indicated when homeowners go on vacations they are requesting their homes to be checked and indicated this category has been on the books since he arrived.

#### Ambulance Service Report

Tracy Cook provided a report for the month of April 2012 to Council and Mayor, but wasn't present.

#### Fire Company Report

**Citizens' Hose Fire Company #1** – Tony Baker provided a report for the month of April 2012 to Council and Mayor. He indicated for the month of April there were 33 incidents; six (6) were in Dillsburg Borough. He also presented reports with the apparatus fails, apparatus responses, apparatus mileages and the hours of use, the incident types for all municipalities and the Borough, the membership responses and the in-house training hours.

**Franklintown Fire Company** – There was no one present to report but a report for the month of April 2012 was provided to Council and Mayor.

#### 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 April 2012 were \$64,554.46. The Profit & Loss Budget vs. Actual Detail Report and a Cash Flow Report were also given to each Council Member and Mayor. Council Member Baldwin moved to approve the payment of all bills as presented. Motion was seconded by Vice President Kelley. Council Member Richardson abstained - Motion carried.

#### Planning Commission Report

Planning Commission didn't meet in April 2012.

#### Dillsburg Area Authority

Brian Radcliffe reported on the April 17, 2012 meeting. He stated there was one commercial water EDU and one residential sewer EDU added.

He indicated the Authority purchased ring risers due to the North Second Street paving project.

#### YCBA & COG

YCBA – Mr. Mark Ryder stated he attended the meeting held in Dallastown last month and the next meeting is being held on June 28<sup>th</sup> at Lake Redman.

COG – Mr. Ryder stated they welcomed Lebanon County to join. He indicated a representative from Verizon/Cohen Group spoke at the last meeting. The Cohen Group is asking to audit the Verizon accounts' franchise fees for the municipalities at a cost. The next COG meeting is scheduled for May 21<sup>st</sup> at 7:00 pm.

#### Solicitor's Report

Solicitor Allshouse provided Council and Mayor with a written report for work performed in April 2012.

#### Engineer's Report

Engineer Tim Knoebel provided Council and Mayor with a written report for work performed in April 2012. He stated they also reviewed some plans submitted by eci to enclose the storm drain swale adjacent to their primary office location; comments were provided to their engineers.

#### Tax Collector

Debbi Beitzel provided Council and Mayor with a written report for taxes collected and paid in April 2012.

#### Borough Staff Report

Borough Manager Deibler provided Council and Mayor with a written report for April 2012.

#### PUBLIC COMMENT

There was none.

#### CORRESPONDENCE

There was none.

#### MAYOR'S REPORT

Mayor Snyder had nothing to report.

#### PRESIDENT'S REPORT

Community Events – President Griffin announced the following events: May 12-Publick Tyme & PickleFest from 8:00 am to 3:00 pm. The Event is being held on Greenbrier Lane from Baltimore Street to Harrisburg Pike. For more information call 432-2720; May 19-Little House at the Tavern-The Dillsburg Library and the Northern York County Historical and Preservation Society

(NYCHAPS) are going to celebrate the life and times of Laura Ingalls Wilder from 2:00-4:00 pm at Dill's Tavern. The program will include crafts, games, activities and a snack from the late 19th century as well as a tour of Dill's Tavern. The program is recommended for ages 6-12. Registration is suggested. Stop in or call the Library at 717-432-5613; May 28-The VFW Memorial Day Parade which will begin at 11:00 am; June 1-The Summer reading registration begins. For more information contact the Library at 432-5613; June 2-The Dillsburg Farmer's Market opens from 8:00 am to 12:00 noon. For more information or to become a vendor call Yvonne at 571-2126; and June 5-Is the last day of school.

## COMITTEE REPORTS

### Public Works Committee

- A. Discuss/Take Action – Pennsy Payment for 2012 Street Maintenance – Council Member Anderson stated in April of 2012 the Borough contracted with Pennsy Supply, Inc. through CAPCOG to complete the 2012 Street Maintenance. The contractor has completed all work associated with the contract. A request for payment has been received by the Borough in the amount of \$44,100.45. The original contract price was for \$52,836.00. 99 less tons of 1", 9.5 mm paving was used than estimated. All work has been inspected in the field and verified by Dillsburg's Public Works Supervisor, Brian Gayman. Council Member Anderson moved to authorize that payment in the amount of \$44,100.45 for the 2012 Street Maintenance work be forwarded to Pennsy Supply, Inc. Motion was seconded by Council Member Fawber. – Motion carried.
- B. Discuss/Take Action – 2012 Storm Inlet Replacement Bids - Council Member Fawber stated the Borough received 4 bids for replacing storm inlets which were opened at the advertised, public meeting held on Thursday, May 3, 2012 at 12:00 p.m. in the Borough Office building located at 151 S Baltimore Street. The Borough received bids from Conewago Excavating & Paving with a base bid of \$32,645.50, Henson Paving Co., Inc. with a base bid of \$36,554.90, Lobar Associates, Inc. with a base bid of \$39,524.90 and C.E. Williams Sons, Inc. with a base bid of \$24,524.00. All bids have been reviewed by the Borough Engineers of KPI Technology and Solicitor Allshouse will review all bonding information. Council Member Fawber moved to accept the bid received from C.E. Williams Sons, Inc. or the Lowest Responsive Bidder, subject to demonstration of qualifications, bonding and insurance review, and authorize the manager to sign the contract. Motion was seconded by Council Member Anderson. Vice President Kelly asked if the bids were bidding for the same criteria. Engineer Knoebel stated there is some work within the Penn DOT right-of-way and some companies increase pricing when dealing with Penn DOT. He also indicated the \$24K bid was closer to their estimate and the inlets are different types and sizes. Solicitor Allshouse stated he reviewed the bonding information had has found it to be acceptable. – Motion carried.

### Public Safety Committee

Neither Council Member Baldwin nor Richardson had anything to report.

Administration Committee

- A. Discuss/Take Action – Tax Exoneration Request – Council Member Laukemann stated the Borough has received three (3) Tax Exoneration requests for 2012 Per Capita and Occupation Tax from Tax Exoneration Cases #2012-3, #2012-4 and #2012-5. The requests have been reviewed by the Council, as well as by the Borough Manager and the Tax Collector who concur that the applicants have met the requirements for tax exoneration. Council Member Laukemann moved to grant the requests for 2012 Per Capita Tax and 2012 Occupation Tax Exoneration for Cases #2012-3, #2012-4 and #2012-5 as submitted. Motion was seconded by Vice President Kelley. Motion carried.

OLD BUSINESS

There was none.

NEW BUSINESS

There was none.

ADJOURNMENT

Since there was no further business, Council Member Richardson moved to adjourn the regular meeting. Motion was seconded by Vice President Kelley. – Motion carried. The regular meeting was adjourned at 7:27 pm.

Respectfully Submitted,



Debbi Beitzel  
Borough Secretary

cc: Borough Council Members  
Mayor Snyder  
Tim Knoebel  
Mark Allshouse