

**DILLSBURG BOROUGH COUNCIL MEETING
MAY 11, 2010 – 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, David Baldwin, Matt Fawber, John Richardson and Kathryn Zeiders. Also present were the following: Mayor Henry Snyder, Borough Engineer Tim Knoebel, Borough Solicitor Mark Allshouse, Borough Manager Karen Deibler and Borough Secretary/Treasurer Debbi Beitzel.

The following visitors were present: Tom Lucas and Dawn Wilson Parish from Citizens' Hose #1 EMS, Tony Baker from Citizens' Hose Fire Company #1, Corporal Wargo from the Carroll Township Police Department, Paul Reichart from the Patriot News, Mary Lou Bytof from the Dillsburg Banner, Lou Bercheni and Andrea Black from the Dillsburg Public Library, DAA Representative Brian Radcliffe and Dillsburg Borough Residents Leon Zeiders, Larry Klase, Mark Ryder, George and Alyce Jackson.

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

APPROVAL of the AGENDA

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

APPROVAL of the MINUTES

April 6, 2010 Committee Meeting – Vice President Kelley indicated on page 1, item #4, ironwood should be capitalized. Council Member Zeiders indicated on page 1, item #7, the date should be April 28, 2010, not 2009, and on page 2, item #20, the question mark should be deleted. Council Member Zeiders moved to approve the Committee Meeting minutes of April 6, 2010 with corrections. Motion was seconded by Vice President Kelley. – Motion carried.

April 13, 2010 Council Meeting – Council Member Zeiders moved to approve the Council Meeting minutes of April 13, 2010 as presented. Motion was seconded by Council Member Baldwin. – Motion carried.

DEPARTMENT REPORTS

Police Department Report

Corporal Wargo reviewed the April 2010 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 with a "crimes clear rate"

and a breakdown of hours worked. The total incidents filed for the month of April were 91, for a year-to-date total of 358. There were five traffic accidents for the month of April, for a year-to-date total of 20. There were 14 traffic citations for the month of April, for a year-to-date total of 90. He indicated the department was even with contracted hours.

Council Member Baldwin asked if the overtime billing was a credit balance. Corporal Wargo stated he didn't know; he would have to address that with Chief Francis.

Ambulance Service Report

Tom Lucas provided a report for the month of April to Council and Mayor. There were a total of 112 calls in the month of April and 14 of them were in Dillsburg Borough, which included 11 medical calls, one fire call and two motor vehicle accidents.

Fire Company Report

Citizens' Hose Fire Company #1 – Tony Baker provided a report for the month of April to Council and Mayor. He indicated for the month of April there were 38 runs; nine were in Dillsburg Borough, which included two motor vehicle accidents, three medical assists, one furnace malfunction, one fire police assist, one trees/wires and one missed call due to not having an EMT for a year-to-date total of 26 in Dillsburg Borough and a total of 143 for all municipalities. He reported there were four failed calls for the month of April, for a year-to-date total of ten. He also presented a report with the apparatus responses, the incident types, the membership responses and the training hours for April. Mr. Baker indicated the training was all in-house training for a total of 755 hours. He stated this is elevated because they are hosting the MOD classes which are the essentials of firefighting classes. There're 15 personnel from Citizens' Hose. The classes are held once a week and on Saturdays. He indicated there are four parts to the class: A, B, C, D – starts out with the general knowledge and ends with them becoming a full firefighter. When the personnel finish the MOD C class, they will go into a 24-hour hazardous materials operation level class, which will bring all of the personnel up to their hazardous material standard. Once the MOD classes are over the participants would like to continue with a DVR tech class, which is a basic vehicle rescue and will take them up to a technician level. A technician's level is where certified technicians can cut cars apart and rescue people.

Mr. Baker indicated morale is extremely high and individuals are determined and devoted in getting their credentials to become full firefighters.

He indicated there is a gentleman who is good on the computer and is putting together some morale videos.

Mayor Snyder asked regarding the calls in January/February 2010 for Springettsbury and Manchester Townships and Shrewsbury Borough. Mr. Baker stated they are primarily for fire police due to traffic issues. He indicated the fire department doesn't respond to them. He indicated he has stressed his concern

to the York County Chiefs Association because it appears on the report as a failed call.

Franklintown Fire Company – No one was present but a report 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 were \$58,853.74. The Profit & Loss Budget vs. Actual Detail Report and a Cash Flow Report were also given to each Council Member and Mayor. Council Member Zeiders moved to approve the payment of all Unpaid Bills as presented. Motion was seconded by Council Member Fawber. - Motion carried.

Planning Commission Report

The Planning Commission didn't meet in April.

Dillsburg Area Authority

Brian Radcliffe reported on the April 20th meeting. He indicated there was little to no development activity going on anywhere.

He indicated the Authority's staff is working on getting the information for the public notification system. DEP issued a mandate that all water systems must be able by May 10th to personally notify their customers of any water related issue. He stated a mailer was sent out earlier in the year to customers for their information.

He indicated the Board approved obtaining a system called "Flex Net Meter Reading System", which is a wireless meter reader system. He stated in the long run it would save money with meter readings. The meters could be read daily and this could benefit the customers by alerting them of any usage spikes. It might require in some cases to replace meters. The antenna will be placed on the tower on Second Street. He indicated DAA was able to get the system at a low cost because the company wanted to have a model installation in this area.

Mr. Radcliffe indicated the Board approved going with a company called Smart Bill for the billings, whereby the bills would be included in an envelope. He indicated there were several complaints regarding the postcard style billing. This type of mailing would allow including other notifications with the mailing.

Council Member Anderson asked what the major advantage would be for having a wireless meter reading on a daily basis. Mr. Radcliffe stated it wouldn't necessarily be used this way; it's mainly the way the system works. One of the benefits would be to eliminate personnel going out and reading meters. The main benefit to the customers would be if someone does have a leak, DAA would be able to identify it.

Library

Andrea Black reported they had received compliments on the sidewalks and the street lights.

She stated the library had 64,000 visitors in 2009; circulated 61,000 items; 6,600 computer users; which was an increase of 500 from 2008. One of the patrons told her the two biggest things people use the computers for are 70% face book and 30% job hunting; and there are 1,487 card holders from Dillsburg Borough, which is 1/3 of their usage.

She indicated they are gearing up for their summer reading club which begins June 1st. They also have some teens coming in from a local Girl Scout troop to do teen programs.

Ms. Black stated for National Library Week in April they held a food for fine campaign. This was where patrons were allowed to bring in a food item in exchange for \$1.00 off their fines and the food was donated to New Hope's food pantry. She stated they were going to hold this event several times a year.

She indicated the library has an updated DVD collection due to Blockbuster closing. They are now ordering best sellers, latest releases and more kids' movies. Council Member Zeiders asked if there is a charge to rent the movies. Ms. Black stated yes, the DVDs are \$2.00 and can be kept out for a week and the kids and family movies are still free.

Council Member Zeiders asked what her feelings were on having a bench outside the Library. Ms. Black stated it would be fabulous.

Vice President Kelley asked about working with the Krux on the teen program. Ms. Black indicated she had e-mailed them, but hasn't heard back from them.

Solicitor's Report

Solicitor Allshouse provided Council and Mayor with a written report for work performed in April 2010. He stated there is still a continuant issue with #5, which is regarding the smoke detector issue.

Engineer's Report

Borough Engineer Tim Knoebel provided Council and Mayor with a written report for work performed in April 2010. He indicated there was some additional information provided in regards to the street program.

Tax Collector

Cristina Speicher wasn't present and didn't provide a report for the month.

Borough Staff Report

Borough Manager Deibler provided Council and Mayor with a written report for April 2010 and had nothing to add.

PUBLIC COMMENT

Mark Ryder reported on the YCBA and West Shore COG. He indicated he has been attending all the meetings. Last month discussions were on identity theft and prepaid legal services.

He stated YCBA will meet on June 24, 2010 at Lake Redman.

He stated West Shore COG is preparing for the auction in July.

Mr. Ryder stated the Borough's money was being well spent with the litigation with the Chesapeake Bay Project and it's in the Commonwealth Court. He indicated some townships/boroughs have taken on the bondage and moved forward.

CORRESPONDENCE

There was none.

MAYOR'S REPORT

Mayor Snyder indicated he attended the following events: April 16 – supported fundraiser at Hoss's for Northern York Community Services; April 19 – spoke and cut the ribbon at Graystone Bank's grand opening inside the Giant supermarket; April 20 – attended the viewing for Jill Hoffman a NYCHAPS member; April 28 – attended the funeral for Darwin Moyer a former Mayor and Councilman; May 6 – attended the NYCHAPS meeting on Forbes Expedition of 1758; May 8 – performed the wedding ceremony for Mr. and Mrs. Pickle during DABA's Pickle Fest and May 11 – attended a semi-final inspection with Lobar and Borough officials of the revitalization construction project.

PRESIDENT'S REPORT

President Griffin announced the following events: May 14 – NYCHAPS is having a Community Night at Hoss's. Tickets are available at the NYCHAPS office, the Book House or the Blossom Shop; May 21 & 28 – NYCHAPS is holding a Beginning Spinning Class from 7-9 PM. This two day class is designed to familiarize students with the art of spinning; for ages 15 years and up. For more information call 432-9488; May 22 - NYCHAPS is holding a Locks to Loom class and runs for four consecutive Saturdays. Three time slots are available for this family class. For more information call 432-9488.; May 27, 28 & 29 - NYCHAPS is holding a Reproducing Early Pennsylvania Stonework class. For more information call 432-4553; May 29, 30 & 31 - The Borough of Wellsville is holding a Community Yard Sale. For more information, please contact Christian LaRue at 717-503-3706; May 31 – Memorial Day Parade, forms at the VFW at 12:30 and all service organizations, scouting groups and individuals are asked to participate.

President Griffin indicated the revitalization project, the brickwork, sidewalks and streetlights are in. The Borough is still waiting to place the trees, the benches and the trash receptacles. He stated the Borough has to wait for Met-Ed to turn the lights on. He stated the Borough officials had a walk through today and there are a few items that need to be changed/corrected.

He reminded everyone Tuesday, May 18th, is Election Day and to get out and vote. The voting polls are located at the Dillsburg Senior Center and are open from 7AM to 8 PM.

COMITTEE REPORTS

Public Works Committee

- A. Discuss/Take Action – Street Vacuum Sweeper – Council Member Fawber stated in the past Dillsburg Borough had the streets swept once a year. This 2-day process did not always go as planned, was not always done as well as we wanted, created an unpleasant parking situation, was very time consuming and included a good deal of hidden costs. In order to keep the Borough looking its best, it was felt that the Borough streets need cleaned more than once a year. It was decided that the Borough should review other options available. The office staff researched street sweepers, brooms and street vacuum sweepers. The Nilfisk RS 850 with a third broom was found to be best suited for the Borough. It is also a multi-use machine that can be used to clean storm drains and used in a variety of other ways to keep the Borough clean throughout the year. The Borough can purchase such a machine for the Co-Star price of \$90,891.00 and can finance the purchase through PNC Bank for 48 months at a rate of 3.0% for a payment of \$1965.00/month. Council Member Fawber moved to authorize the purchase of the Nilfisk 850 with a third broom for a price of \$90,891.00, finance the purchase through PNC Bank for 48 months at a rate of 3.0% for a payment of \$1965.00/month and authorize the Borough Manager to sign the necessary paperwork to complete the transactions. Motion was seconded by Council Member Anderson. – Motion carried.
- B. Discuss/Take Action – 2010 Street Maintenance Bids – Council Member Fawber stated the Borough received four bids which were opened at the advertised public meeting held on Wednesday, April 28, 2010 at 12:00 PM in the Borough Office building located at 151 South Baltimore Street. The Borough received bids from Hempt Brothers, Inc. with a base bid of \$43,821.53, Henson Paving Co., Inc. with a base bid of \$30,805.00, Womex, Inc. with a base bid of \$18,039.09 and C.E. Williams Sons, Inc. with a base bid of \$23,945.00. 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 Womex, Inc. or the Lowest Responsive Bidder, subject to demonstration of qualifications, bonding and insurance review, and authorize the manager to sign the contract. Motion seconded by Council Member Anderson. – 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 Zeiders stated the Borough has received a request for Tax Exoneration for Per Capita and Occupation Tax from Tax Exoneration Case #2010-1. The request has been reviewed by the Council, as well as by the Borough Manager and the Tax Collector, who concur that the applicant has met the requirements for tax exoneration. Council Member Zeiders moved to grant the request for 2010 Per Capita Tax and 2010 Occupation Tax Exoneration Case #2010-1 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 meeting was adjourned at 7:40 PM.

Respectfully Submitted,

Debbi L. Beitzel

Debbi L. Beitzel, Secretary/Treasurer

cc: Borough Council Members
Mayor Snyder
Tim Knoebel
Mark Allshouse