

# **DILLSBURG BOROUGH COUNCIL MEETING**

**MAY 14, 2013 – 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, John Richardson and Yvonne Laukemann and Junior Council Member John Zook. Also present were the following: Mayor Henry Snyder and Borough Manager Karen Deibler. Junior Council Member T.J. Peters, Borough Secretary Debbi Beitzel, Borough Engineer Tim Knoebel and Borough Solicitor Mark Allshouse weren't present.

The following visitors were present: Chief Kapfhammer from the Carroll Township Police Department, Scott McClintock from Citizens' Hose Fire Company #1, YCBA and COG Representative Mark Ryder, Dillsburg Area Authority Representative Brian Radcliffe, Mary Lou Bytof from the Dillsburg Banner and Dillsburg Borough Resident Wendell Hollinger.

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.

## APPROVAL of the MINUTES

April 2, 2013 Committee Meeting – Council Member Baldwin moved to approve the Committee Meeting minutes of April 2, 2013 as presented. Motion was seconded by Council Member Richardson. – Motion carried.

April 9, 2013 Council Meeting – Council Member Fawber moved to approve the Council Meeting minutes of April 9, 2013 as presented. Motion was seconded by Council Member Laukemann. – Motion carried.

## DEPARTMENT REPORTS

### *Police Department Report*

Chief Kapfhammer reviewed the April 2013 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 incidents reported on the crime report filed for 2012 there were 40 and for 2013 year-to-date there were 18. The total incidents reports filed for 2012 were 407 and for 2013 year-to-date there were 281. There were 109 traffic citations issued in 2012 and in 2013 year-to-date there were 171.

Part I offenses for 2012 there were 12 which eleven were cleared by an arrest for a 91% clearance rate and in 2013 year-to-date there were six which three were cleared by arrest for a 50% clearance rate.

Part II offenses for 2012 there were 28 which 25 were cleared by arrest for a clearance rate of 89% and in 2013 year-to-date there were 12 which ten were cleared by an arrest for a were clearance rate of 83%. The overall clearance rate for 2012 was 90% and the overall clearance rate for 2013 year-to-date was 72%.

Chief Kapfhammer stated the contracted hours were 243 hours and 30 minutes; the actual hours worked were 243 hours and 30 minutes. The breakdown of hours was as follows: Patrol-173 hours and 27 minutes; Foot Patrol-26 hours and 19 minutes; Complaints-31 hours and 27 minutes; Investigations-6 hours and 41 minutes; Paper Work-5 hours and 36 minutes; and District Court- 0 hour and 0 minutes.

#### Ambulance Service Report

There was no representative present but a report for the month of April 2013 was provided to the Council and Mayor.

#### Fire Company Report

**Citizens' Hose Fire Company #1** – Scott McClintock provided a report for the month of April 2013 to Council and Mayor. He indicated for the month of April 2013 there were 35 incidents; 10 were in Dillsburg Borough which included six medical assists, two motor vehicle accidents, one automatic fire alarm and one fire police assist. The firefighter's response was 104 personnel for an average per call of three and fire police response was 80 personnel for an average per call of 2.5.

**Franklintown Fire Company** – Michael Whitzel presented and provided a report for April 2013 to Council and Mayor at the Committee Workshop Meeting held on Tuesday, May 7, 2013.

#### 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 2013 were \$53, 333.28. The Profit & Loss Budget vs. Actual Detail Report and a Cash Flow Report were also given to each Council Member and Mayor. Vice President Kelley moved to approve the payment of all bills as presented. Motion was seconded by Council Member Laukemann. Council Members Baldwin and Richardson abstained. - Motion carried.

#### Planning Commission Report

Planning Commission didn't meet in April 2013.

#### Dillsburg Area Authority

Brian Radcliffe reported on the April 16<sup>th</sup> Directors Meeting. He indicated there was nothing affecting the Borough. There are some routine maintenance activities going on at well 7 & 4. The annual value turning and water system flushing is underway. The staff and engineer are committing hours to work with the paving contractor regarding the project on Baltimore Street and Harrisburg Pike. He stated they had an inspection by DEP of the water system; there were only a few minor items; they will have to get a permit to sell bulk water.

### YCBA & COG

YCBA – Mr. Ryder indicated he will be attending the annual picnic in the park at Lake Redman on June 27, 2013 beginning at 6:00 pm. He stated the September meeting will be held in Dover and the annual banquet will be in November in Red Lion.

COG – Mr. Ryder indicated he will be attending the next meeting being held on Monday, May 20<sup>th</sup>. Cumberland County Commissioner Gary Eichleberger spoke at the last meeting regarding the five year plan on how to make sure COG is doing what the municipalities are paying for.

He mentioned the COG auction is being held on the third Wednesday in July at the Sporting Hill School.

Mr. Ryder stated he attended the PSAB Conference in Hershey last Sunday and Monday. He attended the legislative meeting on Monday which five PA Senators discussed state issues; he also attended the Marcellus Shale seminar and the PSAB annual meeting.

### Solicitor's Report

Solicitor Allshouse wasn't present and no written report was provided for April 2013.

### Engineer's Report

Engineer Knoebel wasn't present and a written report was provided for April 2013.

### Tax Collector

Debbi Beitzel wasn't present but provided the Council and Mayor with a written report for taxes paid, sent out and exonerated in April 2013.

### Borough Staff Report

Borough Manager Deibler provided the Council and Mayor with a written report for April 2013.

### PUBLIC COMMENT

There was none.

### CORRESPONDENCE

There was none.

### MAYOR'S REPORT

Mayor Snyder has nothing to report.

### PRESIDENT'S REPORT

Community Events – President Griffin announced the following events: May 18 & 19 – There will be an Introduction to Blacksmithing at Dill's Tavern & Plantation - This two-day course fee is \$200 and if interested call NYCHAPS 502-1440; May 21 – Please don't forget to vote. The polls are open from 7:00am to 8:00pm at the Dillsburg Senior Center; May 27 – The Borough Office will be closed in observance of Memorial Day; May 27 – The Memorial Day Parade will begin at 11:00am forming at the VFW; June 1 - Registration for the children's Summer Reading program at

the library. If you are interested please call the library at 432-5613; June 1 – The Dillsburg Farmer’s Market opens from 8 am to 12 noon. For more information contact Yvonne at 571-2126; June 1 - Northern York County Alumni Association is having a bus trip to Bedford County. If interested contact Margaret Prosser at 432-4264; June 1 – The library will hold a book sale from 10 am to 2 pm; hardcover books are \$1; paperback are \$.50; and children's items are \$.25 or 5 for \$1; June 5 – Is the last day of school; June 6 – There will be a discussion on J.E.B. Stuart's March Through Dillsburg in celebration of the Civil War at the Maple Shade Barn beginning at 7 pm and will be led by Scott Mingus; June 8 - Fiber Day at Dill's at the Dill's Tavern & Plantation from 8 am to 4 pm. There will be fiber crafts, weaving, quilting, broom making, crocheting and lots more! Live animal demonstrations, children activities, make and take workshops, vendors and food. If interested contact NYCHAPS at 502-1440; June 8 & 9 – There will be a Blacksmithing II at Dill's Tavern & Plantation - This two-day course fee is \$200 and if interested call NYCHAPS 502-1440.

President Griffin thanked the PickleFest Committee for a terrific job regarding the PickleFest Event. He thanked Borough Manager Deibler for the work she did making PickleFest a huge success.

## COMITTEE REPORTS

### Public Works Committee

- A. Discuss Take Action –Resolution 2013-5 and 2013-51 –Recognition of Junior Council Members – Council Member Anderson stated Theron J. “TJ” Peters and John Zook have served the Borough of Dillsburg as Junior Council Members since March 13, 2012. Borough Council wishes to recognize and thank them for their service to the Borough of Dillsburg. Council Member Anderson moved to adopt Resolutions 2013-5 and 2013-51 recognizing the Borough’s current Junior Council Members. Motion was seconded by Council Member Fawber. – Motion carried. Council Member Fawber read the presentation to Junior Council Member John Zook.

### Public Safety Committee

- A. Discuss Take Action – Resolution 2013-3 – Adopting York County Hazard Mitigation Plan – Council Member Richardson stated the Borough of Dillsburg recognizes the threat that natural hazards pose to people and property within our community and that undertaking hazard mitigation actions will reduce the potential for harm to people and property from future hazard occurrences. Dillsburg Borough is also aware that an adopted Hazard Mitigation Plan is required as a condition of future funding for mitigation projects under multiple Federal Emergency Management Agency (FEMA) pre-and post-disaster mitigation grant programs. After reviewing this plan, Dillsburg Borough Council and Dillsburg Emergency Management Association find that it meets all federal requirements and should be used as an official planning instrument throughout the Borough. Council Member Richardson moved to adopt Resolution 2013-3, adopting the York County Hazard Mitigation Plan for use in the Borough of Dillsburg. Motion was seconded by Council Member Baldwin. – Motion carried.
- B. Discuss Take Action – Resolution 2013-6 - Review and Adopt NEMA EOP – Council Member Baldwin stated as authorized pursuant to PA Act 35, the Northern York Unified

Emergency Management Agency (NEMA) was created in 2012 through execution of an Intergovernmental Cooperation Agreement (ICA) between Carroll, Monaghan and Warrington Townships, Dillsburg and Wellsville Boroughs. The purpose of this Emergency Operation Plan (EOP) is to prescribe those activities to be taken by NEMA and participating community officials to protect the lives and property of the citizens in the event of a natural or human-caused, including terrorism, emergency or disaster, and to satisfy the requirements of the Pennsylvania Emergency Management Services Code, (35 Pa. C.S. Section 7101 et seq., as amended, to have a disaster emergency management plan for the municipality. The plan consists of: a Basic Plan, which describes principles and doctrine; a Notification and Resource Manual, which provides listings and means of contacting local and needed resources; and a series of Functional Checklists which provide detail for the accomplishment of specific operations. The scope of the plan includes all activities in the emergency management cycle, including prevention, preparedness, response and recovery phases, as they apply to NEMA's role and responsibilities when activated on behalf of the government or citizens of the member municipalities in the ICA and other non-member municipalities in the NYCSD, when authorized to do so. "Incident Specific Plans" may augment this plan if necessary to more efficiently cope with special requirements presented by specific hazards. Council Member Baldwin moved to adopt Resolution 2013-6 adopting the Northern York Unified Emergency Management Agency Emergency Operations Plan dated February of 2013. Motion was seconded by Council Member Richardson. – Motion carried.

#### Administration Committee

- A. Discuss Take Action – Fowl permit - Council Member Laukemann stated Section 2-101 of Chapter 2 of the Code of the Borough of Dillsburg states that it shall be unlawful for any person, firm, corporation or other entity to engage in the keeping or housing of poultry or other undomesticated animals in the Borough without first obtaining a permit. Louie and Kathy DeNofrio of 10 East Harrisburg Street have applied for a permit in order to raise chickens. The Borough has been provided with the purpose for keeping the fowl, the description of the quarters where the fowl will be maintained, the process for waste removal and the expected noise level. Council has reviewed the information and application and found everything in order. Council Member Laukemann moved to approve the application as submitted and authorize the Borough Manager to notify the applicant of the approval with the understanding that Council may withdraw the permit at any time whenever such keeping or housing of the fowl shall have a detrimental effect upon the health, safety or welfare of the Borough or its residents. If the permit would be withdrawn, the applicant shall be notified in writing of the reasons therefor, and be ordered to remove such fowl within a specified time. Motion was seconded by Vice President Kelley. – Motion carried.
- B. Discuss Take Action – Resolution 2013 4 – Authorizing the Submission of an Application for Funding to the Department of Community and Economic Development - Vice President Kelley stated Dillsburg Borough Council would like to authorize the submission of an application for funding through the Department of Community and Economic Development's Greenways, Trails and Recreation Program (DCED-GTRP) for additional equipment for the Dillsburg Community Park. Vice President Kelley moved to adopt Resolution 2013-4, authorizing the submission of an application for funding for additional equipment for the

Dillsburg Community Park to the Department of Community and Economic Development's Greenways, Trails and recreation Program (DCED-GTRP). Vice President Kelley also moved to authorize payment of a non-refundable application fee to be sent at time of submittal. Motion was seconded by Council Member Laukemann. – Motion carried.

OLD BUSINESS

There was none.

NEW BUSINESS

Mr. Ryder stated Northern High School graduation will be held on June 6<sup>th</sup> at Christian Life Assembly Church.

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 7:32 pm.

Respectfully Submitted,

*Debbi L. Beitzel*

Debbi Beitzel  
Borough Secretary

cc: Borough Council Members  
Mayor Snyder  
Tim Knoebel  
Mark Allshouse