

DILLSBURG BOROUGH COUNCIL MEETING
June 12, 2007 – MINUTES

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 Mark Ryder, Vice-President Jeff Griffin, Holly Kelley, Kathryn Zeiders, David Baldwin, Michael Whitzel and John Richardson. Also present were the following: Borough Solicitor Mark Allshouse, Borough Engineer Tim Knoebel, Borough Manager Karen Deibler, Borough Tax Collector Cristina Speicher, and Borough Secretary/Treasurer Debbi Beitzel.

Mayor Henry Snyder was not present due to being on vacation.

The following visitors were present: Edward McCoy and Tony Baker from Citizens' Hose Fire Company #1, Chief Jack Francis from Carroll Township Police, Andrea Ciccocioppo from the Patriot-News, Mary Lou Bytof from the Dillsburg Banner, the Borough's DAA Representative Brian Radcliffe, Planning Commission Representative Leon Zeiders, Neal Goulet of Goulet Communications, and Dillsburg Borough Residents Stacey Ryder, Ron Rosenberger, Gene Fisler, Charles Comrey, Larry and Joanne Klase.

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

APPROVAL of the AGENDA

President Ryder deleted #5B (approval of Committee Meeting minutes from June 5, 2007) under Approval of Minutes, due to having recorder and computer problems. Council Member Baldwin motioned to approve the agenda with one deletion noted. Seconded by Council Member Richardson. – Motion Carried.

APPROVAL of the MINUTES

May 8, 2007 Council Meeting – Council Member Zeiders moved to approve the Council Meeting minutes of May 8, 2007 as presented. Seconded by Council Member Richardson. – Motion Carried.

DEPARTMENT REPORTS

Police Department Report

Chief Francis reviewed the May 2007 Dillsburg Borough Police Report with Council. 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 May were 83, which were 16 less than the same time period last year. The year-to-date total was 454, which were 28 less than the same time period last year. There were seven traffic accidents for the month of May, year-to-date 24, which were five less than the same time period last year. There were 32 traffic citations for the month of May, year-to-date 122, which were 72 less than the same time period last year.

Part I offenses for the month of May, there were a total of six, which included five larceny thefts and one residential burglary, for a year-to-date total of 25. He indicated one of the larceny thefts was cleared. Part II offenses for the month of May, there were six incidents, which included two criminal mischief/vandalism, one driving under the influence, two harassment complaints and one liquor law offense, year-to-date 33 of which four were cleared, with a clearance rate of 69%. The overall clearance rate is 41%.

Chief Francis indicated there have been some issues behind Millenium Pizza with kids hanging out, vandalism, fireworks, etc. He stated they would be patrolling the area on foot in order to get a handle on things before the issue gets out of control.

He indicated National Night Out event would be held on Tuesday, August 7, 2007.

Ambulance Service Report

There was no representative present to give an oral report, but a printed report was provided to Council.

Fire Company Report

Deputy Chief Ed McCoy presented a report for the month of May to Council. Mr. McCoy indicated for the month there were 27 runs; seven were in Dillsburg Borough, of which two were medical assists, two motor vehicle accidents, one structure fire, one fire police call, and one fuel spill. He also presented a report with the membership responses and ranking for May.

He indicated additional HazMat trainings are coming up on the last two Thursdays of the month.

He also stated they are very close in procuring a Fire Safety House from Springettsberry Township at the cost of \$4,500K to \$6K. They have worked diligently on getting donations and stated it would be an asset for Community Relations.

Deputy Chief McCoy indicated they would be updating the utility truck with boxes and a traffic/directional board.

Council Member Whitzel asked how many boxes Dillsburg Borough had? Mr. McCoy indicated there were two, 64101 and 6401.

Treasurer's Report

The Unpaid Bills Detail and a list of Additional Expenditures were given to each Council Member and the Mayor in their packet of information. The total General Fund expenditures for May would be \$68,340.6. The Profit & Loss Budget vs. Actual Detail Report and a Cash Flow Report were also given to each Council Member and the Mayor. Vice President Griffin asked if the payment to ODB for the Leaf Vac was due since we received the grant money? Manager Deibler indicated that was correct. Council Member Zeiders moved to approve the payment of all Unpaid Bills as presented. Seconded by Council Member Kelley. Council Member Richardson abstained because of an insurance payment and President Ryder abstained because of a payment being made to a family member. – Motion Carried.

Planning Commission Report

There was nothing to report due to there not being a May 2007 meeting.

Logan Park Authority

Council Member Kelley reported on Logan Park's monthly meeting held on May 16th.

She indicated the site of the barn has been graded and the water and sewer was located, so the barn project will be in motion.

She indicated the playground equipment order would be finalized within the next few weeks. The Kiwanis Club would be assisting with the installation of the playground equipment. The existing playground will be maintained with two additional play areas designated for different age groups.

Council Member Kelley stated some maintenance work was being done around the park.

Council Member Zeiders indicated the reimbursement from Waste Management had been received. Council Member Kelley verified it was received for the full amount.

She indicated the next meeting would be held on June 20th at the Carroll Township Building and the July 18th meeting will be in the park.

Dillsburg Area Authority

Mr. Brian Radcliffe indicated he was reporting on the May 15th meeting.

He indicated regarding the nitrogen capacity funding agreement, there were 137 EDU's signed up for and approved and 25 more pending approval.

He also stated the Board approved a policy to credit the developers who had paid for capacity reservations from January 2006 to March 2007

Engineer's Report

Borough Engineer Tim Knoebel provided Council and Mayor with a written report for May 2007 work performed, which focused mostly on the street work; wrapping up from last year and indicated they are soon ready to sign the contract for the 2007 Street Maintenance paving project. Council Member Baldwin asked what the time frame was to start the project? Engineer Knoebel indicated once the contract is signed, a notice to proceed would be issued to Pennsy Supply of the agreement.

Council Member Baldwin asked what the status was on the 5-year street plan contract? Engineer Knoebel indicated the contract was executed by their office and forwarded to the Borough office for signatures and was submitted; however the Borough hasn't received the grant money yet.

Solicitor's Report

Borough Solicitor Allshouse provided Council and Mayor with a written report for May 2007 work performed.

He followed up from last month's report with regards to having three landlord/tenant issues going before the District Justice, which was reduced to two issues prior to the hearings. One was sent back to the Borough to take other steps with enforcement and the other one was successful.

Tax Collector

Cristina Speicher provided a printed report to Council and Mayor and gave a brief summary of the reports. Council Member Richardson asked if the report presented showed a balance of \$125.09 outstanding for 2006. She indicated that was correct. Council Member Baldwin indicated there was a balance of \$117,514.25 outstanding for 2007.

Borough Staff Report

Borough Manager Deibler provided Council and the Mayor with a Manager/Staff Report and had nothing to add.

PUBLIC COMMENT

Tony Baker, Assistant Chief of Citizens' Hose Fire Company, indicated the fire company is ascertaining a Fire Safety House, a 35-foot trailer, which would be used for fire prevention and home safety training. He stated it's coming from Springettsberry Township, they have received a grant for \$44K and the new trailer would cost them \$50K, and are offering the old trailer to the Dillsburg fire company for \$6K. He indicated he has gone around the Borough and Carroll Township collecting donations and to date has received \$4,738.49 in funds and still has money coming in. Council Member Zeiders asked where the trailer would be stored? Mr. Baker indicated that it wouldn't fit in any of the open bays at the fire house, and hopefully when it actually arrives to utilize some of the area at the Borough Maintenance Building and also looking into other options.

CORRESPONDENCE

There was none.

MAYOR'S REPORT

Mayor Snyder wasn't present.

PRESIDENT'S REPORT

President Ryder indicated he would be attending the York County Boroughs Association (YCBA) meeting held on Thursday, June 28, 2007 at Nixon Park.

He reminded everyone about the Relay for Life that is happening next weekend, June 22 and 23, 2007.

He thanked all those who participated in the Community Night at Hoss's on behalf of Relay for Life.

President Ryder stated an item to discuss under new business, would be the change of date for the August 7th workshop meeting due to the National Night Out Event.

COMITTEE REPORTS

Public Works Committee

- A. Discuss/Take Action – Central Penn Payment for 2006 Street Maintenance – Council Member Whitzel stated in April of 2006, the Borough contracted with Central Penn Asphalt for the amount of \$41,471.92 to complete the 2006 Street Maintenance. The contractor completed the majority of work in 2006. The balance of the work associated with the contract was completed in May of 2007 and has been inspected by KPI Technology. A request for payment for the work completed in May of 2007 has been received by the Borough. KPI Technology has reviewed this request and recommended that payment of \$1,500.00 be made. Council Member Whitzel moved to authorize the payment in the amount of \$1,500.00 for the 2006 Street Maintenance work be forwarded to Central Penn Asphalt. Seconded by Council Member Zeiders. Council Member Whitzel asked if the payment would be coming out of the liquid fuels fund? Manager Deibler indicated that it would be. Council Member Baldwin asked since there would still be a balance, was Central Penn told about it. Engineer Knoebel indicated he felt that this would be the last payment they receive due to the fact they haven't given any justification for the balance. – Motion Carried.

- B. Discuss/Approval – Summer Help - Council Member Zeiders stated there is a great deal of work to do in the Borough of Dillsburg this year, including regular maintenance, painting crosswalks in residential areas, painting curbs and street maintenance. In order to complete the work before summer’s end, extra manpower is required. Council Member Zeiders moved to approve the hiring of Leon G. Trump and J. Jordan Richardson as temporary, part-time Public Works employees at the pay rates budgeted for. They will be scheduled to work based on the immediate tasks scheduled and the weather. Seconded by Council Member Whitzel. Council Member Whitzel asked if the salaries needed to be published? Manager Deibler indicated no, because they have already been budgeted for. Council Member Richardson abstained due to the hiring of a family member. – Motion Carried.

Public Safety Committee

- A. Resolution 2007-8 – Appoint National Incident Management System (NIMS) Coordinator - Council Member Richardson stated on November 14, 2006, Dillsburg Borough Council authorized that the National Incident Management System (NIMS) be implemented and utilized in time of necessity by the Borough. At this time Council must appoint a NIMS Coordinator. This coordinator will be responsible for administering NIMS, which would provide a consistent nationwide approach for federal, state, local, and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity. Council Member Richardson moved to adopt Resolution 2007-8, appointing a NIMS Coordinator for Dillsburg Borough. Seconded by Council Member Baldwin. Council Member Whitzel asked who would the new coordinator be? Vice President Griffin indicated it would be whoever the DEMA coordinator is. – Motion Carried.

Administration Committee

- A. Discuss/Take Action – Office Help – Vice President Griffin stated as the Borough Office Staff tries to improve upon the services we provide and add more services for the Borough residents, it became clear that a third office employee was necessary. Local advertisements resulted in many applications. The Administration Committee and Borough Manager conducted interviews and selected Helga Thompson as the part-time Administrative Assistant. Vice president Griffin moved to approve the hiring of Helga Thompson as the part-time Administrative Assistant at a rate previously budgeted for. Her normal hours will be from 10 a.m. until 2 p.m. Monday through Friday. Seconded by Council Member Kelley. – Motion Carried.
- B. Discuss/Take Action – Tax Exoneration Request - Council Member Kelley stated the Borough has received a request for Tax Exoneration for Per Capita and Occupation Tax from Tax Exoneration Case #2007-1. The request has been reviewed by the Borough Manager and the Tax Collector, who concurred that the applicant has met the requirements for tax exoneration. Council Member Kelley moved to grant the request for 2007 Per Capita Tax and 2007 Occupation Tax Exoneration Case #2007-1 as submitted. Seconded by Vice President Griffin. – Motion Carried.
- C. Resolution 2007-6 – Recognizing Zoning Hearing Board Member Ronald Rosenberger - Vice President Griffin stated among his many other contributions

and volunteer efforts in the Community, Ron has served on the Zoning Hearing Board for the past 3 years. The Council Members and Mayor wish to recognize and thank Mr. Rosenberger for his dedication and service to the Borough of Dillsburg and its residents. Vice President Griffin moved to adopt Resolution 2007-6 recognizing the services performed for the Borough of Dillsburg and its Citizens by Mr. Ronald Rosenberger. Seconded by Council Member Kelley. – Motion Carried.

- D. Resolution 2007-9 – Recognizing Eugene Fisler – Council Member Kelley stated the Council Members and the Mayor wish to recognize and thank Mr. Eugene Fisler for his dedication and service to the Borough of Dillsburg and its residents. Among the many other contributions and volunteer efforts in the Community, Gene was the Dillsburg Emergency Management Agency’s (DEMA) Coordinator for 7-years. He was required to attend many Federal, State and County training sessions, keep current on Emergency management Information, recruit and train DEMA members and keep the Borough prepared for an emergency. Council Member Kelley moved to adopt Resolution 2007-9 recognizing the service performed for the Borough of Dillsburg and its Citizens by Mr. Eugene Fisler. – Seconded by Vice President Griffin. – Motion Carried.
- E. Discuss/Take Action – Lobar Citation – Action never occurred.

OLD BUSINESS

Council Member Whitzel asked to include the information (he never mentioned what the information was) in which he handed out to be added on the July 2007 Council meeting. President Ryder indicated to bring it to the workshop meeting to be held on July 3, 2007. Council Member Whitzel asked the Borough Solicitor if he would be allowed to add this information to the agenda of the Council Meeting to be held on July 10, 2007. Solicitor Allshouse indicated any issues brought up by any individual or Council Member would be allowed to be addressed at any public meeting.

NEW BUSINESS

President Ryder indicated he would like Council to change the August 7th workshop meeting to another night due to participation in the National Night Out event to be held at Logan Park. Council Member Richardson moved to change the August 7th Workshop meeting to Monday, August 6, 2007 at 6:30 PM in the Dillsburg Borough Office. Seconded by Council Member Baldwin. – Motion Carried.

Council Member Zeiders spoke on behalf of our Relay for Life Team. She indicated she had turned in \$1K in funds to benefit the American Cancer Society. She indicated the relay event would be held on June 22nd and 23. She stated walking times are still available from 1-4 AM. She indicated the team would be having a roulette wheel at the carnival and is in need volunteers to run the wheel.

President Ryder thanked Citizens’ Hose Fire Company for bringing the engine in order to provide lighting.

Vice President Griffin indicated on Monday, June 18th, the Northern York Community Services Foundation (NYCSF) would be sponsoring a Community Night at Hoss’s in Mechanicsburg from 4-8 PM. He also asked if the Council Members were OK with the next workshop meeting be held on July 3, 2007? Council Member Kelley moved to keep the Workshop meeting scheduled for July 3, 2007 as is. Seconded by Vice President Griffin. – Motion Carried.

Council Member Baldwin indicated on May 29, 2007, he, Council Member Zeiders and Manager Deibler attended a meeting at Carroll Township with YAMPO,

YCPC, Penn DOT, Representative Scott Perry, a representative from Pat Vance's office, and Carroll Township to discuss the study of the US 15 corridor. Penn DOT authorized a recent look and basically was told there has been no movement because no one has come forward and advised them what they would like to have done. The consensus of those in attendance was to go for the south interchange which would include #5, #7, and #16 (on the map). He indicated #2 (on the map) has already been eliminated. Council Member Baldwin moved to authorize the Borough Manager to contact Wellsville and Franklinton asking for support and also notify YCPC, YAMPO and Penn DOT advising them Dillsburg Borough Council would like to see money going towards the southern interchange first and to send a letter of support to the legislators. Council Member Whitzel indicated the concern of Wellsville and Franklinton was the truck traffic, so stated to emphasize about the truck traffic. More Discussion. Seconded by Council Member Richardson. – Motion Carried.

ADJOURNMENT

President Ryder suspended the regular meeting of the Dillsburg Borough Council at 7:55 PM. Council Member Whitzel moved to suspend the regular session of the Dillsburg Borough Council. Seconded by Council Member Kelley.

President Ryder reconvened the Dillsburg Borough Council meeting at 8:50 PM.

Council Member Richardson moved to table 13E-Lobar Citation Celebration until the July 2007 Borough Council Meeting. Seconded by Council Member Baldwin. – Motion Carried.

President Ryder announced an Executive Session would take place at the Dillsburg Borough Building on Thursday, June 21, 2007 at 5:45 PM to discuss real estate.

Since there was no further business, Council Member Richardson moved to adjourn the meeting. Seconded by Vice President Griffin. – Motion Carried. The meeting was adjourned at 8:51 PM.

Respectfully Submitted,

Debbi L. Beitzel, Secretary/Treasurer

cc: Borough Council Members
Mayor Snyder
Tim Knoebel
Mark Allshouse