

**DILLSBURG BOROUGH COUNCIL MEETING**  
**JULY 14, 2009 – 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 Mark Ryder, David Baldwin, Holly Kelley and John Richardson. Also present were the following: Borough Engineer Tim Knoebel, Borough Solicitor Mark Allshouse, Borough Manager Karen Deibler and Borough Secretary/Treasurer Debbi Beitzel.

Mayor Henry Snyder and Council Members Hal Anderson and Kathryn Zeiders weren't present.

The following visitors were present: Tony Baker from Citizens' Hose Fire Company, Chief Jack Francis from Carroll Township Police, Roger Quigley from the Patriot News, Mary Lou Bytof from the Dillsburg Banner, Dillsburg Area Authority Representative Brian Radcliffe, NYCHAPS Representatives Larry and Joanne Klase, Logan Park Representatives James Hess and Terri Hildebrand, Linda Warner from Dillsburg Senior Center, Angela Plantz from New Hope Ministries and visitor, Stacey Ritter.

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 Baldwin called for an Executive Session to discuss contract negotiations with no reason to reconvene. Vice President Ryder moved to approve the agenda with one addition. Motion was seconded by Council Member Baldwin. – Motion Carried.

APPROVAL of the MINUTES

June 6, 2009 Committee Meeting – Council Member Baldwin moved to approve the Committee Meeting minutes of June 6, 2009 as presented. Motion was seconded by Council Member Richardson. – Motion Carried.

June 9, 2009 Council Meeting – Council Member Kelley moved to approve the Council Meeting minutes of June 9, 2009 as presented. Motion was seconded by Vice President Ryder. – Motion Carried.

June 19, 2009 Special Council Meeting – Vice President Ryder moved to approve the Special Council Meeting minutes of June 19, 2009 as presented. Motion was seconded by Council Member Richardson. – Motion Carried.

## DEPARTMENT REPORTS

### *Police Department Report*

Chief Jack Francis reviewed the June 2009 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 June were 80; which was 35 less than the same time period last year; year-to-date total was 538, which are 117 less than the same time period last year. There was one reportable traffic accident for the month of June; year-to-date total was 26, which is one more than the same time period last year. There were 51 traffic citations for the month of June; year-to-date total was 240, which are 87 greater than the same time period last year.

Part I offenses for the month of June, there was a total of one, which was a commercial burglary; year-to-date was 12, which five of them were cleared by an arrest, with a clearance rate of 41%.

Part II offenses for the month of June, there were nine incidents, which included three criminal mischief/vandalisms, one disorderly conduct, three harassments, one liquor law offense and one miscellaneous; year-to-date was 43, which 35 were cleared by an arrest for a clearance rate of 81%. The overall clearance rate is 76%.

Vice President Ryder asked what the status/feedback was on the York County Radio Systems from the officers with the mobiles and portables. Chief Francis stated it hasn't been painless and there are still glitches in the system. He indicated everything will work out; they just need to be patient. Vice President Ryder asked if the old radios were being kept for backup. Chief Francis indicated the old radios have been removed except for his vehicle.

### *Ambulance Service Report*

No one present to report.

Fire Company Report

**Citizens' Hose Fire Company** – Tony Baker presented a report for the month of June to Council and Mayor. Mr. Baker indicated for the month of June there were 23 runs; three were in Dillsburg Borough, which included two medical assists and a debris removal, for a year-to-date total of 27 in the Dillsburg Borough and a total of 180 for all municipalities. Mr. Baker indicated the three failed incidents were due to not having any responders. He also presented a report with the membership responses for June.

He stated next month's report will include a significant amount of failed calls due to York County paging all companies at one time.

Mr. Baker indicated they are fully staffed at the firehouse.

**Franklintown Fire Company** – No one was present but a report was provided.

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 June were \$287,115.30. The Profit & Loss Budget vs. Actual Detail Report and a Cash Flow Report were also given to each Council Member. Vice President Ryder moved to approve the payment of all Unpaid Bills as amended. Motion was seconded by Council Member Baldwin. - Motion Carried.

Planning Commission Report

There was no meeting in June therefore there was nothing to report.

Logan Park Authority

James Hess and Terri Hildebrand reported for Logan Park Authority. Mr. Hess stated LPA is requesting additional funding for the walking path. He stated the work for the walking path has been out to bid and the bid would be opened on Wednesday, July 15<sup>th</sup>. Mr. Hess indicated LPA has received a matching funds grant of \$16,000 and they currently have \$17,000 in the treasury; therefore giving LPA \$1,000 to operate for the rest of the year.

Terri Hildebrand indicated there is a lot of activity going on at the park.

Council Member Baldwin asked if they perceived any problems with people driving on an 8-foot walking path. Mr. Hess stated there would be removable barriers to prevent people driving on it except for emergency vehicles. Council Member Baldwin asked why the walking path was being constructed at 8-foot wide. Mr. Hess stated to accommodate two-

way traffic and for emergency vehicles access. Mrs. Hildebrand stated if people want to drive on the path, there will be nothing stopping them.

Council Member Baldwin indicated he had seen the advertisement in the Banner regarding the bids and Carroll Township had the right to reject all the bids and asked why the bids were not being opened by LPA. Mr. Hess stated he couldn't answer that, but Sam McKinney and he would be present to open the bids.

Vice President Ryder asked if Dillsburg Borough and Carroll Township's road crew could help with cutting the grass to help reduce the expenses. Mr. Hess stated they currently have a contract, but that would be something to think about for the future. Vice President Ryder asked how long it took to cut the grass. Mr. Hess stated 5-6 hours. Vice President Ryder asked if Dillsburg Area Baseball and Soccer help with the mowing. Mr. Hess stated yes, during their season it's their responsibility to mow the fields. Vice President Ryder asked about the common areas. Mr. Hess and Mrs. Hildebrand stated that is the LPA's responsibility.

#### Dillsburg Area Authority

Brian Radcliffe reported on the June 16<sup>th</sup> meeting. He indicated there wasn't anything effecting the Borough directly.

He stated the Presbyterian Homes development in Carroll Township is moving into the next phase of construction and will require some increased sewer handling capacity. He indicated they will be putting in a force main and have to get it all the way up to the interceptor near Logan Road.

Mr. Radcliffe stated there was a special meeting on June 25<sup>th</sup>, with a technical presentation from the vendor who provides the membrane viral reactor that is the current design plan for upgrading the plant to meet the new capacity loads for nitrogen and phosphorous per DEP.

President Griffin asked if there was any communication from Meadows Edge. Mr. Radcliffe stated no.

#### New Hope Ministries

Angela Plantz, Director of New Hope Ministries, stated their Mechanicsburg Center has grown so drastically with the number of increasing clients in the area. In January, they started looking for a new building and have almost accomplished this task.

She provided Council and Mayor with some statistics. She stated they have seen drastic increase in living expenses help, especially fuel.

Ms. Plantz stated in 2008 they received a certification for Excellence with Pennsylvania Association of Non-Profit Organizations (PANO).

She indicated the New Hope Ministries had just celebrated 25 years in Dillsburg from 1983-2008.

She stated they expect to see an increase in housing and rental assistance as well as groceries. She indicated if anyone would like more information or more statistics to call her at 432-3053.

Council Member Kelley asked if there were any upcoming fundraisers. Ms. Plantz stated there is a golf outing on September 25<sup>th</sup> at Range End. Vice President Ryder asked if the Hoss's Community Nights are continuing. Ms. Plantz stated yes as well as at Issac's. Ms. Plantz also indicated people can donate their time by working at Hershey Park. Hershey Park will send New Hope your paycheck. New Hope Ministries raised over \$1,000 last year.

#### Dillsburg Senior Center

Linda Warner, Assistant Director of the Dillsburg Senior Center, stated some of the services they provide are: provide weekly office space to the Office of Vocational Rehab; provide monthly space to the WIC (Women, Infant & Children) program; Borough's voting location; property tax collection site (twice a year); provide meeting space for the Woman's Club and Take off Pounds Sensibly; provide monthly space for New Hope's Government Surplus Food program; coordinate the selection of the Farmers' Fair Senior King and Queen; prepare pickle soup for DABA, PickleFest and New Years Eve Celebration; assist the fire company with their Farmers' Fair fundraiser; offer an AARP 55 Alive Drivers refresher course; and provide income tax preparation. Ms. Warner indicated some of the activities the seniors do are: kayaking, play miniature golf, snow tubing, bowling, fitness loss, theatre and musical productions, haunted hayrides, Millersburg Ferry, Lake Tobias, I-Max shows, Farm Show, York Fair and Hollywood Casino.

#### NYCHAPS

Larry Klase stated the next major fundraiser will be a USO style Dance on August 8<sup>th</sup> with the Will Fisher Orchestra playing.

Mr. Klase indicated the funding received from the Borough is used for capital projects for the two properties, Maple Shade Barn and Dill's Tavern. He indicated currently at Maple Shade Barn they are transforming space on the second floor into a local museum. Each municipality in the Northern York School District will have its own display case. He indicated both facilities are open on Sundays from 2-4 pm and for a small fee you can get

tours for both places. Mr. Klase indicated their meetings are held monthly the first Thursday of the month beginning at 7:30 pm at the barn and are open to the public. He stated at Dill's Tavern they have completed the major restoration work on the building. Mr. Klase stated the original 1750's tavern foundation was believed to be found. They also conduct classes in colonial trades and arts, like hearth cooking classes, timber framing classes, and shingling classes. Mr. Klase stated Mr. Sam McKinney's building classes are directly tied to a project at the Tavern. A wheel race shop is being constructed to house equipment and another fence will be placed around the garden.

Mr. Klase stated the York County Historical Society prepared and nominated NYCHAPS for a Preservation Pennsylvania award, which is a statewide award.

### Library

Lou Bercheni, Chairman of the Dillsburg Area Public Library Board, introduced the new library director, Andrea Black. She started working for the library on April 17, 2009. Ms. Black came from the Hummelstown Library and has also worked at Middletown and Fredricksen Library in Camp Hill. She is from the Elizabethtown area.

Mr. Bercheni stated they are halfway through the Summer Reading Program; they have over 500 kids and over 50 adults registered for the program. They have also started a teen program for the first time.

He stated the Library is experiencing a huge increase in the number of people coming into the library; in June there were 6700.

He indicated the Library has added some new data bases to the collection. One is a collection of general reference materials which has links to numerous dictionaries and encyclopedias and the other one is an online language learning program.

He indicated the State budget has decreased funding 1½% to 50% for libraries. He stated a 50% cut for the Dillsburg Library would be \$27,000.00. He indicated the State provides over a third of their finances. Mr. Berchini stated people can help the library by going to [www.yorklibraries.org](http://www.yorklibraries.org) and there is an item titled "Preserve Library Funding"; click on this and you can send a preaddressed email to Governor Rendall and other local legislators.

Mr. Berchini indicated they are still looking for a location for a new and expanded library.

Engineer's Report

Borough Engineer Tim Knoebel provided Council and Mayor with a written report for work performed in June 2009 and had nothing to add.

Solicitor's Report

Solicitor Allshouse provided Council and Mayor with a written report for work performed in June 2009 and had nothing to add.

President Griffin asked about the Virtue driveway. Solicitor Allshouse stated Mrs. Virtue has a driveway in the Borough of Dillsburg and at some point many years ago obtained a permit from Penn Dot to curb cut onto Harrisburg Pike. She would now like to put in the driveway and the permit is about 25 years old. Manager Deibler states Mrs. Virtue is discussing things with Penn DOT.

Tax Collector

Cristina Speicher wasn't present nor provided Council with a written report.

Borough Staff Report

Borough Manager Deibler provided Council with a written report for June 2009 and indicated she had nothing to add.

PUBLIC COMMENT

There was none.

CORRESPONDENCE

There was none.

MAYOR'S REPORT

Mayor Snyder wasn't present.

PRESIDENT'S REPORT

President Griffin announced the following upcoming events: August 4: National Night Out Picnic at Logan Park from 5-9 PM. A family style cookout will be provided with demonstrations, exhibits and prizes. Everyone is invited to come out and meet their friends, neighbors and the police officers that serve us; August 8: The Big Band concert on the

Tavern Court Yard featuring the Will Fisher Orchestra. The rain date will be August 15<sup>th</sup>. Tickets are \$15 and may be purchased at any NYCHAPS event, The Book House or The Blossom Shop. Council Member Holly Kelley will be participating in the orchestra.

## COMITTEE REPORTS

### Public Works Committee

- A. Discuss/Take Action – Time Extension Request - Chestnut Hollow Final Subdivision & Land Development Plan for Phase 2 – Vice President Ryder stated the developer of the Chestnut Hollow Development submitted a Final Phase 2 Land Development & Subdivision plan to the Dillsburg Planning Commission in October of 2007. At this time there are certain deficiencies, matters of incompleteness or other similar items by reason of which the Council cannot approve the plans. Planning Commission recommended that Council agree to the extension if requested. The Borough has received correspondence from the developer requesting that a time extension be granted in order for this situation to be resolved before further action is taken. Vice President Ryder moved to grant a Last and Final Time Extension until October 13, 2009 for the Chestnut Hollow Final Subdivision & Land Development Plan for Phase 2. Motion was seconded by Council Member Kelley. – Motion carried.
- B. Discuss/Take Action – Time Extension Request – Winfield Final Phase 1 Land Development Plan – Vice President Ryder stated the developer of the Winfield Subdivision submitted a Final Phase 1 Land Development plan to the Dillsburg Planning Commission in July of 2007. At this time there are certain deficiencies, matters of incompleteness or other similar items by reason of which the Council cannot approve the plans. The Borough has received correspondence from the developer requesting that a time extension be granted in order for this situation to be resolved before further action is taken. Dillsburg Borough Planning Commission reviewed the agreement for a time extension and concluded that outside sources are contributing to the delays. Planning Commission recommended that Council agree to the extension. Vice President Ryder moved to grant a Last and Final Time Extension until December 8, 2009 for the Winfield Final Phase 1 Land Development Plan. Motion was seconded by Council Member Kelley. Council Member Richardson asked if it should be the final. Engineer Knoebel stated we are trying to send a message to the developer to get things wrapped up because Council is tired of extending it on and on. The developer is saying they are trying to move forward but

are having a difficult time with outside agencies holding them up. He indicated if time runs out and Council needs to act on the plan, Council could look at what is left for the developer to obtain and if the only things left are the outside agencies approval, Council can consider approving the plan subject to that condition. Council Member Baldwin stated it has been over a year and the developer is still waiting on a Penn Dot HOP. Engineer Knoebel indicated this is what the Borough is being told and he doesn't know what the status is. Engineer Knoebel stated it was his understandings that the developer would have some opportunities to have Penn DOT reconsider their position because they were unable to produce some items Penn DOT requested. A meeting was scheduled with the Winfield Representative several weeks ago; however, there was an untimely death in the family. Engineer Knoebel indicated he didn't want to see the plan end if the only outstanding items are from outside agencies. Council Member Richardson stated if it gets close to December and Council hasn't heard anything, and the Engineer provides a report stating the outside agencies are the only thing holding the plan up then a conditional approval could be made. Engineer Knoebel stated this should be done in November. Solicitor Allshouse recommended the Winfield Developer be present at the November Planning Commission meeting to explain the status of the plan and provide a listing of the conditions for approval. Council Member Richardson suggested the developer attend the October Planning Commission meeting to discuss the status and conditions. – Motion carried.

Vice President Ryder asked the Engineer if he was satisfied with the micro surfacing work that was done on the alleys and the paving of Hanover Street. Engineer Knoebel stated yes. He indicated they have submitted a payment request; however, the punch list and clean up items will have to be addressed before payment can be made.

Vice President Ryder asked if the drainage issue was corrected with the paving of Hanover Street. Engineer Knoebel stated they tried to make it a better situation.

#### Public Safety Committee

- A. Ordinance 2009-4 – Amend Chapter 15, Part 4, General Parking Regulations of the Borough Code – Council Member Baldwin stated Council has reviewed the parking policy in the Borough and has concluded that: It is of the utmost importance that all streets in the Borough are accessible to emergency vehicles and safely accessible to normal traffic. Currently parking on both sides of West Franklin Street is creating a hazardous condition and impeding emergency vehicle access from Baltimore Street.

The purpose of the Town Center District is to provide for the continued development of community centers typical of a town and parking must be provided for these centers if development is to continue. Available parking on East Harrisburg Street is necessary to continue downtown development. Council Member Baldwin moved to adopt Ordinance 2009-4, Amending Chapter 15, Part 4, General Parking Regulations, of the Borough Code by enacting no parking on portions of West Franklin Street and restricting parking on designated areas of East Harrisburg Street with spelling corrections to be made. Motion was seconded by Council Member Richardson. – Motion carried.

- B. Discuss/Take Action – Resolution 2009-9 - Pandemic Emergency Operations Plan – Council Member Richardson stated the Dillsburg Emergency Management Agency is responsible for maintaining and up-dating the Emergency Operations Plan (EOP) for Dillsburg Borough. It has been recommended that a specific Pandemic Plan be drafted and adopted. Members of DEMA, along with York County representatives, drafted such a plan. Council has reviewed the plan and feels that it serves the needs of the Dillsburg Residents. Council Member Richardson moved to adopt Resolution 2009-9 amending the Borough’s Emergency Operations Plan dated August 2008 by annexing the Pandemic Plan. Motion was seconded by Council Member Baldwin. – Motion carried.

Administration Committee

Council Member Kelley had nothing to report.

OLD BUSINESS

Manager Deibler stated the Streetscape Project has been passed through Penn DOT and the ad for bidding has been placed in the paper. The bids will be opened on August 4, 2009, at 11 AM at the Borough Office. The construction should start immediately and be completed on or before October 15, 2009.

NEW BUSINESS

Vice President Ryder indicated he attended the York County Boroughs Association (YCBA) annual meeting at Lake Redman back in June.

Vice President Ryder also stated he would be attending the last meeting of the summer for Capital Region COG on Monday, July 20<sup>th</sup>.

ADJOURNMENT

Since there was no further business, Council Member Richardson moved to adjourn the regular meeting and proceed with the Executive Session. Motion was seconded by Vice President Ryder. – Motion Carried. The meeting was adjourned at 8:07 PM.

Respectfully Submitted,

*Debbi L. Beitzel*  
Debbi L. Beitzel, Secretary/Treasurer

cc: Borough Council Members  
Mayor Snyder  
Tim Knoebel  
Mark Allshouse