

**DILLSBURG BOROUGH COUNCIL MEETING**  
**AUGUST 12, 2008 – 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, John Richardson, Kathryn Zeiders, Holly Kelley and Michael Whitzel. Also present were the following: Mayor Henry Snyder, Borough Solicitor Mark Allshouse, Borough Engineer Tim Knoebel, Borough Manager Karen Deibler and Borough Secretary/Treasurer Debbi Beitzel.

The following visitors were present: Tony Baker from Citizens' Hose Fire Company #1, Chief Jack Francis from Carroll Township Police, Mary Lou Bytof from the Dillsburg Banner, Paul Reichart from the Patriot-News, Dillsburg Area Authority Representative Brian Radcliffe, Planning Commission Representative Leon Zeiders, DEMA Representative Tim Hildebrand, Bill Gladstone from NIA Commercial & Industrial Realty and Judy Chambers from Penn State Extension.

The meeting was called to order by President Griffin at 7:02 PM followed by the Pledge of Allegiance to the flag and an invocation.

APPROVAL of the AGENDA

Vice President Ryder added under Public Works item 11B – C E Williams requesting a time extension. Council Member Richardson requested an Executive Session to be held after the regular meeting to discuss the police contract and real estate and there would be no need to reconvene after the Executive Session. Vice President Ryder moved to approve the agenda with one addition and an Executive Session. Motion was seconded by Council Member Richardson. – Motion Carried.

APPROVAL of the MINUTES

July 8, 2008 Council Meeting – Council Member Zeiders moved to approve the Council Meeting minutes of July 8, 2008 as presented. Motion was seconded by Council Member Baldwin. – Motion Carried.

August 4, 2008 Committee Meeting – Vice President Ryder questioned #17 and indicated he thought it was the daughter. Borough Manager Deibler indicated it is the grand-daughter. President Griffin indicated on #10, the word lean is spelled incorrectly twice; it should be “lien.” Vice President Ryder moved to approve the Committee Meeting minutes of August 4, 2008 with corrections as noted. Motion was seconded by Council Member Kelley. – Motion Carried.

DEPARTMENT REPORTS

*Police Department Report*

Chief Jack Francis reviewed the July 2008 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 filed for the month of July was 105, including nine suspicious conditions, persons or vehicles, 22 incidents of police information, eight domestic calls, five commercial alarms, and one residential alarm. The year-to-date total was 760, which was 24 greater than the same time period last year. There were five traffic accidents for the month of July, which included one reportable accident and four non-reportable accidents for a year-to-date of 30, which was two less than the same time period last year. There were 53 traffic citations for the month of July; the majority was for serious violations. The year-to-date total is 206, which is 46 greater than the same time period last year.

Part I offenses for the month of July, there were a total of two, which included one forcible rape and one commercial burglary, for a year-to-date total of 31, with a clearance rate of 23%.

Part II offenses for the month of July, there were ten incidents, which included six criminal mischief/vandalisms, one disorderly conducts, one fraud offense, and two miscellaneous, for a year-to-date total of 76 of which 61 were cleared, with a clearance rate of 80%. The overall clearance rate is 63%.

Chief Francis asked about the Trick-or-Treat night. President Griffin indicated it would be discussed at next month's meeting and the date is tentatively scheduled for Thursday, October 30<sup>th</sup>.

#### Ambulance Service Report

There was no one present due to being out on a call but a report was provided for the month of July to Council and Mayor.

#### Fire Company Report

Tony Baker presented a report for the month of July to Council and Mayor. Mr. Baker indicated for the month of July there were 39 runs; ten were in Dillsburg Borough, which included four medical assists, one motor vehicle accident, one control burn, two automatic fire alarms, one odor investigation and one vehicle fire. He also presented a report with the membership responses for July.

Council Member Kelley asked what an "AFA" was. Mr. Baker indicated it stood for automatic fire alarm.

#### 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 July were \$61,593.32. 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 asked about the payment for Heckert's Linen Service-Escrow Refund. Secretary/Treasurer Beitzel indicated they put in a new curb and sidewalk and had to provide escrow money in case they had to cut into the street; which they did not. Council Member Zeiders also asked about the payment to GA Thompson-parking tickets. Secretary/Treasurer Beitzel indicated this is the company we purchase the parking tickets for the police department to issue in the Borough. Council Member Zeiders moved to approve the payment of all Unpaid Bills as presented. Motion was seconded by Vice President Ryder. – Motion Carried.

Planning Commission Report

Leon Zeiders indicated there was nothing to report due to not having a meeting in July.

Logan Park Authority

Council Member Kelley indicated there was no report.

Dillsburg Area Authority

Brian Radcliffe indicated he was reporting on the July 15<sup>th</sup> meeting.

He indicated work is continuing with the engineers on the design of the plant upgrade related to Chesapeake Bay Tributary.

He indicated there is an approval to do a temporary study for the Twin Hills pumping station. The station is more than 25 years old and the peak flows are difficult for the aging facility to handle.

He indicated Well #7 should be online before the end of the year.

Mr. Radcliffe indicated the office had received numerous calls regarding the increase on the bills.

He indicated a lot of activity is going on with the Monroe Township hook-up.

He indicated a lot of work was being done on in the Berkshire Hills area and has been given approval from DEP with the help of Representative Perry.

Mr. Radcliffe indicated the board approved a donation of \$100.00 to the National Night Out Event.

Engineer's Report

Borough Engineer Tim Knoebel indicated they had worked with the paving contractor on the change order, did inspections at the Sheetz and eci projects, and contacted the York County Conservation District regarding the E & S controls for Chestnut Hollow.

Mr. Knoebel stated he finished the 5-year Street Plan and the Council and Mayor has been provided with a copy. He stated he will be coming to the September workshop meeting and give an overview of the report.

Solicitor's Report

Solicitor Allshouse provided Council and Mayor with a written report for work performed in July 2008. He indicated the major issue was dealing with the movement of the Executive Session issues on real estate. Mr. Allshouse indicated he answered some standard day to day issues.

Tax Collector

Cristina Speicher provided a report for July but wasn't present.

Borough Staff Report

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

## PUBLIC COMMENT

Judy Chambers, a Community Development Educator for Penn State Extension stated she is an Extension Agent in Adams County and works some in Cumberland County and five other counties in the region on land use community development. She indicated she is a graduate student of Penn State working on her master's degree and doing thesis research on multi-municipal comprehensive planning. A major part of her research is a case study on the Northern York County Regional Comprehensive Plan that was adopted in 2004. Ms. Chambers indicated her focus is from a statewide perspective and the gap between adopting plans and actually going to the next step. She stated she will be mailing a survey out and doing interviews for her thesis.

Chairwoman Kelley reminded everyone about the planning of the 175<sup>th</sup> Anniversary Celebration which is being held on Friday, August 22<sup>nd</sup> with a Vespers Service at St. Paul's Lutheran Church and entertainment at the Dill's Tavern. On Saturday, August 23<sup>rd</sup> there will be a Parade, Street Fair, and musical entertainment followed by a Chili cook-off and Square Dance at the Fire Hall. Chairwoman Kelley thanked everyone for their help and support and invited the public to attend the events and support the community.

## CORRESPONDENCE

There was none.

## MAYOR'S REPORT

Mayor Snyder indicated at the July 8<sup>th</sup>'s public session he mentioned the requirements and the guidelines for the pedestrian crosswalk signs. He stated it was his understanding that the signs were going to be kept in place. Mr. Snyder stated the signs are still being placed alongside the curbs at the intersections. Mayor Snyder asked if the Public Works Department had been authorized to keep the crosswalk signs in place. President Griffin stated he didn't know if they had been told or not. Manager Deibler indicated the signs at the Church Street and Baltimore Street intersection are being moved because the new Post Office truck driver doesn't know how to maneuver around them very well and CPRS just replaced the curb recently. Manager Deibler stated she will let the Public Works employees know they're to leave them out. Mr. Tony Baker asked if there was a standard number on how far away they need to be away from the crosswalk. Manager Deibler indicated there was but didn't know the number off hand. Mr. Baker stated they have instructed their drivers to run them over because there isn't enough room for the trucks leaving the firehouse.

## PRESIDENT'S REPORT

President Griffin announced the following events: August 14<sup>th</sup> – Jean Reist, a Certified Natural Health Professional will present an education program entitled “Lyme Disease” at the Library at 7 PM; August 22<sup>nd</sup> & 23<sup>rd</sup> – The 175<sup>th</sup> Anniversary for the Incorporation of the Borough; September 1<sup>st</sup> – The Borough Office will be closed for Labor Day; September 2<sup>nd</sup> – The first day of School; September 4<sup>th</sup> – NYCHAPS will be holding a banquet at Maple Shade Barn and tickets must be purchased by August 25<sup>th</sup>; September 5<sup>th</sup> – First Fridays will resume at Dill's Tavern.

President Griffin stated donation letters were sent to those the Borough gives

donations to and reminded everyone the deadline is August 27<sup>th</sup> at the close of business. He indicated if the letters aren't received by this date, there will be no donations to those organizations.

He indicated the Borough has installed a new electronic notification phone system and will be running an introductory test message on Thursday, August 14<sup>th</sup> (4:30-8:30PM), Friday, August 15<sup>th</sup> (4:30-8:30PM) and Saturday, August 16<sup>th</sup> (after 10AM). This system will help the Borough to notify residents on street sweeping, street closings, leaf pickup and other important notices. Mr. Griffin stated the system will be used for the first time to notify residents of the street closings for the 175<sup>th</sup> Celebration event.

President Griffin indicated due to the number of walkers increasing in the Borough, the Borough has received a record number of complaints regarding the conditions of sidewalks and curbs. He stated the sidewalks and curbs that are missing sections, cracks and/or uneven surfaces create a health and safety risk for pedestrians, as well as a liability for property owners. Litigation is increasing against property owners, and in some cases Municipalities have also been sued. Recent litigation cases have entered increasingly higher judgments against the property owners. Because of this potential safety risk, the Borough will be sending out notices to property owners that may be in violation of the Borough code concerning sidewalks. Mr. Griffin stated all the sidewalks in the Borough were checked by doing a shuffling method.

## COMITTEE REPORTS

### Public Works Committee

- A. Discuss/Take Action – Release of Letter of Credit - Pheasant Ridge 2 & 3 (Maintenance Bond) - Vice President Ryder stated the Borough received a request for a release of the letter of credit for Pheasant Ridge Phases 2 & 3. The letter of credit was received on January 9, 2007 and was to be held by the Borough for at least 18 months. Borough Engineers, KPI, must inspect all work and report to Council before the letter is released. Vice President Ryder moved to authorize KPI to complete the necessary inspections of Pheasant Ridge Phases 2 & 3, advise Council of the findings and indicate if a release of the letter of credit should be considered. Motion was seconded by Council Member Whitzel. Roll call was taken and motion was carried unanimously.
- B. Discuss/Take Action – C.E. Williams & Sons, Inc Time Extension – Council Member Whitzel stated C.E. Williams and Sons, Inc. are requesting a two week time extension on the 2008 Street maintenance contract for the Borough until September 12, 2008. Council Member Whitzel moved to authorize C.E. Williams and Sons, Inc. a time extension through Friday, September 12, 2008. Motion was seconded by Vice President Ryder. Council Member Kelley asked if the Council was giving them a time extension on the contract or completion of the work. Vice President Ryder stated it was for completion of work. Roll call was taken and motion was carried unanimously. Council Member Whitzel asked the engineer to state which streets were included in the projects for the record. Engineer Knoebel indicated they were East Welty (between Harrisburg Pike and Baltimore Street), a patch on South Second Street (south of Gettysburg Street) and Belair.

Council Member Whitzel asked the Borough Manager what the status was on purchasing the truck. Manager Deibler indicated Council has received preliminary information, there seem to be no consensus on what type of truck should be looked at, the size of truck, etc. therefore it is on hold and will be on the Committee Meeting agenda for next month. Council Member Whitzel suggested looking at Ford 550's and anything comparable in Dodge, Chevy, and GM and include the pricing information from Costars. Manager Deibler stated she had that information already and it was discussed in a prior Committee Meeting and will place the information in Mr. Whitzel's mailbox.

Public Safety Committee

- A. Resolution 2008-9 – Appointing New CERT Members – Council Member Baldwin stated the Dillsburg Borough Council recognizes the need for a Community Emergency Response Team (CERT) in the event of a disaster. Council understands that members of this team are required to complete specific training courses and must continue to stay current with any future training necessary. Two (2) dedicated Dillsburg Borough residents recently completed the required training held by the Dillsburg Emergency Management Agency. Council would like to thank these two dedicated individuals and officially appoint them to the Dillsburg Community Emergency Response Team. Council Member Baldwin moved to adopt Resolution 2008-9 appointing Terri Hildebrand & Bruce Hamm II to the Dillsburg Community Emergency Response Team. Motion was seconded by Council Member Richardson. Roll call was taken and motion was carried unanimously.
- B. Resolution 2008-10 – Adopting Updated Emergency Operations Plan – Council Member Richardson stated the Dillsburg Emergency Management Agency is responsible for maintaining and updating the Emergency Operations Plan (EOP) for Dillsburg Borough. It is recommended that this plan be reviewed, updated and amended as needed every two years. Members of DEMA reviewed and made changes to the present EOP. The changes pertain to updating personnel and contact information; as well as, further defining and clarifying some sections of the plan. Council Member Richardson moved to adopt Resolution 2008-10 adopting the amended and updated Emergency Operations Plan dated August of 2008 for the Borough of Dillsburg. Motion was seconded by Council Member Baldwin. Manager Deibler indicated to Council that Mr. Tim Hildebrand, head of DEMA, is present tonight. Tim Hildebrand thanked Council for the recognition and had nothing to add, but would answer any questions anyone might have. Mr. Hildebrand indicated the CERT program is being offered to the High School Seniors looking for community hours. Roll call was taken and motion was carried unanimously.

Administration Committee

- A. Resolution 2008-11 – Open Records Officer – Council Member Zeiders stated Governor Rendell signed S.B. 1 (P.N. 1763) into law on February 14, 2008 as Act 3-2008, New Open Records Act. All agencies must designate an official or employee to act as the Open Records Officer. This Officer shall receive requests

submitted, direct requests to other appropriate persons when necessary, track the progress in responding and issue final responses. Council Member Zeiders moved to adopt Resolution 2008-11, appointing the Borough Manager as Dillsburg Borough's Open Records Officer. Motion was seconded by Council Member Kelley. Roll call was taken and motion was carried.

#### OLD BUSINESS

Council Member Whitzel indicated the Mayor had brought up at a workshop meeting the issue regarding Act 8 and House Bill 1133, which was passed by the Senate and House and signed by the Governor in regards to the mechanisms for the Boroughs to talk with their emergency services providers in regards to service and funding. Council Member Whitzel stated he personally believed the emergency service departments need to be taken out of the letter writing and have to come before Council stating what funds and training are needed. He would like to have this discussion regards to House Bill 1133 be put on the agenda for September's Committee Meeting. He will be meeting with the Executive Director of the Pennsylvania Fire Emergency Service Institute and will ask him for information. Mr. Whitzel indicated the Borough Association and the Emergency Services are behind this bill because they want dialogs with the Councils of the Boroughs. He stated he will ask Representative Perry for a copy of the signed bill. Manager Deibler indicated she already has the information and has handed it out to Council Members.

#### NEW BUSINESS

Vice President Ryder thanked the Borough Manager and staff for the wonderful job they did preparing the picnic held on July 14<sup>th</sup> for all the volunteers that serve our community. Vice President Ryder asked if the survey from the Paycox was returned back to Capital Region COG. Manager Deibler stated yes.

Council Member Kelley indicated before going into Executive Session a picture of Council for the 175<sup>th</sup> Anniversary booklet would be taken.

#### ADJOURNMENT

Since there was no further business, Council Member Zeiders moved to adjourn the regular meeting. Motion was seconded by Council Member Baldwin. – Motion Carried. The meeting was adjourned at 7:49 PM.

Respectfully Submitted,

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Debbi L. Beitzel, Secretary/Treasurer

cc: Borough Council Members  
Mayor Snyder  
Tim Knoebel  
Mark Allshouse