

**DILLSBURG BOROUGH COUNCIL MEETING**  
**September 11, 2012 – 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, Matt Fawber, John Richardson and Yvonne Laukemann and Junior Council Members T.J. Peters and John Zook. Also present were the following: Mayor Henry Snyder, Borough Engineer Tim Knoebel, Borough Solicitor Mark Allshouse, Borough Manager Karen Deibler and Borough Secretary Debbi Beitzel. Council Member Dave Baldwin wasn't present.

The following visitors were present: YCBA and COG Representative Mark Ryder, Chief Kapfhammer from the Carroll Township Police Department, Mary Lou Bytof from the Dillsburg Banner, Lauren McLane from the Patriot News, Larry Klase representing NYCHAPS, Scott Shughart representing the Dillsburg Senior Center and Laurie Wentzell representing New Hope Ministries.

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 called for an executive session and indicated there would be no reason to reconvene after the regular session for Council Members and the Mayor to discuss personnel issues. Council Member Richardson moved to approve the agenda as amended. Motion was seconded by Vice President Kelley. – Motion carried.

APPROVAL of the MINUTES

August 6, 2012 Committee Meeting – Council Member Richardson moved to approve the Committee Meeting minutes of August 6, 2012 as presented. Motion was seconded by Council Member Fawber. – Motion carried.

August 14, 2012 Council Meeting – Vice President Kelley moved to approve the Council Meeting minutes of August 14, 2012 as presented. Motion was seconded by Council Member Fawber. – Motion carried.

DEPARTMENT REPORTS

Police Department Report

Chief Kapfhammer reviewed the August 2012 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 2011 there were 77 and for 2012 year-to-date were 75. The total incidents reports filed for 2011 there were 824 and for 2012 year-to-date there were 851. There were 57 traffic accidents in 2011 and in 2012 year-to-date there were 54. There were 235 traffic citations issued in 2011 and in 2012 year-to-date there were 215.

Part I offenses for 2011 there were 20 with 13 cleared by arrest for a clearance rate of 65% and in 2012 year-to-date there were 25 with 22 cleared by arrest for a clearance rate of 88%.

Part II offenses for 2011 there were 57 with 56 cleared by arrest for a clearance rate of 98% and in 2012 year-to-date there were 52 with 42 cleared by an arrest for a clearance rate of 80%. The overall clearance rate for 2011 was 89% and the overall clearance rate for 2012 year-to-date was 85%.

Chief Kapfhammer stated the contracted hours worked were 251 hours and 37 minutes. The breakdown hours are as follows: Patrol-160 hours and 34 minutes; Foot Patrol-3 hours and 39 minutes; Complaints-59 hours and 37 minutes; Investigations-13 hours and 17 minutes; Paper Work-13 hours and 10 minutes; and District Court-1 hour and 20 minutes.

President Griffin asked if there were any updates regarding the child luring incident. Chief Kapfhammer indicated tips are being called in indicating people have seen the vehicle.

#### Ambulance Service Report

There was no representative present but a report for the month of August 2012 was provided to the Council and Mayor.

#### Fire Company Report

**Citizens' Hose Fire Company #1** – There was no representative present and there was no report provided to the Council and Mayor.

**Franklinton Fire Company** – There was no representative present but a report for the month of August 2012 was provided to the 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 August were \$50,312.77. The Profit & Loss Budget vs. Actual Detail Report and a Cash Flow Report were also given to each Council Member and Mayor. President Griffin asked what the SSM Group Inc payment was for. Manager Deibler indicated it was for Tina Fackler's professional services regarding the park. Council Member Fawber moved to approve the payment of all bills as presented. Motion was seconded by Council Member Laukemann. Council Member Richardson abstained - Motion carried.

#### Planning Commission Report

Planning Commission didn't meet in August 2012.

#### Dillsburg Area Authority

There was no representative present to report.

#### NYCHAPS

Larry Klase thanked Council for their continued support. He indicated they are in the midst of three straight weekends of activities. The funding they received is used to maintain the museum, the archive and library areas in addition to Dill's Tavern.

Mr. Klase stated the First Friday events will start on October 5<sup>th</sup> and will run for six months. He indicated there are a lot of events forthcoming and to check out their website.

He indicated they hope to have a temporary roof on the barn before winter. The funds needed to finish the barn are approximately \$200,000.00.

He stated they have a Facebook site now along with the website for the Tavern and the Historical Society.

Mayor Snyder asked if there were significant amounts of money collected for admissions to the events. Mr. Klase stated no; in 2011 the Tavern generated approximately a net income of \$10,000-\$12,000 and hopes to do better in 2012.

Council Member Richardson asked how the Balderdash event went. Mr. Klase stated they had 31 brewers and sold out of the Dill Tavern cigars (100) by 2:00 pm.

### Senior Center

Scott Shughart discussed their totals from six month ago. He thanked the Council for their continued support. He stated volunteers delivered 1,831 meals on wheels; they served 3,281 daily lunches, there were 699 people who received services of some sort.

He indicated they had offered trips, had presentations, hosted programs, and have done some service projects.

Mr. Shughart stated some of the programs held at the center included monthly cook outs, monthly dinner outings, afternoon tea, nutrition programs and other interesting programs.

### New Hope Ministries

Laurie Wentzell Saunders thanked Council for their continue support. They continue to help those who have crisis needs in the community.

She indicated they had helped 567 different households which represents an 18% increase over the previous year. There was a 15% increase of new clients. New Hope Ministries continues to help with food and household items, housing assistance (up 64%), transportation, utilities, holiday gifts and food baskets, school supplies and miscellaneous items. She stated they are getting more involved with stability programming; which is to help people find jobs, help them with resumes, etc. New Hope has offered free GED courses, literacy classes and budgeting classes.

Ms. Wentzell stated they had 86 children and youth participate in the after school and summer programs this year. The children and youth programs will continue to teach life skills, education success and positive role models. In the upcoming year, they are going to try to get more parents involved in their children success.

She indicated there were 253 volunteers donating 9,802 hours of their time.

President Griffin asked if New Hope was planning on doing the Fall Food Drive. Ms. Wentzell stated yes.

### YCBA & COG

YCBA – Mr. Mark Ryder stated the next meeting is scheduled for September 27<sup>th</sup> at the Hellam Fire Company beginning at 6:30 PM and the guest speaker will be from the State Association. The Annual Banquet will be held on November 10<sup>th</sup> in Red Lion beginning at 6:00 PM the program will include a Jimmy Stewart impersonator.

COG – Mr. Ryder indicated he will be attending the COG picnic on Monday, September 17<sup>th</sup> from 6:00-8:00 PM at Sunset. The third Monday in October will be the monthly meeting at Hampden Township.

Council Member Laukemann asked Mr. Ryder if he would be willing to serve another year as the Borough Representative for YCBA and COG. Mr. Ryder stated yes.

### Solicitor's Report

Solicitor Allshouse provided the Council and Mayor with a written report for work performed in August 2012.

Mayor Snyder asked regarding the PSATS update on school district report. Solicitor Allshouse stated it's a requirement advising the municipalities they have to advise the school district of any upcoming plans.

### Engineer's Report

Engineer Tim Knoebel provided the Council and Mayor with a written report for work performed in August 2012; which two of those items are on the agenda under Public Works.

### Tax Collector

Debbi Beitzel provided the Council and Mayor with a written report for taxes collected and paid in August 2012.

### Borough Staff Report

Borough Manager Deibler provided the Council and Mayor with a written report for August 2012. She indicated information was received regarding the upcoming road work being done in the Borough. The company Highway Materials, Inc is out of Philadelphia and they will be starting to trim trees tomorrow, September 13<sup>th</sup>. President Griffin asked what trees they are going to be trimming. Manager Deibler stated all the trees on Baltimore Street, Harrisburg Street and Harrisburg Pike. They are going to trim them 20 feet up from the curb line. The Manager stated the Borough doesn't have any lead way on this; that is what PennDOT is requiring over PennDOT roads. The next step will be the base repair and drainage; then will start working on the handicap ramps; then the paving probably will be paved first thing in the spring. President Griffin asked what the Borough ordinance stated regarding the tree heights. Manager Deibler stated it was 14 feet and she thought they went along with PennDOT requirements. President Griffin doesn't understand why they have to take six more feet from his trees since he had them trimmed the 14 feet that is required by the Borough.

### PUBLIC COMMENT

Mr. Ryder asked the Borough Solicitor if PennDOT has the right to do cut all trees to 20 feet. Solicitor Allshouse stated yes.

### CORRESPONDENCE

There was none.

### MAYOR'S REPORT

Mayor Snyder informed the Borough Manger he called PennDOT regarding the inlet on the square and haven't heard anything as of yet.

### PRESIDENT'S REPORT

Community Events – President Griffin announced the following events: September 13 - The Library will be having its first book discussion at 6:30 PM and the book will be The Hunger Games. To register call the library at 432-5613; September 15 – NYCHAPS will be having two events: The Second Annual Ag Day and a Hearth Cooking Class. Tuition is \$80 and if interested call Sam McKinney at 576-5664; September 20 – The Library will be presenting a Canning and Preserving Program beginning at 6:30 PM. If interested call the library at 432-5613; September 29-30 – There will be a Bread & Butter Class at the Dill's Tavern. Tuition is \$175 and if interested contact Sam McKinney at 576-5664; October 5 – the first of Dill's Tavern's First Friday from 7-10 PM, the entertainment will be "Across the Pond". There will be light refreshments and is a BYOB event and must be 21 years old to attend. Admission is \$10 donation to support the Tavern restoration.

## COMITTEE REPORTS

### Public Works Committee

- A. Discuss/Take Action – C E Williams, Inc. Payment for 2012 Street Maintenance – Council Member Fawber stated in May of 2012 the Borough contracted with C E Williams, Inc. to complete the 2012 Street Maintenance. The contractor has completed all work associated with the contract. A request for payment has been received by the Borough. Per the Borough's Engineer KPI Technology: The original contract price was \$24,524.00. However, due to field determination to eliminate a section of culvert pipe replacement, there is a net contract deduction which results in a total contract value of \$19,038.00. As of today's date, the project is completed. All work has been reviewed with the Public Works Department (Brian Gayman) and is considered satisfactory. Based on the completed status of the project, we recommend payment to the contractor in the amount of \$19,038.00. This represents full contract payment. Following authorization of payment, the Borough should hold payment until it receives an updated payment statement for the above stated amount and a maintenance bond for 25% of the final contract value (or \$4,759.50) which will be valid for 24-months. Council Member Fawber moved to authorize final payment in the amount of \$19,038.00 for the 2012 Street Maintenance work completed by C E Williams, Inc. that will be held by the Borough until an updated payment statement for the above stated amount and a maintenance bond for 25% of the final contract value (or \$4,759.50) which will be valid for 24-months are received by the Borough. Motion was seconded by Council Member Anderson. – Motion carried.
- B. Discuss/Take Action – MS4 Permit - Council Member Anderson stated Borough's must submit renewal applications to the PA Department of Environmental Protection Agency for the National Pollution Discharge Elimination System (NPDES) Phase II Municipal Separate Storm Sewer Systems (MS4) General Permits (PAG-13) on or before September 14, 2012. Council Member Anderson moved to authorize KPI Technology representatives complete the application for the Borough Manager Deibler to sign any and all necessary paperwork for the Borough and a check in the amount of \$500.00 be sent with the application. Motion was seconded by Council Member Fawber. - Motion carried.

### Public Safety Committee

- A. Discuss/Take Action – Fire Police Appointment - Council Member Richardson stated Dean Trump, Fire Police Captain, is requesting that the Borough appoint Carol Lynn Radich as a member of the Fire Police. Carol is currently an active member of Citizens Hose Company #1 and will have 1 year to complete the necessary Fire Police courses. Council Member Richardson moved to appoint Carol Lynn Radich as a member of the Dillsburg Fire Police organization. Carol must take the oath of office; therefore, she must contact the Mayor or District Judge in order to be sworn in as required. Motion was seconded by Vice President Kelley. - Motion carried.

### Administration Committee

- A. Discuss/Take Action – Approval for Municipal Pension Funding – Council Member Laukemann stated each year the Borough determines the specific funding necessary to meet its financial obligation for funding of the Non-Uniform Employees Pension Fund. The Borough Manager, along with the Actuary, has determined that the Minimum Municipal Obligation (MMO) for 2012 should be \$9,985.00. This funding obligation will be met through a combination of State and Borough funds. The obligation will become part of the Pension Plan calculations for 2012 and will also be considered as a General Fund expense for the Borough Budget. Council Member Laukemann moved to approve the specific funding for the 2012 MMO for the Borough Non-Uniform Employees Pension Fund in the amount of \$9,985.00. Motion was seconded by Vice President Kelley. – Motion carried.

- B. Discuss/Take Action – Resolution 2012-9 – Appoint New Delinquent Tax Collector – Council Member Laukemann stated as Council Members are aware, each year we develop a Resolution appointing the Delinquent Tax Collector for the Borough. Resolution 2011-5 appointed J. P. Harris Associates as the Delinquent Tax Collector for the Borough of Dillsburg for the fiscal year 2012. At this time, Council Members wish to terminate the agreement with J.P. Harris and appoint York Adams Tax Bureau as the Borough’s Delinquent Tax Collector. This appointment will continue from year to year until either party withdraws from the joint agreement. Council Member Laukemann moved to adopt Resolution 2012-9 appointing the York Adams Tax Bureau as the Delinquent Tax Collector for the Borough of Dillsburg. Motion was seconded by Council Member Fawber. – Motion carried.
- C. Discuss/Take Action – Resolution 2012-10 – Designating PNC Bank as a depository for the Borough and authorizing individuals to conduct business with PNC Bank for the Borough - Council Member Laukemann stated PNC Bank has requested that Dillsburg Borough update resolution documents currently on file at the bank. Council Member Laukemann moved to adopt Resolution 2012-10 designating PNC Bank as a depository for the Borough and authorizing individuals to conduct business with PNC Bank for the Borough. 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 regular meeting was adjourned at 7:45 pm.

Respectfully Submitted,

*Debbi Beitzel*

Debbi Beitzel  
Borough Secretary

cc: Borough Council Members  
Mayor Snyder  
Tim Knoebel  
Mark Allshouse