

DILLSBURG BOROUGH COUNCIL MEETING
October 8, 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, Matt Fawber, John Richardson and Yvonne Laukemann Also present were the following: Mayor Henry Snyder, Borough Manager Karen Deibler and Borough Secretary Debbi Beitzel. Council Member Dave Baldwin, Junior Council Member Carissa Martin, Borough Engineer Tim Knoebel and Borough Solicitor Mark Allshouse weren't present.

The following visitors were present: Sgt. Thomas Wargo from the Carroll Township Police Department, Randal Nisly and Marc Thompson from Citizens' Hose EMS, Tricia Kline from the Patriot News, YCBA and COG Representative Mark Ryder, and Dillsburg Borough Residents Jeff Shultz and Jeff Walters and visitor David Bushey.

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 after the President's Report to discuss the police contract and to reconvene the regular meeting directly after the executive session. Council Member Richardson moved to approve the agenda as amended. Motion was seconded by Vice President Kelley. – Motion carried.

APPROVAL of the MINUTES

September 3, 2013 Committee Meeting – Council Member Fawber moved to approve the Committee Meeting minutes of September 3, 2013 as presented. Motion was seconded by Council Member Laukemann. – Motion carried.

September 10, 2013 Council Meeting – Council Member Anderson moved to approve the Council Meeting minutes of September 10, 2013 as presented. Motion was seconded by Council Member Fawber. – Motion carried.

DEPARTMENT REPORTS

Police Department Report

Sergeant Tom Wargo reviewed the September, 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. He indicated for the month of September 2013, there were 76 calls for service for a year-to-date total of 683. There were seven traffic accidents in September 2013, for a year-to-date total of 68 and the officers issued a total of 39 traffic citations in September 2013, for a year-to-date total of 372.

Part I offenses for September 2013, there was an overall clearance rate of 60%. Part II offenses for September 2013, there was an overall clearance rate of 84%. The combined clearance rate was 77% for Part I and Part II offenses.

Ambulance Service Report

Randy Nisly reviewed the September, 2013 EMS report with Council and Mayor. He indicated there were 127 calls; 22 were in Dillsburg Borough which included 20 medical calls, one fire call and one motor vehicle accident.

Fire Company Report

Citizens' Hose Fire Company #1 – No representative was present but provided Council and Mayor with a written report for September, 2013.

Franklintown Fire Company – No representative was present but provided Council and Mayor with a written report for September, 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 September 2013 were \$133,933.38. The Profit & Loss Budget vs. Actual Detail Report and a Cash Flow Report were also given to each Council Member and Mayor. Council Member Fawber moved to approve the payment of all bills as presented. Motion was seconded by Council Member Laukemann. Vice President Kelley and Council Member Richardson abstained. - Motion carried.

Planning Commission Report

There was no representative present.

Dillsburg Area Authority

There was no representative present.

Community Groups

There were no Community Groups present.

YCBA & COG

COG – Mr. Ryder indicated he attended the annual picnic on September 16th along with Council Members Fawber and Richardson at Sunset Golf Club in Middletown; there was no business meeting held.

YCBA – Mr. Ryder indicated he attended the quarterly meeting on September 26th along with Council Member Anderson and Mayor Snyder at the Dover Fire House; the keynote speaker was Commissioner Doug Hoke. Mayor Snyder and Council Member Anderson talked to Commissioner Hoke regarding the Senior Center. The next meeting is scheduled for November 9th in Red Lion beginning at 6:30 pm and will include the installation of officers.

Solicitor's Report

Solicitor Allshouse wasn't present but provided the Council and Mayor with a written report for September, 2013.

Engineer's Report

Engineer Knoebel wasn't present and no written report was provided for September, 2013.

Tax Collector Report

Debbi Beitzel provided the Council and Mayor with a written report for taxes paid and sent out in September, 2013.

Borough Staff Report

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

PUBLIC COMMENT

There was none.

CORRESPONDENCE

There was none.

MAYOR'S REPORT

Mayor Snyder indicated he attended the YCBA meeting on September 26th in Dover.

PRESIDENT'S REPORT

Community Events – President Griffin announced the following events: October 13 - Franklinton Fire Company is sponsoring a Stuffed Pork Chops dinner from 11:00 am to 1:00 pm. The cost is \$9.00 for adults; \$4.50 for kids under 12. Take outs available; October 14-19 – Farmer’s Fair activities begin with the Queen Contest. For a list of all activities Dill Pickles are available or visit the fair’s website. He reminded homeowners along the parade route to please put lights out to light the way for participants; October 15 - Northern High School String Quartet will be performing at the library beginning at 7:00 pm; October 19 – The Library will be having a book sale from 8:00 am to 3:00 pm in the back of the library; during the last hour, books will be sold at \$5.00 per bag; October 19 – Stop by Dill’s Tavern & plantation for an Apple Butter Boil from 9:00 am to 5:00 pm. Cider will be available for purchase; October 19 - Dr. George Jackson will be signing and selling copies of his new book, Agriculture of York County, Pennsylvania, at the Maple Shade Barn from 10:00 am to noon; October 22 – The library will be having a book discussion “The Cellist of Sarajevo” by Steven Galloway beginning at 6:30 pm; October 26-December 21 - Saturday Morning Markets at Maple Shade Barn from 8:00 am to 12:00 noon. Gift markets pick up where famers’ markets leave off. There will be crafters, artists and more unique Christmas Shopping inside the Maple Shade Barn. Spaces are available at \$10 per day with quantity discounts available. Anyone interested should call 502-1440. Please no flea market or yard sale items; October 28 - Leaf pick up will begin in the Borough (weather permitting) and will continue to be collected every week Monday through Thursday until December 5, 2013. “Leaf Waste” Consists of leaves fallen from trees, bushes or the like only. Leaf waste will not be collected if it includes garden waste, tree trimmings, shrubbery, chipped shrubbery, other vegetation and/or any non-leaf material. Leaf waste must be placed in a loose, unconfined pile for collection within 2 feet of the curb line but not on the sidewalk or within 1 foot of an alley edge. Any questions call the Borough at 432-9969; October 28 & November 4 – The library will be having a session if interested in learning to knit; October 31 – The Borough will be having Trick-or-Treat Night from 6:00-8:00 pm; November 5 - Election Day, the polls are open from 7:00 am to 8:00 pm and voting place is located at the Senior Center.

The regular meeting ended at 7:15 pm to go into an executive Session. The regular meeting reconvened at 7:24 pm.

COMMITTEE REPORTS

Public Works Committee

- A. Discuss/Take Action – Handicap Ramp Installations Grant – Council Member Fawber stated on June 11, 2013 Council approved the execution and delivery of the contract in the amount of \$45,000.00 for handicap ramp installation with York County and authorized Borough Council President Jeffrey Griffin to sign the grant contract with York County. In August of 2013, the bids were received. The winning bid was much lower than anticipated. An additional work authorization for another ADA ramp installation was presented to the contractor and the final fee was still much lower than the \$45,000.00 which was originally approved. Therefore, the amount of the grant must be adjusted. Council Member Fawber moved to approve the amendment for decreasing funds of the contract for handicap ramp installations with York County and authorize Borough Council President Jeffrey Griffin to sign the Amendatory Contract with York County Planning Commission. Motion was seconded by Council Member Anderson. – Motion carried.
- B. Discuss/Take Action – Handicap Ramps Installation Payment – Council Member Fawber stated in August of 2013 the Borough contracted with Carbough Concrete to install ADA Ramps through a York County Community Development Block Grant. The original bid was for \$23,732.00 and an additional work authorization for an additional ADA ramp installation was approved for \$3,450.00, for a total of \$27,182.00. The contractor has completed all work associated with the installations. A request for payment has been received by the Borough in the amount of \$27,182.00. All work has been inspected in the field and verified by Dillsburg’s Public Works Supervisor, Brian Gayman and Borough Engineer, Mike Begis of KPI. Council Member Fawber moved to authorize the payment in the amount of \$27,182.00 for the ADA Ramp installations be forwarded to Carbough Concrete. Motion was seconded by Council Member Anderson. – Motion carried.
- C. Discuss Take Action - C E Williams, Inc. Payment for 2013 Street Maintenance – Council Member Anderson stated in July of 2013 the Borough contracted with C E Williams, Inc. to complete 2013 Street Maintenance by replacing a storm water drain at Belair Drive and Greenbriar Lane. The contractor has completed all work associated with the contract. A request for payment has been received by the Borough. The job was inspected and approved by Public Works’ Supervisor Brian Gayman. Council Member Anderson moved to authorize payment in the amount of \$4,950.00 for the 2013 Street Maintenance work completed by C E Williams, Inc. Motion was seconded by Council Member Fawber. – Motion carried.

Public Safety Committee

- A. Discuss/Take Action – York County “911” CAD System Project - Council Member Richardson stated York County 911’s CAD system upgrade project is well underway and is anticipated to go-live on October 29. One of the main benefits of this new system is a more streamlined and efficient approach to creating and maintaining responses for fire and EMS. As with the fire assignments, the new CAD system handles EMS responses in a completely different fashion than the current system, and as such will require changes to how things are currently entered. One of these options is proximity dispatch. This allows the CAD system to select and dispatch, by station proximity, the closest Advanced Life Support (ALS) and Basic Life Support (BLS) capable units to an incident based on the exact location. A motion was carried at the York County

EMS Association meeting on Tuesday, September 17th to allow, with the approval of the municipalities, the EMS designee to build their responses to specify up to 3rd due for ALS and BLS stations and then revert to proximity dispatch for 4th due and beyond. If it should better suit your needs as a municipality, the system will allow you to opt to revert to proximity immediately after the first due station rather than building out to 3rd due. After discussing the situation with Ms. Traci Cook, Citizens Hose #1 EMS Coordinator, it seems it would better suit Dillsburg's needs to opt to revert to proximity immediately after the second due station rather than building out to 3rd due. Council Member Richardson moved that Dillsburg Borough opt to revert to proximity immediately after the 2nd due station rather than building out to 3rd due and direct Manager Deibler to sign and complete the necessary paperwork to do so. Motion was seconded by Council Member Fawber. – Motion carried.

- B. Discuss/Take Action – 2014 Police Contract - Council Member Richardson moved to direct Council President Jeff Griffin to sign the contract for Dillsburg Borough and initial each page accepting their agreement for a one year police contract with Carroll Township for service in the year 2014 with the condition that Carroll Township Board of Supervisors accept and sign the contract at their next meeting on Tuesday, October 15th and return a completed and fully signed copy of that contract to Dillsburg Borough no later than 4:00 pm on Wednesday, October 16th. In the event Carroll Township fails to meet these conditions, our acceptance of the agreement is withdrawn and void. Motion was seconded by Vice President Kelley. Council Member Fawber and President Griffin voted no. – Motion carried by a 4-2 vote.

Administration Committee

- A. Discuss/Take Action – Resolution 2013-8 - 2014 Meeting Schedule – Council Member Laukemann stated as Council Members are aware, each year we develop a Meeting Schedule for the coming year and adopt the Schedule by Resolution. The Schedule of Meetings is distributed and advertised in the local newspaper. Please note that Council meetings will be held at the Dillsburg Area Authority Building, 98 West Church Street, Dillsburg. All other meetings will be held in the Dillsburg Borough Office, 151 South Baltimore Street. Council Member Laukemann moved to adopt Resolution 2013-8 setting the 2014 meeting schedule for the Borough of Dillsburg. Motion was seconded by Vice President Kelley. – Motion carried.
- B. Discuss/Take Action – 2014 Proposed Budget – Vice President Kelley stated the 2014 Proposed Budget has been prepared and was reviewed by Council at their recent Committee Meeting. The Proposed Budget consists of Total Estimated Revenues of \$1,090,263.00 and Total Estimated Expenses of \$1,090,195.00. Expenses include contributions of \$21,020.00, street light fees of \$40,500.00, traffic signal charges of \$23,500.00 and \$343,615.00 in expenses for Public Safety. This Proposed Budget will not create a necessity for a real estate or occupational assessment tax increase. The 2014 Proposed Budget will be placed on public display from now until the November 12, 2013 Council Meeting at which time formal action by Council will be taken. Vice President Kelley moved that the 2014 Proposed Budget be approved and adopted as presented, and that any revisions be prepared for the 2014 Final Budget, to be adopted at the November 12, 2013 meeting of Borough Council. Motion was seconded by Council Member Laukemann. – Motion carried.

OLD BUSINESS

There was none.

NEW BUSINESS

Mr. Ryder asked if a multi-year contract was not feasible. Council Member Richardson stated the Borough basically asked for it and in the first two revisions the multi-year contract was in, but in the last revision it was not and felt at this time the contract presented was the best for the Borough. Mr. Ryder asked if there was a cut in service hours. Council Member Richardson stated yes. Mr. Ryder asked what the new service hours were. Council Member Richardson stated 188 monthly hours from 243 monthly hours. Mr. Ryder asked what the percentage increase was. Council Member Richardson stated Carroll Township Supervisors would not budge from a 3 1/2% increase. Council Member Richardson stated total incidents are down for this year and reviewing the number of hours for patrol; there will be very little drop off. Mr. Ryder asked how it will affect the Farmer's Fair activities. Council Member Richardson stated that was separate and has been worked out and Farmer's Fair shouldn't see a bill like they did last year.

Sergeant Wargo thanked Council for their time. Council Member Richardson stated Council appreciates everything the officers do and are very supportive of the work they do.

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 7:40 pm.

Respectfully Submitted,

Debbi L. Beitzel

Debbi Beitzel
Borough Secretary

cc: Borough Council Members
Mayor Snyder
Tim Knoebel
Mark Allshouse