

DILLSBURG BOROUGH COUNCIL MEETING

November 7, 2011 – 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 Kathryn Zeiders. Also present were the following: Borough Engineer Mike Begis, Borough Solicitor Mark Allshouse, Borough Manager Karen Deibler and Borough Secretary/Treasurer Debbi Beitzel. Mayor Henry Snyder and Council Member Dave Baldwin were absent.

The following visitors were present: YCBA and COG Representative Mark Ryder, Mary Lou Bytoff from the Dillsburg Banner and Scott Smith from the Patriot News.

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 requested under New Business, 15A to discuss a personnel issue, be added to the agenda. President Griffin called for an executive session after the regular session for Council Members only and indicated there would be no reason to reconvene to discuss personnel. Council Member Richardson moved to approve the agenda as amended. Motion was seconded by Vice President Kelley. – Motion carried.

APPROVAL of the MINUTES

October 4, 2011 Committee Meeting – Council Member Richardson moved to approve the Committee Meeting minutes of October 4, 2011 as presented. Motion was seconded by Council Member Zeiders. – Motion carried.

October 11, 2011 Council Meeting – Council Member Richardson moved to approve the Council Meeting minutes of October 11, 2011 as presented. Motion was seconded by Council Member Fawber. – Motion carried.

DEPARTMENT REPORTS

Police Department Report

Chief Kapfhammer wasn't present but a report for October 2011 was provided to Council and Mayor.

Ambulance Service Report

There was no one present to report but a report for the month of October 2011 was provided to Council and Mayor.

Fire Company Report

Citizens' Hose Fire Company #1 – Tony Baker provided reports for the months of September 2011 and October 2011 to Council and Mayor but wasn't present to report.

Franklintown Fire Company – There were no reports provided nor was there anyone present to report.

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 October 2011 were \$106,253.02. 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 moved to approve the payment of all bills as presented. Motion was seconded by Vice President Kelley. Council Member Richardson and Vice President Kelley abstained - Motion carried.

Planning Commission Report

Planning Commission didn't meet in October 2011.

Dillsburg Area Authority

There wasn't anyone present to report.

YCBA & COG

YCBA – Mr. Mark Ryder reminded Council about the annual banquet and the election of officers which is being held on November 12, 2011 at the York Expo Center beginning at 6:00 pm.

COG – Mr. Ryder indicated he wouldn't be able to attend the November 21st meeting due to a conflict and asked if Council Member Richardson could attend. He stated they adopted their budget for next year with no increase to the municipalities.

Solicitor's Report

Solicitor Allshouse provided Council and Mayor with a written report for work performed in October 2011 and had nothing to add.

Engineer's Report

Borough Engineer Mike Begis provided Council and Mayor with a written report for work performed in October 2011 and had nothing to add.

Tax Collector

Madeline Harbold wasn't present but provided reports for the month of October 2011 to Council and Mayor.

Borough Staff Report

Borough Manager Deibler provided Council and Mayor with a written report for October 2011 and indicated the two biggest items were Farmers' Fair and the snow storm.

PUBLIC COMMENT

There was none.

CORRESPONDENCE

There was none.

MAYOR'S REPORT

Mayor Snyder was not in attendance.

PRESIDENT'S REPORT

President Griffin announced the following events: November 8 - Election Day and the polls are open from 7:00 am to 8:00 pm and are located at the Senior Center; November 12 – NYCHAPS is having a Pork & Sauerkraut Dinner, Tickets are \$25 and can be purchased at the Book House; November 13 - Franklinton and Community Fire Company will be hosting a dinner from 11am to 1pm. The meal consists of meatloaf, filling, green beans, mashed potatoes and a variety of desserts. The cost is \$9.00 for adults and \$4.00 for children ages 12 and under; November 24 & 25 - Borough Office and the library will be closed in observance of Thanksgiving; November 27 – the Dillsburg House Tour from 1-5 PM. Tickets are \$10.00 (in advance) or \$12.00 (Day of the tour) and can be purchased at the Book House, The Blossom Shop, Country Collectibles and Spring House Artisan and Antiques; December 2 - First Friday at Dill’s from 7-10 PM, entertainment will be a Bluegrass band. Light refreshments and set-ups are provided for this BYOB event. You must be 21 years old to attend. Admission is \$10 donation to support the Tavern restoration; December 2 - Dillsburg’s Annual Lighting of the Christmas tree at 7:00 pm on the square. The program will include singing of carols, story for the children and a special visitor and refreshments will be served at the Library following the program; December 10 - Colonial Candlelight Christmas Service is scheduled for 7:30 pm at the Historic Monaghan Church followed by refreshments at the Dill’s Tavern. This event is sponsored by Dillsburg Revitalization Committee and NYCHAPS. Donations will be used for New Hope Ministries and NYCHAPS’ programs at the Dill’s Tavern.

President Griffin reminded everyone the Dillsburg Borough office is a drop off point for New Hope Ministries for their food pantry.

President Griffin wished everyone a safe and happy Thanksgiving.

COMITTEE REPORTS

Public Works Committee

Neither Council Member Anderson nor Fawber had anything to report.

Public Safety Committee

- A. Discuss/Take Action – Ordinance 2011-3 – Joint EMA - Council Member Richardson stated pursuant to Section 1202 (34) of the Borough Code, as amended, the Borough would like to enter into a joint intergovernmental agreement with other Northern York County Municipalities; the purpose of which is to create and jointly operate the Northern York

County Unified Emergency Management Agency (NEMA). The objectives of the Agreement are for Dillsburg to work cooperatively with Carroll Township, Franklinton Borough, Franklin Township, Monaghan Township, Wellsville Borough, and Warrington Township to create, operate and finance the NEMA to create a board among the seven parties, to identify the rights and responsibilities of the parties, to set the formula for and fix the reimbursements due from each party for those services of each party, and otherwise to set forth the financial rights and obligations of the parties pursuant to the Agreement. Council Member Richardson moved to adopt Ordinance 2011-3, authorizing the entry into a joint intergovernmental agreement with other Northern York County Municipalities and authorizing the President of the Dillsburg Borough Council and the Dillsburg Council Secretary to execute the Agreement on behalf of Dillsburg and by so doing to bind Dillsburg to the terms of the Agreement. Motion was seconded by Council Member Zeiders. - Motion Carried.

- B. Discuss/Take Action – 2012 Animal Control Officer and Shelter - Council Member Richardson stated as Council Members are aware, the Borough of Dillsburg must provide for animal control services to ensure the safety, health and welfare of its residents and must also provide for the shelter and care of stray and/or injured or abused animals in the Borough. In the past, Kohler Animal Services and York County SPCA were contracted by the Borough. For 2012, the per capita rate charge stayed at \$.50 for the SPCA for a total of \$1,282.00 and Kohler's fees will remain the same with a \$250.00 retainer fee. Council Member Richardson moved to adopt Resolution 2011-7 appointing Tim Kohler, of Kohler Animal Control Services located in Manchester, PA, as the Animal Control Officer and the SPCA of York County, located in York, PA, as the Animal Shelter for the Borough of Dillsburg in 2012. Motion was seconded by Council Member Fawber. – Motion carried.

Administration Committee

- A. Discuss/Take Action – 2012 Final Budget – Vice President Kelley stated the 2012 Proposed Budget was reviewed and adopted by Council at the October 11, 2011 Council Meeting and was put on public display between October 12th and today. Further review and discussion resulted in no adjustments. The Proposed Budget consists of Total Estimated Revenues of \$768,800.00 and Total Estimated Expenses of \$926,765.00. Expenses include contributions of \$21,070.00, street light fees of \$40,500.00, traffic signal charges of \$19,500.00, \$329,280.00 in expenses for Public Safety and a salary increase of 50 cents per hour for the Public Works Supervisor. The 2012 Budget is now ready for adoption at this time. Vice President Kelley moved to adopt the 2012 Budget for the Borough of Dillsburg as presented with projected Revenue of \$768,800.00 and Total Estimated Expenses of \$926,765.00. The 2012 Budget will be balanced through the use of carryover funds from 2010 and 2011. Motion was seconded by Council Member Zeiders. – Motion carried.
- B. Discuss/Take Action – Ordinance 2011-4 Earned Income Tax - Council Member Zeiders stated in order to conform to the requirements of Act 32 of 2008, Dillsburg Borough Council must adopt a new Ordinance imposing a local tax on the earned income and net profits of residents and non-residents receiving earned income or net profits within the Borough of Dillsburg. The tax imposed on residents (and non-residents) by the ordinance is not a new tax, but rather, a continuation of the earned income and net profits tax previously imposed. Council Member Zeiders moved to adopt Ordinance 2011-4 imposing a local tax on the

earned income and net profits of residents and non-residents receiving earned income or net profits within the Borough of Dillsburg. Motion was seconded by Vice President Kelley. – Motion carried.

- C. Discuss/ Take Action – Ordinance 2011-5 – Pension Plan Amendment - Vice President Kelley stated the Borough of Dillsburg previously established the Borough of Dillsburg Non-Uniformed Employees Pension Plan for the benefit of its full-time, non-uniformed employees. In order to continue its compliance with the tax-exempt retirement plan requirements of Internal Revenue Code of 1986 (as amended) section 401(a), Dillsburg Borough Council desires to enact an Amendment to the Plan in order to comply with the Pension Protection Act of 2006 and the Heroes Earnings Assistance and Tax Relief Act of 2008 (HEART). Vice President Kelley moved to adopt Ordinance 2011-5 amending the Borough of Dillsburg’s Non-Uniformed Employees Pension Plan and stating that the Chief Administrative Officer (CAO) of the Borough of Dillsburg Non-Uniformed Employees Pension Plan, Council Member Kathryn Zeiders, as the agent of the Employer, is authorized and directed to execute the amendment of the Plan. Motion was seconded by Council Member Anderson. – Motion carried.
- D. Discuss/Take Action – Ordinance 2011-6 – 2012 Tax Ordinance – Council Member Zeiders stated each year the Borough is required to enact a Tax Ordinance fixing the tax rates for Real Estate and Occupation Assessment Taxes for the coming year. The rates will stay the same as they were for the last six (6) years: Real Estate - 2.37 mills and Occupation Assessment Tax - 1200 mills. Council Member Zeiders moved to adopt Ordinance 2011-6 fixing tax rates for the non-exempt real property at 2.37 mills and the occupational assessment at 1200 mills. Motion was seconded by Vice President Kelley. – Motion carried.
- E. Discuss/Take Action – Resolution 2011-5 - 2012 Delinquent Tax Collector – Vice President Kelley stated as Council Members are aware, each year we develop a Resolution appointing the Delinquent Tax Collector for the Borough. Resolution 2011-5 appoints J. P. Harris Associates as the Delinquent Tax Collector for the Borough of Dillsburg for the fiscal year 2012. Vice President Kelley moved to adopt Resolution 2011-5 appointing the 2012 Delinquent Tax Collector for the Borough of Dillsburg. Motion was seconded by Council Member Zeiders. – Motion carried.
- F. Discuss/Take Action - Resolution 2011-6 – Appointing 2012 Auditor – Council Member Zeiders stated as Council Members are aware, the Borough appoints an Auditor each year to independently audit all Borough Accounts. Resolution 2011-6 was developed to appoint Kochenour, Earnest, Smyser and Burg of York, Pennsylvania as the Auditor for the Borough of Dillsburg for the fiscal year 2012. Council Member Zeiders moved to adopt Resolution 2011-6 appointing the Auditor for the fiscal year 2012. Motion was seconded by Vice President Kelley. – Motion carried.
- G. Discuss/Take Action - Resolution 2011-8 – 2012 Meeting Schedule - Vice President Kelley 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. Vice President Kelley

moved to adopt Resolution 2011-8 setting the 2012 meeting schedule for the Borough of Dillsburg. Motion was seconded by Council Member Zeiders. – Motion carried.

- H. Discuss/Take Action – Resolution 2011-9 – 2012 Fee Schedule – Council Member Zeiders stated various ordinances provide for the assessment and collection of fees in order to recoup the cost for professional services provided by the Borough. Council has worked to keep the fees at 2009 rates. Council Member Zeiders moved to adopt Resolution 2011-9 establishing the Borough Fee Schedule for 2012. Motion was seconded by Vice President Kelley. – Motion carried.
- I. Lions Club Citation – Vice President Kelley stated the Lions Club of Dillsburg, Pennsylvania was chartered November 9, 1931 by the Lions Club International and has been in continuous operation since. For many years in its history, the Club has been and continues to be the largest Lions Club in District 14-C which covers York, Adams and Cumberland Counties. The motto of the Dillsburg Lions Club is “We Serve”. The Club contributes to the welfare of the local community with its service and financial support. The members of the Club are like minded in their desire to support the community, provide assistance to the underprivileged and support projects which benefit individuals and groups within the community. The Club provides significant financial support and donations to community organizations such as the Dillsburg Public Library, New Hope Ministries and the Dillsburg Community Fair Association. The Lions are also active in community service projects important to area residents and a strong commitment to support area youth programs has always been provided by the Club. Over the years, the Dillsburg Lions Club has also provided significant financial support to eyesight related needs reflecting the focus of Lions Club International. On November 14, 2011, the Dillsburg Lions Club will celebrate their Eightieth Anniversary of being chartered. The Council of the Borough of Dillsburg wishes to congratulate the Lions Club of Dillsburg, Pennsylvania on their accomplishments and thank them for being active members and supporters of the Dillsburg community. Vice President Kelley moved to present The Lions Club of Dillsburg, Pennsylvania with a Dillsburg Borough Council Citation. Motion was seconded by Council Member Zeiders. – Motion carried.

OLD BUSINESS

There was none.

NEW BUSINESS

Council Member Richardson stated the Borough Manager hasn't received a pay increase in the last six years and won't in 2012, and she has taken on additional tasks as asked by Council and all employees have worked to maximize income and to keep expenses to a minimum. Council Member Richardson moved that Council provide incentive payments to the employees as discussed in the Executive Session on Tuesday, November 1, 2011, and shown in Executive Document 11-A. Motion was seconded by Vice President Kelley. – Motion carried.

Mark Ryder stated on Tuesday, November 8th, the inaugural meeting of the Dillsburg Chapter of the Marine Corps League will take place at the Dillsburg Legion at 7:00 pm.

ADJOURNMENT

Since there was no further business, Council Member Zeiders moved to adjourn the regular meeting and move into Executive Session. Motion was seconded by Vice President Kelley. – Motion carried. The regular meeting was adjourned at 7:33 pm.

Respectfully Submitted,

Debbi Beitzel

Debbi Beitzel
Secretary/Treasurer

cc: Borough Council Members
Mayor Snyder
Tim Knoebel
Mark Allshouse