

# **DILLSBURG BOROUGH COUNCIL MEETING**

**November 12, 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: Junior Council Member Carissa Martin, Borough Manager Karen Deibler and Borough Secretary Debbi Beitzel. Council Member Dave Baldwin, Mayor Henry Snyder, Borough Engineer Tim Knoebel and Borough Solicitor Mark Allshouse weren't present.

The following visitors were present: Acting Chief Thomas Wargo from the Carroll Township Police Department, Mary Lou Bytof from the Dillsburg Banner, YCBA and COG Representative Mark Ryder, and Dillsburg Borough Residents Wendell Hollinger, Ben Martin, Andy Rodemaker and Jeff Shultz.

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 Administrative Committee, #13C Ordinance 2013-2 (2014 Tax Ordinance) be removed from the agenda. Council Member Richardson moved to approve the agenda as amended. Motion was seconded by Vice President Kelley. – Motion carried.

## APPROVAL of the MINUTES

October 1, 2013 Committee Meeting – Council Member Fawber moved to approve the Committee Meeting minutes of October 1, 2013 as presented. Motion was seconded by Council Member Laukemann. – Motion carried.

October 8, 2013 Council Meeting – Council Member Richardson moved to approve the Council Meeting minutes of October 8, 2013 as presented. Motion was seconded by Vice President Kelley. – Motion carried.

## DEPARTMENT REPORTS

### *Police Department Report*

Acting Chief Tom Wargo reviewed the October, 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 October 2013, there were 72 calls for service for a year-to-date total of 755. There were ten traffic accidents in October 2013, for a year-to-date total of 78 and the officers issued a total of 29 traffic citations in October 2013, for a year-to-date total of 401.

Part I offenses for October 2013, there was an overall clearance rate of 64%. Part II offenses for October 2013, there was an overall clearance rate of 77%. The combined clearance rate was 74% for Part I and Part II offenses.

Acting Chief Wargo made Council aware of two incidents which happened in the month of October. 1. There was a pedestrian struck at Welty Avenue and Harrisburg Pike the Saturday evening during Farmer's Fair. There was nothing the young man could have done to prevent from hitting the woman due to the weather and traffic conditions. The driver was sober and was not speeding. There will not be any charges against the male driver. 2. There were two teenagers caught egging cars on Pheasant Ridge and were charged with disorderly conduct. Vice President Kelley asked if the woman was OK. Acting Chief Wargo stated yes, as far as he knew.

Council Member Richardson congratulated Acting Chief Wargo on behalf of Council and also thanked him for providing Council with a detailed overtime report.

#### Ambulance Service Report

No representative was present but provided Council and Mayor with a written report for October, 2013.

#### Fire Company Report

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

**Franklinton Fire Company** – No representative was present but provided Council and Mayor with a written report for October, 2013. Manager Deibler stated Mr. Whitzel was attending a fire caucus in Harrisburg and was hoping to arrive before the meeting adjourned.

#### 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 2013 were \$52,985.14. The Profit & Loss Budget vs. Actual Detail Report and a Cash Flow Report were also given to each Council Member and Mayor. Vice President Kelley moved to approve the payment of all bills as presented. Motion was seconded by Council Member Fawber. Council Member Laukemann 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

YCBA – Mr. Ryder indicated he attended the banquet on November 9<sup>th</sup> in Red Lion. He stated YCBA has a new president, Michael Ridgley from Shrewsbury Borough. The next executive meeting will be held in January, 2014.

COG – Mr. Ryder indicated they couldn't conduct business last month because there was no quorum. The next meeting will be held on Monday November 18<sup>th</sup> beginning at 7:00 pm. He stated

the December meeting is still pending. Mr. Ryder stated Ann Simonetti was named Government Leader of the Year by the Harrisburg Chamber of Commerce/CREDC.

Solicitor's Report

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

Engineer's Report

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

Tax Collector Report

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

Borough Staff Report

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

PUBLIC COMMENT

Andy Rodemaker, 166 South Second Street, stated his concern was outside his property there is a fire hydrant. He clears snow approximately 18 feet around the fire hydrant. Last year, the snow plow completely plowed in the fire hydrant. He stated he spoke with Brian Gayman and was told they were instructed to plow curb to curb. Mr. Rodemaker is asking for some consideration regarding this matter. President Griffin stated Council will discuss this matter at the next workshop meeting.

CORRESPONDENCE

There was none.

MAYOR'S REPORT

Mayor Snyder wasn't present.

PRESIDENT'S REPORT

Community Events – President Griffin announced the following events: November 19 – Book discussion at the library beginning at 6:30 pm. The title of the book is “The Light between Oceans” by M.L. Stedman; November 24 – Rainbow Band Bracelet Party from 2-4 pm at the library for anyone six years of age or older, and all supplies will be provided by the library. If anyone is interested call the library at 432-5613; November 27 – Tech Guru from Martin Memorial Library in York from 2-4 pm at the library; November 28 & 29 – The Borough Office will be closed in observance of Thanksgiving; December 1 – Dillsburg Holiday House Tour will take place and for more information contact Yvonne Laukemann at 571-2126; December 6 – Light Up Night at the square beginning at 7:00 pm and then refreshments with Santa & Mrs. Claus in the library; December 6 – First Friday at Dill's from 7-10 pm. Entertainment will be Greenwood Muse. Light refreshments and set-ups are provided. You must be 21 years of age to attend and the admission is \$10 which supports the Tavern restoration; Now until December 21 - Saturday Morning Markets at

Maple Shade Barn from 8:00 am to 12:00 noon. There will be crafters, artists and unique Christmas gifts available at the Barn. For more information call 502-1440; and Leaf collection continues until December 5, 2013 (weather permitting). Leaves are collected every week Monday through Thursday. "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.

President Griffin updated the status of the Senior Center. He stated there is good news and bad news. As noted last month, in July, the Senior Center lost the contract with the York County Area Agency on Aging (YCAAA) when they were unable to meet the 40 person per day lunch participation requirement established by YCAAA for fully funded York county senior centers. However, as a result of negotiation and continued advocacy by their board of directors and others, YCAAA has agreed to again provide them with a contract. That's the good news. A contract provides some measure of certainty as they try to chart a path forward. The Not-So-Good news is that they are returning to contract status as a Satellite/ Nutrition Site senior center, not as the fully funded center as before. The difference is that the Satellite/Nutrition Site centers have fewer specified program requirements, but also receive less funding. As they go forward, they'll receive three categories of funding from YCAAA: baseline funding of \$250 per month, \$2.02 for each time a registered participant has lunch with them, and \$1.70 for each meals-on-wheels meal they deliver or attempt to deliver. Calculating their annual funding amount with absolute certainty is not possible because they cannot know exactly how many people will have a daily lunch with them in the coming months or how many meals-on-wheels they will be asked to deliver. However, based upon previous experience and their best estimate, they expect the total annual compensation from the current contract to be approximately \$26,000. This is roughly a 25% reduction in their total YCAAA funding from last year. To adjust to this new reality, the center has decided to change operating hours to reduce costs. Beginning November 1<sup>st</sup>, they will be open to members from. 9:00 am to 2:00 pm, rather than their previous hours of 8:00 am to 3:00 pm. This measure has been chosen because it will affect the fewest number of people, and should, consequently, have the least negative impact. Please note to retain their Satellite/Nutrition Site contract with YCAAA for the remainder of this fiscal year, and all other Nutrition Site Senior Centers will be required to average 30 registered participants per day in the daily lunch program. So, anyone over 60 years of age are invited to participant at lunch. If you'd like more information contact the Senior Center.

President Griffin stated on behalf of Borough Council, he wished everyone a Happy Thanksgiving.

## COMITTEE REPORTS

### Public Works Committee

- A. Discuss/Take Action – Ordinance 2013-1 – Dumpster and Portable Storage Unit Placement - Council Member Fawber stated Portable storage units and construction & 'bag' dumpsters are becoming quite popular. However, if not placed and maintained properly, they can be a nuisance and create hazards. Borough Council, along with the Borough Solicitor, worked to find a solution which will help remedy this situation. Council Member Fawber moved to

adopt Ordinance 2013-1 regulating the placement of construction & 'bag' dumpsters on properties and to allow for the placement of a portable on demand storage unit on a property temporarily. Motion was seconded by Council Member Anderson. – Motion carried.

Public Safety Committee

- A. Discuss/Take Action – 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 2014, the per capita rate charge stayed at \$.50 for the SPCA for a total of \$1,282.00. The Borough Manager has spoken with a possible new animal control service in the area, Mary Harris Animal Control Services. The Manager feels that this new service would be a better fit with Dillsburg Borough, should be less expensive over all and was suggested by Carroll Township. Council Member Richardson moved to adopt Resolution 2013-10 appointing Mary Harris, of Mary Harris 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 2014. Motion was seconded by Council Member Fawber. – Motion carried.

Administration Committee

- A. Discuss/Take Action – Resolution 2013-9 – Appointing Auditor - Council Member Laukemann stated as Council Members are aware, the Borough appoints an Auditor each year to independently audit all Borough Accounts. Resolution 2013-9 was developed to appoint Kochenour, Earnest, Smyser and Burg of York, Pennsylvania as the Auditor for the Borough of Dillsburg for the fiscal year 2014. Council Member Laukemann moved to adopt Resolution 2013-9 appointing the Auditor for the fiscal year 2014. Motion was seconded by Vice President Kelley. – Motion carried.
- B. Discuss/Take Action – 2014 Budget – Vice President Kelly stated the 2014 Proposed Budget was reviewed and adopted at the October 8<sup>th</sup> Council Meeting and was put on public display between October 9<sup>th</sup> and today. Further review and discussion resulted in a transfer of monies between two accounts, but did not change the net income. The Final Budget consists of Total Estimated Revenues of \$1,092,413.00 and Total Estimated Expenses of \$1,092,345.00. Expenses include contributions of \$21,020.00, street light fees of \$40,500.00, traffic signal charges of \$19,500.00 and \$341,314.64 in expenses for Public Safety. This Final Budget will not create a necessity for a real estate or occupational assessment tax increase. The 2014 Budget is now ready for adoption at this time. Vice President Kelley moved to adopt the 2014 Budget for the Borough of Dillsburg as presented with projected Revenue of \$1,092,413.00 and Total Estimated Expenses of \$1,092,345.00. Motion was seconded by Council Member Laukemann. – Motion carried.
- C. Discuss/Take Action – Resolution 2013-11 – Supporting Senate Bill 444 Amending the Right-To-Know Law – Council Member Laukemann stated as Council Members are aware, the 2008 Right-to-Know Law produced many unintended consequences, including an increase in commercial requests, additional administrative burdens and an ever growing

fiscal impact on local governments. Senate Bill 444 proposes changes to the Law which would assist in decreasing these negative consequences. Council Member Laukemann moved to adopt Resolution 2013-11 Supporting Pennsylvania Senate Bill 444 which amends the Right-To-Know Law. Motion was seconded by Vice President Kelley. – Motion carried.

#### OLD BUSINESS

There was none.

#### NEW BUSINESS

Council Member Richardson stated since the Borough Manager received one pay increase in the last eight years and has taken on additional tasks as requested 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 in the amounts discussed in the Executive Session on Monday, November 4, 2013, and shown in Executive Document 13. Motion was seconded by Vice President Kelley. – Motion carried.

#### 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 7:30 pm.

Respectfully Submitted,

*Debbi L. Beitzel*

Debbi Beitzel  
Borough Secretary

cc: Borough Council Members  
Mayor Snyder  
Tim Knoebel  
Mark Allshouse