

DILLSBURG BOROUGH COUNCIL MEETING
November 13, 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, Dave Baldwin, Matt Fawber, John Richardson and Yvonne Laukemann and Junior Council Member John Zook. Also present were the following: Mayor Henry Snyder, Borough Solicitor Mark Allshouse, Borough Engineer Tim Knoebel, Borough Manager Karen Deibler and Borough Secretary Debbi Beitzel. Junior Council Member T.J. Peters wasn't present.

The following visitors were present: Chief Kapfhammer from the Carroll Township Police Department, YCBA and COG Representative Mark Ryder, Mary Lou Bytof from the Dillsburg Banner, Lauren McLane from the Patriot News, Farmers' Fair Representative Carl Shearer, Logan Park Authority Representative Terri Hildebrand and Dillsburg Borough Residents Jeff Walters, Stephanie and Ben Martin.

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

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

APPROVAL of the MINUTES

October 2, 2012 Committee Meeting – Vice President Kelley moved to approve the Committee Meeting minutes of October 2, 2012 as presented. Motion was seconded by Council Member Fawber. – Motion carried.

October 9, 2012 Council Meeting – Council Member Baldwin indicated under New Business he didn't second the motion. Vice President Kelley stated she did. Council Member Richardson moved to approve the Council Meeting minutes of October 9, 2012 as amended. Motion was seconded by Vice President Kelley. – Motion carried.

DEPARTMENT REPORTS

Farmers' Fair

Carl Shearer stated the fair went very well and had a great attendance. He thanked the Dillsburg Borough for the additional donation for lights on South Baltimore Street; he indicated South Second Street and especially Franklin Street are very dark. Carl Shearer stated the Queen Contest was an excellent contest and he was glad they had moved it to Monday night because the Fair Queen has the opportunity to attend all the fair activities. The community hall exhibits and registrants were about the

same. He stated unfortunately they had rain Thursday night and Friday morning but Friday night's parade had a good turnout. On Saturday, the weather was good and the parade went very well and they had 150 antique cars, 150 antique tractors and 122 street rods. He indicated the biggest complaint was regarding dogs; there are signs up but people continue to bring their dogs. He asked Council for directions with this issue. President Griffin asked Chief Kapfhammer if there was anything that could be done in the future. Chief Kapfhammer stated if the Fair Association wants the issue enforced next year they can have the dogs removed. Mr. Shearer stated they tried that a couple of years ago and felt if the dogs were under control, they didn't want to enforce it. Vice President Kelley stated a responsible pet owner would have a bag and clean up after their dog. Mr. Shearer indicated their police bill has become extremely high and he doesn't understand why; they will be addressing this issue; between the Carroll Township Police and the Fire Police their bill was over \$14,000.00. Vice President Kelley asked what percentage of their budget this number was. Mr. Shearer stated police coverage was their largest expense. He stated the other complaint was cars getting towed away. People were parking on private property and their cars were towed away. Mr. Shearer stated overall the weekend went very well.

Police Department Report

Chief Kapfhammer reviewed the October 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 were 94 and for 2012 year-to-date were 99. The total incidents reports filed for 2011 were 1,029 and for 2012 year-to-date there were 1,035. There were 277 traffic citations issued in 2011 and in 2012 year-to-date there were 257.

Part I offenses for 2011 there were 25 with 14 cleared by arrest for a clearance rate of 56% and in 2012 year-to-date there were 39 with 31 cleared by arrest for a clearance rate of 79%.

Part II offenses for 2011 there were 69 with 65 cleared by arrest for a clearance rate of 94% and in 2012 year-to-date there were 60 with 51 cleared by an arrest for a clearance rate of 85%. The overall clearance rate for 2011 was 84% and the overall clearance rate for 2012 year-to-date was 82%.

Chief Kapfhammer stated the contracted hours worked were 251 hours and 37 minutes. The breakdown hours are as follows: Patrol-169 hours and 50 minutes; Foot Patrol-1 hour and 5 minutes; Complaints-41 hours and 48 minutes; Investigations-21 hours and 36 minutes; Paper Work-16 hours and 18 minutes; and District Court-1 hour and 0 minutes.

Ambulance Service Report

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

Fire Company Report

Citizens' Hose Fire Company #1 – There was no representative present but a report for the month of October 2012 was provided to the Council and Mayor.

Franklintown Fire Company – There was no representative present but a report for the month of October 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 October were \$46,502.67. 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 Richardson abstained. - Motion carried.

Planning Commission Report

Planning Commission didn't meet in October 2012.

Dillsburg Area Authority

There was no representative present.

Logan Park Authority

Terri Hildebrand indicated their mission statement is to "Contribute to the betterment of the community by developing and maintaining safe recreational facilities and activities at Logan Park." She indicated under 2012 their Goal #1 is to maintain park facilities and property; some of the items they accomplished were improving drainage for the play area, posting signage of appropriate rules and regulations, added additional waste receptacles in the park and investigated the cost and the need to install dog waste cleanup and disposal receptacles.

Goal #2 – Enhancing the experience for Park users – They are always entertaining items on how to enhance the area and one of those items is to look for a location for a half court basketball court. Also, replacing parts for the tot lot is in progress and an annual inspection will take place and replace any missing parts. She stated they would like to investigate extending their walking path and some other things in the lower part of the park.

Goal #3 – Keep Logan Park Authority in a positive financial position – They are looking and asking for donations for particular projects and possibly adding another pavilion and/or a gazebo; running the pavilion offset the cleaning of the restrooms. They are looking for creative ways to get people on board with a program like a "Friends of the Park".

Goal #4 – Improve Park property esthetics – They have planted a lot of trees and the Garden Club made a donation and planted the trees. They continue to have concerns with property owners on the Carroll Township side with pushing debris onto the park property and placing pavers into the ground for a path to the park even though they are on park property and it becomes the responsibility of the park. This issue has been addressed with the Carroll Township Supervisors.

Goal #5 – Evaluate Park facilities and infrastructure and take appropriate action – They have developed a plan listing the needs and timeline; the top priorities will be upkeep to the pavilion and some improvements to the restrooms. In 2013, they would like to consider finishing off the interior of the barn.

Mrs. Hildebrand indicated LPA had just approved installing speed bumps in the lower part of the park; this will help with dust control and the major concern with safety. Mr. Ben Martin indicated the installing of the speed bumps has already been done.

She thanked the Borough for their continued support.

YCBA & COG

YCBA – Mr. Mark Ryder stated he attended the annual dinner on Saturday at Derry land Square in Red Lion. He thanked the Borough Manager for the donations for door prizes. Sam Firestone from West York is the new president. The next meeting is January 5th to discuss the yearly plan for 2013.

COG – Mr. Ryder indicated he wouldn't be able to attend the next meeting on Monday night and asked Council Member Richardson if he was able to attend. The annual banquet is scheduled for January.

Solicitor's Report

Solicitor Allshouse provided the Council and Mayor with a written report for work performed in October 2012. Solicitor Allshouse indicated he wouldn't be able to attend the December 4th Committee Workshop meeting and could make arrangements for someone to fill in for him, if Council needed him to.

Engineer's Report

Engineer Knoebel provided the Council and Mayor with a written report for work performed in October 2012, which included helping eci finalize their plans for their stream enclosure and the Winfield Developemnt.

Tax Collector

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

Borough Staff Report

Borough Manager Deibler provided the Council and Mayor with a written report for October 2012.

PUBLIC COMMENT

Mr. Jeff Walters, 38 Impala Drive, stated he was inquiring about the requests for information regarding police service and looking for some update as to what the response was and how soon the results would be made public. Council Member Richardson stated Council wanted to see what the Borough's options were because the contract with Carroll Township expires the end of 2013; and wanted some input from the citizens as to what their desire was before making any decisions. Council Member Baldwin stated the results were against going with the State Police; most of the responses were in favor with the Borough having its own force or staying with Carroll Township. Council Member Baldwin indicated his personal concern is that Carroll Township has an open checkbook with the Dillsburg Borough. Borough Manager Deibler indicated there were 24 responses and they are available for anyone to look out.

Mr. Mark Ryder, 110 South Second Street, congratulated and commended the Borough Manager Deibler in regards to the Carroll Township meeting held on Monday, November 10th. He stated there were a lot of issues regarding the police department and the bottom line was the police department will not be dissolved. Manager Deibler stated she attended the meeting representing herself as a Carroll Township resident, not the Dillsburg Borough Manager. Mr. Ryder asked the Council and Mayor to stay on top of this issue. He indicated Carroll Township voted to increase the taxes by 1 mill by a 3-2 vote; which will maintain their budget deficit and keep the police funded. He feels the Council should send a liaison to attend the CT meetings and keep up on the latest issues regarding the police force. He also feels the Borough should do a cost analyst before making a decision because he doesn't what to see happen what had happen six years ago with Northern Regional. Council Member Baldwin indicated Council had a cost analyst done four years ago and had some good information from other municipalities; researched the information and at that point it was about the same cost to have 24/7 police

force of our own. Mr. Ryder asked Council when they were going to start checking into the contract from Carroll Township. Council Member Baldwin stated as soon as they give us a price. Mr. Ryder stated the Carroll Township Police department is very professional and well trained. Council Member Baldwin stated Council doesn't have any arguments as to their professionalism or their training.

CORRESPONDENCE

There was none.

MAYOR'S REPORT

Mayor Snyder stated Sunday night preceding Hurricane Sandy, himself; President Griffin, Mark Ryder and officials from surrounding municipalities attended an emergency meeting at the Community Fire Company to discuss possibilities if the storm would affect Dillsburg and how they would react. He indicated one of the concerns was the lack of generators in order to keep the traffic lights running and the local gas pumps running. Council Member Baldwin asked Chief Kapfhammer if the police department had their own gas pumps and were there backup generators. Chief Kapfhammer stated yes. Mayor Snyder indicated Council should consider having a generator for Borough office. President Griffin indicated Council had been looking into this for the office.

Mayor Snyder indicated he attended DEMA's search and rescue mock drill; which went very well.

PRESIDENT'S REPORT

Community Events – President Griffin announced the following events: November 17 - 2013 Spring Season Baseball Registration from 9:00 am to 1:00 pm at the Franklinton Fire Hall. First time registrants are required to provide copy of birth certificate. For more information contact the DYB Public Relations Officer at 717-432-2211; November 22 & 23 – In observance of the Thanksgiving holiday the Borough office will be closed; November 30 - Light Up Night at the square beginning at 7:00 pm followed by refreshments with Mr. & Mrs. Santa Claus in the library; December 04 – The author of *The First Frontier: The Forgotten History of Struggle, Savagery and Endurance in Early America*, will speak at the Dillsburg Area Public Library beginning at 6:30 p.m. This program is free and for more information contact the Library at 432-5613; December 5, 6, 7 & 8 - Christmas Open House at the Spring House Antiques and Sweet Things Bakery. Refreshments and door prizes; December 7 - First Friday at Dill's continues from 7-10 PM. "Greenwood Muse" will perform. Light refreshments and set-ups are provided for this BYOB event. You must be 21 years of age and admission is a \$10 donation to support the Tavern restoration; December 9 - Civil War Christmas Program sponsored by the Dillsburg Area Public Library entitled "Ought it Not be a Merry Christmas?" at 2:00 p.m. at the Historic Monaghan Presbyterian Church. The program is free and open to the public. The church will be decorated for the season; December 15 - The Colonial Candlelight Christmas Service 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; December 24, 25 & 31 and January 1 – The Dillsburg Borough office will be closed; and on January 3 & 9 – The Dillsburg Borough's Public Works Department will be picking up Christmas Trees and then taken to Logan Park where they will be mulched; the mulch will be used in Logan Park.

President Griffin wished everyone a safe and happy Thanksgiving.

COMITTEE REPORTS

Public Works Committee

- A. Discuss – Winfield – Council Member Fawber turned over the item to Engineer Knoebel. Engineer Knoebel provided a report to the Council and Mayor and stated there is no action needed to be taken on this item. The brief summary is that Winfield will be coming back onto the table. The issues at hand will be the execution of the development agreement and the Phase I final land development plan; all of which had some type of action on them over the past several years. There is a new owner who is looking at anything that needs to be done before these things are finally executed and ready for recording. Engineer Knoebel indicated it would be appropriate for the Borough Solicitor to look at the report and get clarification and take a look at the agreement. Engineer Knoebel indicated he will give the Borough Manager a set of plans for the current Phase I final plan. Council Member Baldwin asked if this deals only with Phase 1. Engineer Knoebel stated yes. Council Member Baldwin asked what the status was for the other phases. Engineer Knoebel indicated the preliminary plan has status as being approved with conditions.

Public Safety Committee

- A. Discuss/Take Action – Resolution 2012-14 - 2013 Animal Control Officer and Shelter – Council Member Baldwin 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 2013, the per capita rate charge will stay 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 Baldwin moved to adopt Resolution 2012-14 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 2013. Motion was seconded by Council Member Richardson. – Motion carried.

Administration Committee

- A. Discuss/Take Action – 2013 Proposed Budget – Vice President Kelley stated the 2013 Proposed was reviewed and adopted by Council at the October 9, 2012 Council Meeting and was put on public display between October 10th and today. Further review and discussion resulted in no adjustments. The Final Budget consists of Total Estimated Revenues of \$1,000,160.00 and Total Estimated Expenses of \$999,519.64. 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 2013 Budget is now ready for adoption at this time. Vice President Kelley moved to adopt the 2013 Budget for the Borough of Dillsburg as presented with projected Revenue of \$1,000,160.00 and Total Estimated Expenses of \$999,519.64. Motion was seconded by Council Member Laukemann. – Motion carried.
- B. Discuss/Take Action - Resolution 2012-11 – Appointing 2012 Auditor – Council Member Laukemann stated as Council Members are aware, the Borough appoints an Auditor each year to

independently audit all Borough Accounts. Resolution 2012-11 was developed to appoint Koehenour, Earnest, Smyser and Burg of York, Pennsylvania as the Auditor for the Borough of Dillsburg for the fiscal year 2013. Council Member Laukemann moved to adopt Resolution 2012-11 appointing the Auditor for the fiscal year 2013. Motion was seconded by Vice President Kelley. – Motion carried.

C. Discuss/Take Action - Resolution 2012-12 – 2013 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 2012-12 setting the 2013 meeting schedule for the Borough of Dillsburg. Motion was seconded by Council Member Laukemann. – Motion carried.

D. Discuss/ Take Action – Resolution 2012-13 – 2013 Appointments – Council Member Laukemann stated the Borough of Dillsburg needs persons who are willing to serve their community. Each year Council reviews for any upcoming openings on Committees and Authorities that serve the Borough and considers appointments for those positions. Council would like to recognize people who have responded to the need for volunteers and appoint those persons to serve by adopting Resolution 2012-13. Council Member Laukemann moved to adopt Resolution 2012-13 appointing the following to serve the Borough of Dillsburg:

1. Nancy Putt to a three-year term on Logan Park Authority Board (01/01/13 – 12/31/15)
2. Timothy Keirn to a one-year term on the Vacancy Board (01/01/13 – 12/31/13)
3. Gregory Wonders to a three-year term on the Zoning Hearing Board (01/01/13 – 12/31/15)
4. Mark Ryder to represent the Borough at both the York County Borough Association and the Capital Region Council of Governments for a term of one year (01/01/13 – 12/31/13)
5. Scott Houseal to a three-year term on the Logan Park Authority Board (01/01/13 – 12/31/15)
6. Douglas Boelhower to a three-year term on the Zoning Hearing Board as Alternate (01/01/13 – 12/31/15)
7. Paul Eurich to a four-year term on the Planning Commission (01/01/13 – 12/31/16)

Motion was seconded by Vice President Kelley. – Motion carried.

E. Discuss/Take Action – Resolution 2012-15 – 2013 Fee Schedule – Vice President Kelley 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, however, certain professional services fees must be increased this year: Tax Certification charge will increase to \$20.00; Mobile Home and Minor Building Inspections will increase to \$150.00; Rental Inspections will increase from \$65.00 to \$75.00 per parcel for up to three units; Base Inspection fee for a new home will increase to \$205.00; Re-Inspections will increase from \$65.00 to \$75.00 and all other fees will stay at the 2009 rates. Vice President Kelley moved to adopt Resolution 2012-15 establishing the Borough Fee Schedule as of January 1, 2013. Motion was seconded by Council Member Laukemann. – Motion carried.

OLD BUSINESS

Chief Kapfhammer asked how soon Council needed the proposal for the new contract with Carroll Township Police. Council Member Baldwin stated as soon as it's ready.

NEW BUSINESS

Logan Park Authority Resignation & Appointment – Vice President Kelley stated it is with deep regret that Council accepts the resignation of Wanda Godar from the Logan Park Authority Board. She will be moving out of the area. Because of this recent resignation, there is an immediate vacancy on the Logan Park Authority Board. Council has reviewed the names of available persons and has selected Mr. Steven Alves of 110 Greenbriar Lane to fill the vacant position which has a term ending date of December 31, 2013. Vice President Kelley moved to appoint Steven Alves to the vacant position on the Logan Park Authority Board to fill the remainder of the term that expires on December 31, 2013. Motion was seconded by Council Member Laukemann. – Motion carried.

Council Member Richardson stated the Borough Manager hasn't received a pay increase in the last seven years and 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 in the amounts discussed in the Executive Session on Monday, November 5, 2012, and shown in Executive Document 12-A. Motion was seconded by Council Member Baldwin. – 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 7:59 pm.

Respectfully Submitted,

Debbi L. Beitzel

Debbi Beitzel
Borough Secretary

cc: Borough Council Members
Mayor Snyder
Tim Knoebel
Mark Allshouse