

DILLSBURG BOROUGH COUNCIL MEETING

December 10, 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, Dave Baldwin, Matt Fawber, John Richardson and Yvonne Laukemann. Also present were the following: Mayor Henry Snyder, Borough Manager Karen Deibler and Borough Secretary Debbi Beitzel. Junior Council Member Carissa Martin, Borough Engineer Tim Knoebel and Borough Solicitor Mark Allshouse weren't present.

The following visitors were present: Chief Thomas Wargo from the Carroll Township Police Department, Brad Glenn & Dawn Wilson from Citizens' Hose EMS, Ed McCoy from Citizens' Hose Fire Co. #1, DAA Representative Brian Radcliffe, Dillsburg Planning Commission Member Allen Reeves, YCBA and COG Representative Mark Ryder and Tricia Kline 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 moved to approve the agenda as presented. Motion was seconded by Council Member Baldwin. – Motion carried.

APPROVAL of the MINUTES

November 4, 2013 Committee Meeting – Council Member Fawber moved to approve the Committee Meeting minutes of November 4, 2013 as presented. Motion was seconded by Council Member Laukemann. – Motion carried.

November 12, 2013 Council Meeting – Council Member Richardson moved to approve the Council Meeting minutes of November 12, 2013 as presented. Motion was seconded by Vice President Kelley. – Motion carried.

DEPARTMENT REPORTS

Police Department Report

Chief Wargo thanked all those that attended his swearing in as New Chief of Police.

Chief Wargo reviewed the November, 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 November 2013, there were 63 calls for service for a year-to-date total of 821. There were six traffic accidents in November 2013, for a year-to-date total of 84 and the officers issued a total of 61 traffic citations in November 2013, for a year-to-date total of 462.

Part I offenses for November 2013, there was an overall clearance rate of 65%. Part II offenses for November 2013, there was an overall clearance rate of 81%. The combined clearance rate was 77% for Part I and Part II offenses.

Ambulance Service Report

Brad Glenn reviewed the November, 2013 EMS report with Council and Mayor. He indicated there were 90 calls; 14 were in Dillsburg Borough which included 13 medical calls and one motor vehicle accident for a year-to-date total of 204.

Fire Company Report

Citizens' Hose Fire Company #1 – Ed McCoy provided a report for the month of November 2013 to the Council and Mayor. Mr. McCoy indicated for the month of November 2013 there were 31 incidents; four were in Dillsburg Borough which included one medical assist, two motor vehicle accidents and one landing zone for a helicopter.

He indicated this coming weekend was the Department's Christmas Party and they are planning to take Santa Claus out on the fire truck through the neighborhoods.

Mr. McCoy indicated the new tower truck will be officially in service in approximately a week. There needs to be some additional lighting, equipment and graphics added.

Mr. McCoy thanked Council for the contribution towards the new truck. He thanked Council Member Richardson, Council Member Anderson, President Griffin and Mayor-Elect Hollinger for attending the arrival of the new truck.

Manager Deibler asked why a helicopter landed in Dillsburg Borough on Clemens Drive. Chief Wargo stated he would elaborate on it but didn't feel it was appropriate to put it in the press. Ms. Kline stated she couldn't promise anything. Mr. McCoy stated there are designated areas for landing zones and in this case the school was used.

Franklintown Fire Company – No representative was present but Council and Mayor were provided with a written report for November, 2013, in their packets.

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 November 2013 were \$78,202.91. 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, Council Member Baldwin and Council Member Richardson abstained. - Motion carried.

Planning Commission Report

Allen Reeves indicated this year was very slow for the PC and they had only reviewed two plans. The first one was the Winfield Plan. The developer will be completely changing the design philosophy; which will be a mixed community. The PC has only seen the preliminary sketches and moving along slowly. The second one was the Dillsburg Elementary School. The developer is planning to alter the elementary school. The main effort is to remove the four temporary classrooms and replace with eight permanent classrooms. The site work will be in the rear of the building and the developer will be combining the preliminary and final plans.

Dillsburg Area Authority

Brian Radcliffe reported on the November 19th Board meeting. He stated there wasn't much to report. They discussed routine matters and some issues outside the Borough. He indicated the engineer who is working with the Dillsburg Elementary School addition was in touch with the Authority regarding the water and sewer services. There will be no new connection but there will be some increased services.

Mr. Radcliffe stated the Authority and Board have finalized the effort to refund the outstanding bonds for water and sewer and closed on bank loans at lower interest rates for the borrowing that is needed. This will result in approximately a 3.7 million dollar savings over the life of the borrowing.

Community Groups

There were no Community Groups present.

YCBA & COG

YCBA – Mr. Ryder indicated there will be no meeting in December. The next executive meeting will be held on January 4, 2014.

COG – Mr. Ryder indicated the banquet will be held on January 20th at the Radisson; the speaker will be Brad Mallory, Deputy Secretary of PennDOT. The last meeting was held on November 18th and they finally had a quorum; they approved all the minutes and the budget. Mr. Ryder indicated there will be no increase in dues. There will be no meeting in December. The next meeting will be held in February, 2014.

Solicitor's Report

Solicitor Allshouse wasn't present but Council and Mayor were provided with a written report for November, 2013, in their packets.

Engineer's Report

Engineer Knoebel wasn't present wasn't present but Council and Mayor were provided with a written report for November, 2013, in their packets.

Tax Collector Report

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

Borough Staff Report

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

PUBLIC COMMENT

Mark Ryder congratulated Chief Wargo on his promotion and stated he was overwhelmed at the attendance of the swearing in of the new Police Chief. He stated he was pleased to see promotion within the police force instead of going outside the force.

CORRESPONDENCE

There was none.

MAYOR'S REPORT

Mayor Snyder had nothing to report.

PRESIDENT'S REPORT

Community Events – President Griffin announced the following events: December 14 - The Hessians and Highlanders are coming to Dill's Tavern from 10 am – 4 pm. The public is invited to meet two groups of the most colorful soldiers who supported the British Army during Revolutionary War times. Admission is \$5 per person and includes a guided tour of the Tavern; December 14 - The Colonial Candlelight Christmas Service scheduled for 7:00 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 21 - Breakfast with Santa at the Dillsburg VFW from 7:30-10:30 am. Children 10 and under are free. This event is open to the public; December 24-25 – The Borough Office will be closed for the Christmas Holiday; December 26 – There will be a Tech Guru, Adam Barton, from Martin Memorial Library in York from 2:00-4:00 pm at the Dillsburg Library; December 31 - Pickle Drop with events beginning at 4:30 pm; December 31 and January 1 – The Borough Office will be closed for New Year's; January 6 & 13 – The Public Works Dept will be picking up Christmas trees in the Borough, the trees are to be place at curbside and all decorations must be removed and do not place in Christmas tree bags; January 7: There is a book discussion on "The Elegance of the Hedgehog" by Muriel Barbery at the Library beginning at 6:30 pm.

President Griffin stated as 2013 draws to a close, he thanked all the service organizations for their work they did for the Borough this year, Dillsburg EMS, Citizens' Hose and Franklinton Fire companies for their service they provided to the Borough, Carroll Township Police for protecting the citizens of the Borough. He thanked the citizens of the Borough who represent the Borough on various boards, commissions and authorities for the job they do for the Borough. He thanked the Borough staff for their hard work keeping the Council informed and the town business running smoothly. He thanked the Engineer, Solicitor and Codes Enforcement officer for helping the Borough out in 2013. He thanked the Members of Council and Mayor for their dedication. He thanked the residents of the Borough for showing their pride in the Borough. President Griffin thanked Council for giving him the opportunity to serve as Borough President for the last two years. On behalf of Council, Mayor and Staff, he wished everyone Happy Holidays and reminded Council the Re-organizational meeting will be held on Monday, January 6, 2013 at 6:00pm.

COMITTEE REPORTS

Public Works Committee

Neither Council Members Anderson nor Fawber had anything to report.

Public Safety Committee

- A. Discuss/Take Action – 2014 Fire Police Authorization – Council Member Baldwin stated Citizens' Hose No. 1's Fire Police do not only serve the community when dispatched to

emergency calls, but also when assisting at community events. The Borough must authorize the Fire Police to assist at events when not dispatched through the emergency call system and/or not acknowledged in, Title 35, the PA Fire Police Law, Chapter 74. Council Member Baldwin moved to authorize the Citizens' Hose No. 1's Fire Police to voluntarily assist with traffic situations and concerns during, and pertaining only to, the following 2014 Dillsburg Borough events if requested and pre-approved by event sponsor: Dillsburg Youth Baseball Parade, Picklefest, Memorial Day Parade, Farmers' Fair, Annual Tree Lighting and Pickle Drop. Motion was seconded by Council Member Richardson. – Motion carried.

Administration Committee

- A. Discuss/Take Action – Resolution 2013-12 – 2014 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 2013 rates; however, certain professional services fees charged to the Borough will increase in 2014. Vice President Kelley moved to adopt Resolution 2013-12 establishing the Borough Fee Schedule as of January 1, 2014. Motion was seconded by Council Member Laukemann. – Motion carried.
- B. Discuss/Take Action – Discuss Take Action – 2014 Pet Permits – Council Member Laukemann stated Chapter 2 of the Code of the Borough of Dillsburg states that residents must have a permit in order to keep more than four (4) dogs and cats, in aggregate number, more than six (6) months of age or older and/or to keep or raise fowl outdoors. Jill Janney of 220 South Baltimore Street, Timothy Whitmoyer of 119 Quail Drive, Zach Heikes of 14 South Second Street and Louie DeNofrio of 10 East Harrisburg Street have applied for pet permits. All requested forms, information and necessary fees have been supplied to the Borough. The Manager has reviewed the applications and has found everything in order. Council Member Laukemann moved to approve the applications as submitted and authorize the Borough Manager to notify the applicants of the approvals and process the permits with an expiration date of December 31, 2014. Motion was seconded by Vice President Kelley. – Motion carried.
- C. Discuss/ Take Action – Resolution 2013-13 – 2014 Appointments – Vice President Kelley 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 2013-13. Vice President Kelley moved to adopt Resolution 2013-13 appointing the following to serve the Borough of Dillsburg:
1. Adrian Piechowicz to a three-year term on Logan Park Authority Board (01/01/14 – 12/31/16)
 2. Timothy Keirn to a one-year term on the Vacancy Board (01/01/14 – 12/31/14)
 3. Jeffrey Beitzel to a three-year term on the Zoning Hearing Board (01/01/14 – 12/31/16)
 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 (01/01/14 – 12/31/14)

5. Steve Alves to a two-year term on the Logan Park Authority Board (01/01/14 – 12/31/15)
6. Mervin Ice to a five-year term on the Dillsburg Area Authority (01/01/14–12/31/18)
7. Allen Reeves to a four-year term on the Planning Commission (01/01/14 – 12/31/17)
8. Joseph Robinson to a four-year term on the Planning Commission (01/01/14 – 12/31/17)

Motion was seconded by Council Member Laukemann. – Motion carried.

- D. Discuss/Take Action – Tax Refunds - Council Member Laukemann stated the Borough received two (2) Real Estate Tax partial refunds, #2013-1 and #2013-2. In both cases the property value was lowered part way through the year because of building removals. The refunds have been reviewed by the Borough Manager and the Tax Collector, who concur that the refunds need processed. Council Member Laukemann moved to approve the two (2) Real Estate Tax partial refunds. Motion was seconded by Vice President Kelley. – Motion carried.
- E. Discuss/Take Action – Ordinance 2013-2 – Tax Ordinance for 2014 - Vice President Kelly 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 2014 rates will stay the same as they were for the last eight (8) years: Real Estate - 2.37 mills and Occupation Assessment Tax - 1200 mills. Vice President Kelley moved to adopt Ordinance 2013-2 fixing 2014 tax rates for the non-exempt real property at 2.37 mills and the occupational assessment at 1200 mills. Motion was seconded by Council Member Laukemann. – 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 7:32 pm.

Respectfully Submitted,

Debbi L. Beitzel

Debbi Beitzel
Borough Secretary

cc: Borough Council Members
Mayor Snyder
Tim Knoebel
Mark Allshouse