

**DILLSBURG BOROUGH COUNCIL MEETING**  
**December 11, 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, Dave Baldwin, Matt Fawber, John Richardson and Yvonne Laukemann and Junior Council Members T.J. Peters and John Zook. Also present were the following: Mayor Henry Snyder, Borough Solicitor Mark Allshouse, Borough Manager Karen Deibler and Borough Secretary Debbi Beitzel. Vice President Holly Kelley, Council Member Hal Anderson and Borough Engineer Tim Knoebel weren't present.

The following visitors were present: Chief Kapfhammer from the Carroll Township Police Department, Michael Whitzel from Franklinton Fire Company, Dillsburg Area Authority Representative Brian Radcliffe, YCBA and COG Representative Mark Ryder, Mary Lou Bytof from the Dillsburg Banner, Dillsburg Borough Residents Jeff Shultz, Jeff Walters, 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

President Griffin called for an executive session to discuss possible litigation issues and indicated there would be no reason to reconvene. Council Member Richardson moved to approve the agenda as amended. Motion was seconded by Council Member Baldwin. – Motion carried.

APPROVAL of the MINUTES

November 5, 2012 Committee Meeting – Council Member Fawber moved to approve the Committee Meeting minutes of November 5, 2012 as presented. Motion was seconded by Council Member Richardson. – Motion carried.

November 13, 2012 Council Meeting – Council Member Baldwin moved to approve the Council Meeting minutes of November 13, 2012 as amended. Motion was seconded by Council Member Richardson. – Motion carried.

DEPARTMENT REPORTS

Police Department Report

Chief Kapfhammer reviewed the November 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 99 and for 2012 year-to-date were 106. The total incidents reports filed for 2011 there were 1,100 and for 2012 year-to-date there were 1,115. There were 73 traffic accidents in 2011 and in 2012 year-to-date there were 75. There were 292 traffic citations issued in 2011 and in 2012 year-to-date there were 294.

Part I offenses for 2011 there were 28 with 15 cleared by arrest for a clearance rate of 53% and in 2012 year-to-date there were 43 with 36 cleared by arrest for a clearance rate of 83%.

Part II offenses for 2011 there were 71 with 67 cleared by arrest for a clearance rate of 94% and in 2012 year-to-date there were 63 with 54 cleared by an arrest for a clearance rate of 85%. The overall clearance rate for 2011 was 82% and the overall clearance rate for 2012 year-to-date was 84%.

Chief Kapfhammer stated the contracted hours worked were 243 hours and 30 minutes. The breakdown of hours was as follows: Patrol-176 hours and 7 minutes; Foot Patrol-5 hours and 0 minutes; Complaints-36 hours and 48 minutes; Investigations-10 hours and 54 minutes; Paper Work-14 hours and 18 minutes; and District Court- 23 minutes.

Council Member Baldwin asked what the status was regarding the school buses. Chief Kapfhammer stated he couldn't find any buses parked in the neighborhoods where there are signs indicating such. Council Member Baldwin stated the drivers are crossing weight restricted streets to get to where they park their buses. Chief Kapfhammer asked if the drivers are doing this while picking up children. Manager Deibler indicated those buses which parks in that area are not picking up children, which was discussed previously. Chief Kapfhammer stated he must be misunderstanding the situation. He discussed with some of the officers which would involve citing the buses while picking up children. Manager Deibler stated overweight vehicles are allowed on the streets while making local deliveries or picking up; they are not allowed to drive through the streets because it is easier for them. Mayor Snyder indicated there is a truck cap which parks on his street, which is a weight restricted street also, but he doesn't know what a truck cap weighs. Chief Kapfhammer asked if there is a sign on Welty Avenue. Mayor Snyder stated yes, it states 7 ½ tons. Chief Kapfhammer stated if there is a sign posted indicating no parking, the truck will be cited. Chief Kapfhammer indicated he was misunderstanding the whole bus issues. Manager Deibler stated the bus drivers are driving the buses home instead of driving their own vehicles to the lot to pick up the buses each morning. Solicitor Allshouse stated there is an exception of the PA code with pick up and local deliveries which states as long as the purpose of being on the road is to pick up and drop off for local delivery, the truck(s) are allowed on weight restricted roads for anything other purpose they don't receive the protection of the exception of the PA code. Chief Kapfhammer indicated the issue isn't a parking violation it is a moving violation. Council Member Richardson stated however you want to cite them it is up to the officer. Chief Kapfhammer stated we would have to catch them in transport with no children. Council Member Baldwin stated it wouldn't be a parking violation; it would be driving on a weight restricted street. Chief Kapfhammer indicated he would take care of this matter.

Council Member Richardson stated in lieu of the recent Farmers' Fair billing and with the Pickle Drop coming up; Borough Council is requesting not to have any additional manpower other than what was accounted for last year. Borough Council doesn't want the fire company or the Borough to get hit with a bill like Farmers' Fair did. Chief Kapfhammer asked who was in charge of the event. Council Member Richardson stated it is not the Borough but in either case the police department is contracted with the Borough; and the Borough is requesting no additional manpower. Chief Kapfhammer asked how many persons did the Council want. Council Member Richardson stated as many as there were last year.

Officer Ben Martin stated when it comes to the school bus violations, has anyone contacted the school district or the bus transportation company. Manager Deibler stated the bus transportation people are under the impression the drivers talked with the police and the police stated it was OK. The drivers were notified well in advance that the ordinance was going to be enforced. The first letter was ignored so another letter was placed on the windshield of the school bus. Manager Deibler indicated this was all discussed with Chief Kapfhammer before following through with this. Chief Kapfhammer stated initially the discussion was the buses being parked on the streets. Manager Deibler indicated it was not and will fax Chief Kapfhammer all of the emails related to this issue.

#### Ambulance Service Report

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

### Fire Company Report

**Citizens' Hose Fire Company #1** – A report was provided for the month of November 2012 to Council and Mayor. Mark Ryder, representing the fire company, indicated for the month of November there were 17 incidents; 6 were in Dillsburg Borough. The firefighter's response was 72 personnel for an average per call of 4.25 and fire police response was 26 personnel for an average per call of 1.5.

Mr. Ryder stated they participated in the November 30<sup>th</sup> tree lightning event with the antique apparatus bringing Santa Claus down from the firehouse to the square.

Council Member Richardson asked what the explosion was at Jeff's Auto Body. Mr. Ryder stated several vehicles caught on fire.

**Franklintown Fire Company** – Michael Whitzel provided a report for November 2012 to Council and Mayor. He indicated for the month of November there were 20 calls; three were in Dillsburg Borough for a year-to-date total of 38 and a year-to-date total of 267 calls for all municipalities.

### 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 were \$110,639.67. 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. Council Member Richardson abstained. - Motion carried.

### Planning Commission Report

Planning Commission didn't meet in November 2012.

### Dillsburg Area Authority

Brian Radcliffe reported on the November board meeting. He stated there were one residential and one sewer connections. He indicated that with working with their engineer, they were trying to auction off some of the excess nutrients capacity that was generated through PennVast via an online auction; but will wait until next year due to some rule changes.

He indicated Steve Blazer is in the process of getting his certification for licensing as a waste water operator.

Mr. Radcliffe announced the Board has approved an increase in the sewer base rate of \$4.00 per quarter. The base rate will increase from \$32.00 to \$36.00. The usage rate will not change. The last rate increased was in 2010. The base rate is use for the debt service charges because of the plant improvements.

He indicated the water tower above the intersection of South Second Street and West Franklin Street is having new cell antennas installed by Sprint and must be completed by December 31<sup>st</sup>.

### YCBA & COG

YCBA – Mr. Mark Ryder indicated there will be no meeting in December. The next meeting is scheduled for January 5<sup>th</sup> in York to discuss the yearly plan for 2013; there will be three meetings and the banquet in 2013.

COG – Mr. Ryder indicated he wasn't able to attend the last meeting but the budget was passed with no dues increase. They now have an Administrative assistant, Francis Myers to help Ann Simmonetti. There is no meeting in January; the installation of officers and the annual banquet is scheduled for January 21<sup>st</sup> at the West Shore Country Club beginning at 6:00 pm. The keynote speaker will be Terry McDonna.

### Solicitor's Report

Solicitor Allshouse provided the Council and Mayor with a written report for work performed in November 2012.

### Engineer's Report

Engineer Knoebel wasn't present but provided the Council and Mayor with a written report for work performed in November 2012.

### Tax Collector

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

### Borough Staff Report

Borough Manager Deibler provided the Council and Mayor with a written report for November 2012. Council Member Fawber asked if the collection of leaves was done. Manager Deibler stated yes.

### PUBLIC COMMENT

Jeff Shultz, 22 North Chestnut Street, indicated that speed has been a problem and asked if there could be some speed tables put up; possibly between Welty Avenue and Chestnut St and one at the Dollar General. He stated there is no one yielding to the pedestrians. Council Richardson stated the Borough could request it from the police department but don't count on it getting done. Manager Deibler stated the Borough can't place any speed bumps on Chestnut Street or Baltimore Street because they are state roads. She indicated Council previously has asked that the speed be enforced in these areas. Council has asked Penn DOT to reduce the speed in these areas and Penn DOT has refused to reduce the speed.

### 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 15 - Breakfast with Santa at the Dillsburg VFW from 7:30-10:30 AM. Children 10 and under are free; young adults from 11-16 are \$3 and adults are \$6. This event is open to the public; December 15 - The 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; December 24-25 – The Borough Office will be closed for the Christmas Holiday; December 31 – The Pickle Drop will take place in Downtown Dillsburg beginning at 5:00 pm; Dec 31/Jan 1 – The Borough Office will be closed in observance of New Year's; January 3 & 9 – The Public Works Dept will be picking up Christmas trees in the Borough and will be used for mulch at Logan Park; January 4 - First Friday at Dill's Tavern from 7-10 PM, entertainment will be announced. 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; and January 17 - There will be a book discussion on "Pride and Prejudice" at the Library beginning at 6:30 pm.

## COMITTEE REPORTS

### Public Works Committee

Council Member Fawber had nothing to report.

### Public Safety Committee

- A. Discuss/Take Action – 2013 Fire Police Authorization – Council Member Richardson stated Citizens’ Hose No. 1’s Fire Police do not only serve the community when dispatched to emergency calls, but also assists at community events. The Borough must authorize the Fire Police to assist at events when not dispatched through the emergency call system or not acknowledged in, Title 35m, the PA Fire Police Law, Chapter 74. Council Member Richardson 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 2013 Dillsburg Borough events: Dillsburg Youth Baseball Parade, Picklefest, Memorial Day Parade, Farmers’ Fair, Annual Tree Lighting and Pickle Drop. Motion was seconded by Council Member Baldwin. – Motion carried.

### Administration Committee

- A. Discuss/Take Action – Ordinance 2012-3 – The Tax Ordinance for 2013 – Council Member Laukemann 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 2013 rates will stay the same as they were for the last seven (7) years: Real Estate - 2.37 mills and Occupation Assessment Tax - 1200 mills. Council Member Laukemann moved to adopt Ordinance 2012-3 fixing 2013 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 Fawber. – Motion carried.
- B. Discuss Take Action – 2013 Pet Permits – Council Member Laukemann stated Section 2-102 of 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. Jill Janney of 220 South Baltimore Street and Timothy Whitmoyer of 119 Quail Drive have applied for pet permits. All requested forms, information and 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, 2013. Motion was seconded by Council Member Fawber. – Motion carried.

## OLD BUSINESS

There was none.

## NEW BUSINESS

President Griffin announced the Borough of Dillsburg received a Community Conservation Partnerships Program Grant Award in the amount of \$123,000.00 from the Pennsylvania Department of Conservation & Natural Resources (DCNR).

This grant money will be used by the Borough to assist in the development of the Community Park. This development will include construction of a temporary parking area, stormwater management measures, a life and walking trail, a dog park and playground equipment. The Borough hopes to have much of this development complete and in use no later than September of next year.

DCNR is the primary source of state support for Pennsylvania recreation, parks and conservation initiatives. Grant funding from DCNR assists hundreds of communities and organizations across Pennsylvania to plan, acquire and develop recreation and park facilities, create trails and conserve open space.

“Our grant investments work to bolster our vision for the strength of our economy, the vibrancy of our communities, the health of our families and our quality of life in Pennsylvania,” DCNR Secretary Richard Allan said. “These grants allow us to partner with communities so that they can expand and improve the wonderful assets that make the places we call home vibrant and attractive.”

Dillsburg Borough Council thanks DCNR for the grant assistance and reminds Dillsburg Borough Residents to look for park updates in the Borough newsletter, on our website, Dillsburg.com, and in press releases.

The Community is urged to show support by participating in future fundraising campaign initiatives to help build the Dillsburg Community Park. Anyone having questions about, interested in assisting with or wishing to support the park project can call Dillsburg Borough Manager Deibler at 717-432-9969 for more details. President Griffin stated the grant was able to be obtained with the help from Senator Vance.

President Griffin wished everyone a Merry Christmas and Happy New Year.

#### ADJOURNMENT

Since there was no further business, Council Member Richardson moved to adjourn the regular meeting. Motion was seconded by Council Member Baldwin. – 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