

**DILLSBURG BOROUGH COUNCIL MEETING**  
**December 13, 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, Dave Baldwin, Matt Fawber and Kathryn Zeiders. Also present were the following: Mayor Henry Snyder, Engineer Craig Zack, Borough Solicitor Mark Allshouse, and Borough Secretary/Treasurer Debbi Beitzel. Borough Manager Karen Deibler and Council Member John Richardson were absent.

The following visitors were present: YCBA and COG Representative Mark Ryder, Chief Sean Kapfhammer from the Carroll Township Police Department, Tony Baker from Citizens' Hose #1, Mary Lou Bytoff from the Dillsburg Banner, Scott Smith from the Patriot News, Logan Park Authority Representative James Hess, DAA Representative Brian Radcliffe and Dillsburg Borough Resident Leon Zeiders.

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 Baldwin moved to approve the agenda as presented. Motion was seconded by Council Member Zeiders. – Motion carried.

APPROVAL of the MINUTES

November 1, 2011 Committee Meeting – President Griffin indicated the date of the meeting minutes should be November 1, 2011 not November 4, 2011. Council Member Zeiders moved to approve the Committee Meeting minutes of November 1, 2011 as amended. Motion was seconded by Council Member Baldwin. – Motion carried.

November 7, 2011 Council Meeting – Council Member Zeiders moved to approve the Council Meeting minutes of November 7, 2011 as presented. Motion was seconded by Council Member Fawber. – Motion carried.

DEPARTMENT REPORTS

*Police Department Report*

Chief Kapfhammer reviewed November 2011 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 total incidents reported on the crime report for 2010 were 115 and year to date for 2011 were 99; the total incidents reports filed for 2010 were 1,145 and year to date for 2011 were 1,100. There were 62 traffic accidents in 2010 and year to date in 2011 there were 73. There were 255 traffic citations issued in 2010 and year to date in 2011 there were 292 issued.

Part I offenses for 2010 there were 27 which 14 were cleared by arrest for a clearance rate of 51% and year to date for 2011 there were 28 which 15 were cleared by arrests with a 53% clearance rate.

Part II offenses for 2010 there were 88 which 72 were cleared by arrest for a clearance rate of 81% and year to date for 2011 there were 71 which 67 were cleared by an arrest for a clearance rate of 94%. The overall clearance rate was 82%.

Chief Kapfhammer stated the contracted hours worked were 243 hours and 30 minutes. The breakdown hours are as follows: Patrol-192 hours and 2 minutes; Foot Patrol- 2 hours and 19 minutes; Complaints-28 hours and 56 minutes; Investigations-4 hours and 18 minutes; Paper Work-12 hours and 5 minutes; and District Court-3 hours and 50 minutes.

Council Member Zeiders asked what was included in the complaint hours. Chief Kapfhammer stated all the investigation work on the complaints.

Chief Kapfhammer indicated there has been an increase of thefts in the area and wanted to make Council aware of them.

### Ambulance Service Report

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

### Fire Company Report

**Citizens' Hose Fire Company #1** – Tony Baker provided a report for the month of November 2011 to Council and Mayor. He indicated for the month of November there were 38 incidents; 4 were in Dillsburg Borough; for a year-to-date total of 84 in Dillsburg Borough and a total of 431 for all municipalities. He also presented reports with the apparatus responses, apparatus mileages and the hours of use, the incident types for all municipalities and the Borough, the membership responses and the in-house training hours for November was 140 hours and year-to-date total of in-house training hours was 1,490.

He indicated every year the tower truck must be recertified and the cost to fix this year was \$8,700.00 which included replacing the windshield washer fluid container.

He stated he was hoping to hear if they received the grant for the new fire truck. Mayor Snyder asked what the total cost of the truck would be if they received the grant. Mr. Baker stated if they receive the full amount of the grant which was requested minus 10% their share would be \$99,800.00. Mayor Snyder asked what if they wouldn't get the grant. Mr. Baker stated they would have to keep trying. Mayor Snyder asked if there was a commitment made. Mr. Baker stated no he only has a gentlemen's agreement with the vendor. Mayor Snyder asked what his thoughts were on participation for monies from other municipalities. Mr. Baker stated he hasn't heard from the other two municipalities which he reports to.

He indicated there are 12 personnel who have stepped up to the plate and are planning on getting their EMT certification. The certification will be held in house.

Mr. Baker asked if the safety house was going to be able to be store at the maintenance shop. A member of Council indicated yes.

Mr. Baker indicated the fund drive reminders went out in the mail.

**Franklintown Fire Company** – There was no one present to report but a report for the month of November 2011 was provided 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 November 2011 were \$111,855.33. 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 Council Member Fawber. Council Member Baldwin and Vice President Kelley abstained - Motion carried.

### Planning Commission Report

Planning Commission didn't meet in November 2011.

### Dillsburg Area Authority

Brian Radcliffe reported on the November 15, 2011 meeting. He stated there was one water and sewer connection for the month of October, 2011.

He indicated there is a homeowner in the Pheasant Ridge Development that resides in Texas and rents the property. He was requesting the Authority Board change the policy that makes the property owners responsible for the water and sewer bills on rental properties. The Board has decided they will not change their policy.

Mr. Radcliffe indicated Pin Oak meter readings will now be done by the park manager beginning in March, 2012.

He stated the staff is almost finished with the hydrant cleaning for the year.

He indicated their fuel cost is over budget because of the power outages and storm related generator use.

Mr. Radcliffe stated the Authority approved moving forward on refunding the water reservoir bonds and taking a loan with Fulton Bank for 12 years.

### YCBA & COG

YCBA – Mr. Mark Ryder stated he will be on the Executive Board for YCBA for the year 2012.

COG – Mr. Ryder thanked Council Member Richardson for attending the November 21<sup>st</sup> meeting in his absence. He indicated he attended the funeral for J. Perry Albert, Executive Director of COG, on behalf of the Dillsburg Borough. He stated Anne Simmonetti was made Executive Director in his place. There will be no meeting in December. The next meeting will be held on January 16, 2012 at the Radisson with the installation of officers.

### Solicitor's Report

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

### Engineer's Report

Engineer Craig Zack provided Council and Mayor with a written report for work performed in November 2011 and had nothing to add.

Tax Collector

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

Borough Staff Report

Borough Manager Deibler wasn't present but provided Council and Mayor with a written report for November 2011.

PUBLIC COMMENT

James Hess from the Logan Park Authority indicated the walking trail is getting a lot of use. They planted eight maple trees and six pines trees. He indicated the Authority would like to thank the Council Members and Staff for all their support and wished them a Merry Christmas.

CORRESPONDENCE

Borough Secretary/Treasurer Beitzel received a receipt from New Hope Ministries and indicated the food which Council and Staff donated totaled 60 pounds.

MAYOR'S REPORT

Mayor Snyder had nothing to report.

PRESIDENT'S REPORT

President Griffin announced the following events: December 17 – Breakfast with Santa at the Dillsburg VFW from 7:30-10:30 AM. Cost: \$6.00 for adults and Children 10 and under are free. This event is open to the public; December 23 – the Borough Office closing at noon and will be closed on December 26 for the Christmas Holiday; December 30 – the Borough Office closing at noon and will be closed on January 2 for New Years Day; December 31 – the 19<sup>th</sup> Annual Pickle Drop and the Banner has listed the events for the night beginning at 4:00 pm and ending with fireworks; January 4 & 11 - Christmas Trees will be picked up with the normal trash pickup; and January 6 -First Friday at Dill's from 7-10 PM and the entertainment will be Bob Mouland performing, traditional Colonial music. 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.

He thanked the service organizations for their hard work, Citizens' Hose and Dillsburg EMS for the service they provide to the citizens of 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 2011. He thanked the Members of Council and Mayor for the dedication they show to the citizens and to the Borough. He thanked the residents of the Borough for showing their pride in the Borough. President Griffin thanked Council Member Kathryn Zeiders for serving the on the Borough Council. He wished everyone a Merry Christmas and Happy New Year and reminded Council the Re-organizational meeting will be held on Tuesday, January 3, 2012 at 6:00pm.

## COMITTEE REPORTS

### Public Works Committee

- A. Discuss/Take Action – Council Member Fawber stated as Council and Borough Residents know, on January 1, 2011 all PA electric service territories became competitive. This means that all consumers have the ability to choose from a various number of suppliers in the market. Met-Ed has recently raised rates to 9.61 cents per kwh. Council directed Manager Deibler to research the various suppliers as to their plan options and rates. Manager Deibler provided this information to Council for review. Council Member Fawber moved to authorize that ConEdison Solutions, which is based in Valhalla, NY and is a subsidiary of Consolidated Edison, Inc. be chosen as the Borough’s electricity supplier at the guaranteed rate of 7.65 cents per kwh through June 2012. The Borough does not have to enter into a time based contract and has the ability to change suppliers at any time without penalty or cancellation and/or switch fees. Motion was seconded by Council Member Anderson. – Motion carried. Since, this change could save the Borough over \$1,500.00 in 6 months; Council Member Fawber moved to authorize the Borough Manager to sign the necessary paperwork as soon as possible in order to complete the transaction. Motion was seconded by Council Member Anderson. – Motion carried.

### Public Safety Committee

- A. Discuss/Take Action – Resolution 2011-11 - Appointing New CERT & DEMA Members - Council Member Baldwin stated the Dillsburg Borough Council recognizes the need for a Community Emergency Response Team (CERT) and Dillsburg Emergency Management Agency (DEMA) in the event of a disaster. Council understands that members of this team are required to complete specific training courses and must continue to stay current with any future training necessary. Two (2) dedicated Dillsburg Area residents completed the required training. Council would like to thank these two dedicated individuals and officially appoint them to Dillsburg’s Emergency Teams. Council Member Baldwin moved to adopt Resolution 2011-11 appointing Terri Hildebrand of Dillsburg Borough to the DEMA Team and John Prato of Chain Saw Road in Dillsburg to the Dillsburg Community Emergency Response Team. Motion was seconded by Council Member Zeiders. - Motion Carried.

### Administration Committee

- A. Discuss/Take Action – Pet Permits – Council Member Zeiders 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. Donna J. Yost of 227 South Baltimore Street and Jill Janney of 220 South Baltimore Street have applied for pet permits. All requested forms, information and fees have been supplied to the Borough. Council has reviewed the applications and has found everything in order. Council Member Zeiders 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, 2012. Motion was seconded by Vice President Kelley. – Motion carried.

- B. Discuss/ Take Action – Resolution 2011-10 – 2012 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 2011-10. Vice President Kelley moved to adopt Resolution 2011-10 appointing the following to serve the Borough of Dillsburg:

1. Terri Hildebrand to a three-year term on Logan Park Authority Board (01/01/12 – 12/31/14)
2. Timothy Keirn to a one-year term on the Vacancy Board (01/01/12 – 12/31/12)
3. Kenneth O’Connor to a three-year term on the Zoning Hearing Board (01/01/12 – 12/31/14)
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 (01/01/12 – 12/31/12)
5. Wanda Godar to a two-year term on the Logan Park Authority Board (01/01/12 – 12/31/13)

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

- C. Discuss/Take Action – Ordinance 2011-7 – Repealing Borough Code Chapter 1, Part 3, Secretary/Treasurer position – Council Member Zeiders stated the Borough of Dillsburg, York County, presently has in force Borough Code Chapter 1, Part 3, creating one position of Secretary/Treasurer. In order to better serve the community, Dillsburg Borough would like to have two distinct and separate positions for a Borough Secretary and a Borough Treasurer, per the Pennsylvania Borough Code as suggested by the Pennsylvania Borough Code. Complete job descriptions of each position shall be maintained in the employee handbook. Appointments will be made at the Re-organization Meeting to be held on Tuesday, January 3, 2012. Council Member Zeiders moved to adopt Ordinance 2011-7, Repealing Borough Code Chapter 1, Part 3, Secretary/Treasurer Position effective January 1, 2012. Motion was seconded by Vice President Kelley. Mark Ryder asked if the Borough was going to go to a three position system. Solicitor Allshouse indicated there will be three positions, instead of naming one person always as the Secretary/Treasurer. - Motion carried.

#### OLD BUSINESS

There was none.

#### NEW BUSINESS

Mark Ryder indicated it was memorable experience working with Council Member Zeiders and wished her good luck.

ADJOURNMENT

Since there was no further business, Council Member Zeiders moved to adjourn the regular meeting. Motion was seconded by Vice President Kelley. – Motion carried. The regular meeting was adjourned at 7:38 pm.

Respectfully Submitted,

*Debbi Beitzel*

Debbi Beitzel  
Secretary/Treasurer

cc: Borough Council Members  
Mayor Snyder  
Tim Knoebel  
Mark Allshouse