

**DILLSBURG BOROUGH COUNCIL MEETING  
DECEMBER 9, 2008 – 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 Mark Ryder, David Baldwin, Holly Kelley, John Richardson, Michael Whitzel and Kathryn Zeiders. Also present were the following: Borough Solicitor Mark Allshouse, Borough Engineer Tim Knoebel, Borough Manager Karen Deibler and Borough Secretary/Treasurer Debbi Beitzel.

Mayor Henry Snyder was absent.

The following visitors were present: Ed McCoy and Dave Thompson from Citizens' Hose Fire Company, Nick Albright and Mike Tucci from Citizens' Hose Company –EMS, Ted Baker from Franklinton Fire Company, Jack Francis from Carroll Township Police, Mary Lou Bytof and Curt Werner from the Dillsburg Banner, Paul Reichart from the Patriot-News, Planning Commission Representatives Allen Reeves and Leon Zeiders, Dillsburg Area Authority Representative Brian Radcliffe, Dillsburg Residents Jeff Beitzel, Ken O'Connor and Larry Klase and guests Andrew and Jetsy Murray.

The meeting was called to order by President Griffin at 7:00 PM followed by the Pledge of Allegiance to the flag and an invocation.

**APPROVAL of the AGENDA**

Vice President Ryder moved to approve the agenda as presented. Motion was seconded by Council Member Richardson. – Motion Carried.

**APPROVAL of the MINUTES**

November 11, 2008 Council Meeting – Council Member Baldwin moved to approve the Council Meeting minutes of November 11, 2008 as presented. Motion was seconded by Council Member Richardson. – Motion Carried.

December 2, 2008 Committee Meeting – Council Member Richardson moved to approve the Committee Meeting minutes of December 2, 2008 as presented. Motion was seconded by Council Member Baldwin. – Motion Carried.

**DEPARTMENT REPORTS**

**Police Department Report**

Chief Jack Francis reviewed the November 2008 Dillsburg Borough Police Report with Council. 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 filed for the month of November were 93; year-to-date total was 1,173, which is 79 greater than the same time period last year. There were five traffic accidents for the month of November, two reportable and

three non-reportable, for a year-to-date of 62, which is ten greater than the same time period last year. There were 13 traffic citations for the month of November, for a year-to-date total of 313, which is 34 greater than the same time period last year.

Part I offenses for the month of November, there were a total of four, which included four larceny thefts, which none of them were cleared, for a year-to-date total of 43, with a clearance rate of 18%.

Part II offenses for the month of November, there were 12 incidents, which included one criminal mischief/vandalism, one disorderly misconduct, two DUI's, and seven harassments, for a year-to-date total of 121, of which 101 were cleared, with a clearance rate of 84%. The overall clearance rate is 66%.

Council Member Richardson asked what makes up the 16 calls in the Police Information category. Chief Francis stated its additional information received regarding an incident and a miscellaneous category.

Chief Francis wished everyone a Happy Holiday.

#### Ambulance Service Report

Mike Tucci provided a report for the month of November to Council. There were a total of 90 calls in the month of November and 15 of them were in Dillsburg Borough, which included 12 medical calls, one fire, and two motor vehicle accidents, for a year-to-date of 163 calls in the Borough of Dillsburg and a total of 1,166 for all municipalities.

#### Fire Company Report

**Citizens' Hose Fire Company** - Ed McCoy presented a report for the month of November to Council. Mr. McCoy indicated for the month of November there were 33 runs; three were in Dillsburg Borough, which included one medical assist and two motor vehicle accidents. He also presented a report with the membership responses and location of the incidents for November.

He indicated on Saturday, December 13, 2008, Dillsburg and Franklinton Fire Companies are joining together to host the Second Annual Christmas Party beginning at 4 PM and the Borough Staff and Council was invited to attend.

Mr. McCoy stated the Annual Fund Drive was at \$32,000.00 and the pledges continue to come in.

Council Member Richardson thanked Mr. McCoy for the informative report that is provided each month. Mr. McCoy thanked the Borough Office for preparing the report on his behalf.

**Franklinton Fire Company** - Ted Baker, President of Franklinton Fire Company reported for the month of November there were 32 emergency calls; one was in Dillsburg Borough, year-to-date of 319 and ten in the Dillsburg Borough.

Mr. Baker thanked the Council for giving them time to report.

#### Treasurer's Report

The Unpaid Bills Detail and a list of Additional Expenditures were given to each Council Member in their packet of information. The total General Fund expenditures for November were \$174,802.96. The Profit & Loss Budget vs. Actual Detail Report and a Cash Flow Report were also given to each Council Member. Council Member

Baldwin moved to approve the payment of all Unpaid Bills as presented. Motion was seconded by Vice President Ryder. Roll call was taken and motion was carried. Council Member Richardson abstained due to a conflict in interest.

Planning Commission Report

Allen Reeves reported on the meeting held on November 19, 2008. He indicated the item on the agenda was the Meadow's Edge Development; the Planning Commission passed judgments on some issues and they were presented to Borough Council for review.

Logan Park Authority

Vice President Ryder reported on the meeting held on November 19, 2008. He indicated they are working on installing plumbing in the new barn.

He stated LPA is working with the municipalities to change the ordinance regarding the rules for night time use at the park.

He stated there will be no meeting in December due to the holiday season.

He indicated LPA wants a security gate for the front of the park due to the current gate not being locked.

Vice President Ryder stated they are working with the Dillsburg Soccer Club to get lights around the barn.

He also stated LPA will be draining the pipes to the bathrooms and locking them for the winter.

He indicated the next meeting will be held on January 21, 2009 at the Logan Park Barn at 7:00 PM.

Dillsburg Area Authority

Brian Radcliffe reported on the meeting held on November 18, 2008. He stated there wasn't any direct activity affecting the Borough.

He stated the Board discussed and agreed not to provide additional funding at this time to the legal challenge of the Capitol Region COG regarding the Chesapeake Bay.

He indicated the Berkshire Hills and the Monroe Township sewer/water connections are coming along.

Engineer's Report

Borough Engineer Tim Knoebel provided Council with a written report for work performed in November 2008. He indicated he reviewed the subdivision plans with the Planning Commission and did various inspections throughout the Borough and looked into the drainage complaints at Millers Auto.

He thanked the Council for having the opportunity to be of service to them in 2008.

Council Member Whitzel asked what the findings were on the drainage issue. Engineer Knoebel stated the parking lot was paved at Millers Auto and a curb was put in place, which is diverting some water onto the neighboring properties; this needs to be corrected. Council Member Whitzel asked if there was a drainage ditch. Engineer Knoebel stated there are some drains, but this problem is caused by the diverting of the

water. Council Member Whitzel asked if water was going out onto Route 15. Engineer Knoebel stated there aren't any major issues with this.

Solicitor's Report

Solicitor Allshouse provided Council with a written report for work performed in November 2008. He indicated he reviewed subdivision and land development issues and worked on some other Borough issues.

He also stated he would be reviewing the HOA documents for the Meadow's Edge Development in December.

He thanked the Council for having the opportunity to be of service to them in 2008.

Tax Collector

Cristina Speicher provided a report for November but wasn't present.

Borough Staff Report

Borough Manager Deibler provided Council with a written report for November and indicated she had nothing to add.

PUBLIC COMMENT

There was none.

CORRESPONDENCE

There was none.

MAYOR'S REPORT

Mayor Snyder wasn't present.

PRESIDENT'S REPORT

President Griffin indicated Council Member Whitzel submitted his resignation to the Dillsburg Borough Council on November 11, 2008. Council has accepted this resignation effective December 31, 2008. This will create a vacancy on Dillsburg Borough Council. Council plans to appoint a person by Resolution to fill this vacancy at their regularly scheduled meeting on Tuesday, January 13, 2009. This appointment will be for the remainder of the current vacant term which runs until December 31, 2009. In order to be eligible for Borough Council, a person must be a registered voter and shall have resided within the Borough continuously for at least one year immediately prior to the appointment. Council will conduct public interviews beginning at 6:30 pm at the Dillsburg Area Authority Building, before the regularly scheduled Council meeting on Tuesday, January 13, 2009. Any person interested in filling the remainder of the vacant term for Borough Council should submit a written notification to the Dillsburg Borough, attention Borough Council application, and mail to 151 South Baltimore Street, Dillsburg, PA 17019. Letters of application must be received by the deadline of 12:00 noon, Monday, January 5, 2009.

President Griffin indicated several Council Members have another commitment on Tuesday, January 6, 2009 and asked if the Committee Workshop meeting could be changed to Monday, January 5, 2009. Vice President Ryder moved to change the January 2009 Committee Workshop meeting to Monday, January 5, 2009 at 6:30 PM at the Dillsburg Borough Office. Motion was seconded by Council Member Baldwin. – Motion carried.

He announced the following events: December 11: Dillsburg Area Public Library presents "Service Station Revelation" presented by Bob Schultz beginning at 7:00 PM at the library, 17 South Baltimore Street, for more information call 717-432-5613; December 13: Monaghan Presbyterian Church will host its annual cookie, candy, nut and craft sale from 9am – 1pm. For further information, please contact the church at (717) 432-4234; December 13 – American Legion is sponsoring a "Breakfast with Santa" event; December 20: Dillsburg VFW is sponsoring a "Breakfast with Santa" from 7:30-10:30 AM. Cost: Adults \$5.00, Children 11 years and older \$2.50, Children 10 and under are free; December 20: Colonial Candlelight Christmas Service at the Old Monaghan Church beginning at 7:30 PM with a reception afterwards at Dill's Tavern; December 24: Borough Office closing at noon and remain closed on December 25 & 26 for the Christmas Holiday; December 31: Borough Office closing at noon and remain closed on January 1 in celebration of the New Year; December 31: Pickle Drop 2009 - Downtown Dillsburg. Festivities start at 9 PM and run until 12:30 AM. Activities include: Bingo, DJ spinning the tunes, Pickle Paraphernalia, Food including pickle soup and deep fried pickles, Street Volleyball with big green balloons, Magic Act at 10:30 PM and Mr. Pickle descending into the Pickle Barrel marking the start of 2009 followed by the Firework Display; January 2: First Fridays at Dill's Tavern –Ted Smith will be entertaining from 7-10 PM. It's a BYOB and you must be over 21 to attend. Donation is \$10 and Tavernkeepers who show their cards can enter for \$8. Founders with their cards are free; January 7 & 14: Penn Waste will be picking up Christmas Trees with the normal trash pickup.

President Griffin thanked the following people and organizations: The service organizations for their hard work; Citizens' Hose and Dillsburg EMS for the outstanding job they do protecting our town; Carroll Township Police for the terrific job they do; Holly Kelley for chairing the 175 Anniversary committee and the people that helped with the celebration; the Borough Representatives that serve on the Boards, Commissions and Authorities; the Borough Staff for all the hard work they do keeping the town running on a daily basis; the Solicitor, Engineer and Bob Shelley for their dedication; the members of Council for giving him the opportunity to serve as President and the dedication they have in making the Borough a great place to live; thanked the residents of the Borough for the pride they have in helping to make Dillsburg a great place to live.

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

President Griffin stated Mr. Andrew Murray retired in 2008 from his profession as owner and operator of M & W Hardware in the Borough of Dillsburg; provided an essential service to the residents of the Borough of Dillsburg for twenty-nine years; was one of the Founding Fathers, as well as former President, of the Dillsburg Business Association; served as a Dillsburg Borough Councilperson in the years of 1983, 1984 and 1985. He stated the Council of the Borough of Dillsburg recognizes the importance

of the services contributed to the Borough by him and wished to congratulate him for his contributions to the Borough. President Griffin stated the Council of the Borough of Dillsburg does hereby signify its appreciation of the efforts contributed by the said Andrew Murray and his devotion to the Borough of Dillsburg and does heartily congratulate him on his retirement and achievements.

President Griffin reminded Borough Council they were invited to attend the Christmas Party at the Fire Hall on Saturday, December 13<sup>th</sup> beginning at 4 PM and should RSVP to 432-2211.

## COMITTEE REPORTS

### Public Works Committee

- A. Discuss/Take Action – Penn DOT’s Electronic Access Licensing Agreement – Vice President Ryder stated the Borough Council recognizes the Borough of Dillsburg receives Liquid Fuels Funds from the Pennsylvania Department of Transportation and Penn DOT has implemented the dotGrants system for filing, viewing, modifying and managing the Liquid Fuel Account Funds. Council understands in order for the Borough of Dillsburg to access the dotGrants, a formal contract must be entered into with the Pennsylvania Department of Transportation. Now therefore be it resolved by the Council of the Borough Dillsburg, York County, Pennsylvania, the Borough Council President and Borough Secretary-Treasurer shall sign the Electronic Access Licensing Agreement thereby entering into a formal contract with the Pennsylvania Department of Transportation to access the dotGrants system. Vice President Ryder moved to authorize the Borough Council President and Borough Secretary-Treasurer sign the Electronic Access Licensing Agreement thereby entering into a formal contract with the Pennsylvania Department of Transportation to access the dotGrants system. Motion was seconded by Council Member Whitzel. Roll call was taken and motion carried unanimously.
- B. Leon Zeiders Presentation – Vice President Ryder stated the Dillsburg Borough Council would like to thank Mr. Leon Zeiders for volunteering his services and assisting Dale and Barry with this year’s leaf pickup. In appreciation Dillsburg Borough Council presented him with a gift certificate to his favorite local coffee shop. Mr. Zeiders stated working with Dale and Barry has been a fun time.

### Public Safety Committee

- A. Franklinton Fire Company Presentation – Council Member Richardson stated the Dillsburg Borough Council would like to thank the Franklinton Fire Company for the services provided to the Borough of Dillsburg and the support given to Citizens’ Hose Fire Company. In appreciation of these services and support, Dillsburg Borough Council presented them with a check in the amount of \$2,500.00. Ted Baker thanked Borough Council for their generous donation.
- B. Hazardous Waste Collection - Council Member Baldwin stated the Borough of Dillsburg is interested in holding a Hazardous Waste Collection event in Northern York County. Several other municipalities in the area have expressed

similar interest. York County Solid Waste Authority will be contacted requesting their assistance in sponsoring such an event.

Administration Committee

- A. Discuss/Take Action – Resolution 2008-16 – 2009 Appointment Animal Control Officer and Shelter – Council Member Kelley 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. Council Member Kelley moved to adopt Resolution 2008-16 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 2009. Motion was seconded by Council Member Zeiders. – Roll call was taken and motion carried unanimously.
- B. Discuss/Take Action – Resolution 2008-18 – 2009 Auditor – Council Member Zeiders stated as Council Members are aware, the Borough appoints an Auditor each year to independently audit all Borough Accounts. Resolution 2008-18 was developed to appoint Kochenour, Earnest, Smyser and Burg of York, Pennsylvania as the Auditor for the Borough of Dillsburg for the fiscal year 2009. Council Member Zeiders moved to adopt Resolution 2008-18 appointing Kochenour, Earnest, Smyser and Burg of York as the Auditor for the fiscal year 2009. Motion was seconded by Council Member Kelley. Roll call was taken and motion carried unanimously.
- C. Discuss/Take Action - 2009 Final Budget – Council Member Kelley stated the 2009 Proposed Budget was reviewed and adopted by Council at the November 11<sup>th</sup> Council Meeting and was put on public display between November 12<sup>th</sup> and today. Further review and discussion resulted in a \$1,000.00 decrease in account 430 – Public Works and a \$1,000.00 increase in account 487 – Payroll Taxes and Benefits. The Total Estimated Revenues will be \$860,891.00 and Total Estimated Expenses will be \$922,216.00. Expenses include contributions of \$76,100.00, street light fees of \$29,500.00, traffic signal charges of \$8,650.00, and Public Safety fees of \$347,780.00. There will be no salary increase for full-time Borough employees. The 2009 Budget is now ready for adoption at this time. Council Member Kelley moved to adopt the 2009 Budget for the Borough of Dillsburg as presented with projected Revenue of \$860,891.00 and projected Expenses of \$922,216.00. The 2009 Budget will be balanced through the use of carryover funds from 2008. Motion was seconded by Council Member Zeiders. Roll call was taken; Council Member Whitzel opposed. Motion carried with a vote of six to one.
- D. Discuss/Take Action – Resolution 2008-17 – 2009 Delinquent Tax Collector – Council Member Zeiders stated as Council Members are aware, each year we develop a Resolution appointing the Delinquent Tax Collector for the Borough. Resolution 2008-17 appoints J. P. Harris Associates as the Delinquent Tax Collector for the Borough of Dillsburg. Council Member Zeiders moved to adopt Resolution 2008-17 appointing the 2009 Delinquent Tax Collector for the

Borough of Dillsburg. Motion was seconded by Council Member Kelley. – Roll call was taken and motion carried unanimously.

- E. Discuss/Take Action –Ordinance 2008-9 – Tax Ordinance for 2009 – Council Member Kelley 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 rates will stay the same as they were last year: Real Estate - 2.37 mills and Occupation Assessment Tax - 1200 mills. Council Member Kelley moved to adopt Ordinance 2008-9 fixing 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 Zeiders. - Roll call was taken and motion carried unanimously.

### OLD BUSINESS

President Griffin stated the Senior Center continues to be in need of a person that can come every Monday from February 2, 2009 until April 15, 2009 to upload the information to the IRS. If anyone is interested or knows someone who might be interested to please call 432-2216.

### NEW BUSINESS

Vice President Ryder thanked the following: President Griffin for taking over the Presidency and doing a wonderful job in leading the Council; the Borough staff for the consistency in taking care of the Borough; Leon Zeiders for assisting with the leaf pick-up; Council for the historical year of 175 years and the committees; Paul Reichart of the Patriot News and Mary Lou Bytof of the Dillsburg Banner for the media coverage of the meetings and special events; Gruber's Pharmacy and Lefever Brothers for the longevity of service in the Dillsburg Borough and will be strongly missed; and Council for their support and congratulated them for not raising taxes.

Vice President Ryder 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 Vice President Ryder. – Motion Carried. The meeting was adjourned at 7:50 PM.

Respectfully Submitted,

---

Debbi L. Beitzel, Secretary/Treasurer

cc: Borough Council Members  
Mayor Snyder  
Tim Knoebel  
Mark Allshouse