

DILLSBURG BOROUGH COUNCIL MEETING
APRIL 8, 2014 – 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 John Richardson, Vice President Holly Kelley, Hal Anderson, Dave Baldwin, Matt Fawber and Yvonne Laukemann. Also present were the following: Mayor Wendell Hollinger, Borough Engineer Tim Knoebel, Borough Manager Karen Deibler and Borough Secretary Debbi Beitzel. Council Member Jeff Griffin, Junior Council Member Carissa Martin and Solicitor Mark Allshouse weren't present.

The following visitors were present: Chief Thomas Wargo and Patrolman Josh Goodling from the Carroll Township Police Department, Scott McClintock from Citizens' Hose Fire Co. #1, Traci Cook from Citizens' Hose EMS, YCBA and COG Representative Mark Ryder, Mary Lou Bytof from the Dillsburg Banner and Tricia Kline from the Patriot News. Also present was Dillsburg Borough Resident Jeff Shultz

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

APPROVAL of the AGENDA

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

APPROVAL of the MINUTES

March 4, 2014 Committee Meeting – Council Member Laukemann moved to approve the Committee Meeting minutes of March 4, 2014 as presented. Motion was seconded by Vice President Kelley. – Motion carried.

March 11, 2014 Council Meeting – Vice President Kelley moved to approve the Council Meeting minutes of March 11, 2014 as presented. Motion was seconded by Council Member Baldwin. – Motion carried.

DEPARTMENT REPORTS

Police Department Report

Chief Wargo introduced Joshua Goodling as the new part-time patrolman for Carroll Township. He stated Josh resides in the Dillsburg Borough on South Second Street. Chief Wargo reviewed the March, 2014 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 March 2014, there were 89 calls for service for a year-to-date total of 280. There were ten (10) traffic accidents in March 2014 for a year-to-date total of 24 and the officers issued a total of 33 traffic citations in March 2014 for a year-to-date total of 86.

Part I offenses for March 2014, there was an overall clearance rate of 100%. Part II offenses for March 2014, there was an overall clearance rate of 90%. The combined clearance rate was 91% for Part I and Part II offenses.

The contracted hours were right on schedule for the year. Council Member Baldwin stated he liked the invoice format for the overtime, he asked if it could be noted if the hearings are finalized or carried over for court. Chief Wargo stated yes.

Ambulance Service Report

Traci Cook reviewed the March, 2014 EMS report with Council and Mayor. She indicated there were 113 calls; 15 were in Dillsburg Borough which were all medical calls for a year-to-date total of 342.

Ms. Cook stated as of April 1st, they started using a MICU (Mobile Intensive Care Unit) Unit. She indicated there are a few bugs to work out and it has definitely made some differences on some calls already.

Fire Company Report

Citizens' Hose Fire Company #1 – Scott McClintock provided a report for the month of March 2014 to the Council and Mayor. Mr. McClintock indicated for the month of March 2014 there were 26 incidents; two (2) were in Dillsburg Borough which were two medical calls for a year-to date-total of 96.

Mr. McClintock stated he formally submitted a letter to Borough Manager Deibler requesting money from the apparatus fund for the new tower truck. President Richardson asked if they had any received any interest for the old tower truck. Mr. McClintock stated yes.

Franklinton Fire Company – No representative was present but Council and Mayor were provided with a written report for March, 2014, 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 March 2014 were \$75,312.52. 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 Baldwin. President Richardson abstained. - Motion carried.

Planning Commission Report

There was no representative present.

Dillsburg Area Authority

There was no representative present.

Community Groups

There were none.

YCBA & COG

YCBA – Mr. Ryder indicated he attended the meeting which was held in Dallastown on March 27, 2014. He stated the Secretary/Treasurer for YCBA was leaving at the end of June. Mr. Ryder stated the next meeting will be held in June at Lake Redman and the September meeting will be held in Wellsville at the fire house on September 25th.

COG – Mr. Ryder indicated he attended the meeting which was held on March 17, 2014. Senator John Eichleberger was the guest speaker and spoke about the problems with police and fire pensions. The next meeting will be held on April 21, 2014.

Solicitor's Report

Solicitor Allshouse wasn't present but provided the Council and Mayor with a written report for March, 2014.

Engineer's Report

Engineer Knoebel provided the Council and Mayor with a written report for March, 2014. He stated the majority of their work pertains to the East York Street project; there was a preconstruction meeting on April 1st.

Engineer Knoebel indicated they reviewed the Winfield Preliminary Land Development Plan as did the Planning Commission; next month they will be receiving revised plans for review.

Tax Collector Report

Debbi Beitzel provided the Council and Mayor with a written report for taxes paid and sent out in March, 2014.

Borough Staff Report

Borough Manager Deibler provided the Council and Mayor with a written report for March, 2014.

PUBLIC COMMENT

Jeff Shultz, 22 N Chestnut St, stated in regards to the COG appeals, he indicated there was one thing he took away from the hearing after four months of deliberations and questions was all due to the fence being too close to the property line. President Richardson stated he assumed so, but didn't know. Mr. Shultz asked why this wasn't called out at the footing inspection. President Richardson stated he couldn't answer that. Mr. Shultz stated he thought that would be the answer he would receive.

CORRESPONDENCE

There was none.

MAYOR'S REPORT

Mayor Hollinger has nothing to report.

PRESIDENT'S REPORT

President Richardson had nothing to report.

COMITTEE REPORTS

Public Works Committee

A. Discuss/Take Action – East York Street Bid Change Order - Council Member Anderson stated at the March 11, 2014 meeting Council accepted the bid of \$194,873.20 received from Rogele, Inc. Recently, DAA replaced the water lines on East York Street. During that time, it was noted that replacing the inlet pipes along Baltimore Street was not necessary. However, it was decided that an additional area of East York Street would need to be reconstructed, not just milled and paved. Council Member Anderson moved to approve the East York Street Change Order #1. Council Member Laukemann seconded the motion. Vice President Kelley asked if there was an amount. Engineer Knoebel indicated they had prepared an estimate of what they thought it would be and asked the contractor to get actual numbers. KPI's estimate was between \$7K and \$10K; adding the additional reconstruction and eliminating some of the inlet replacements. Engineer Knoebel stated he received some estimates back from the contractor but they are still waiting for some milling costs; which he feels the actual cost should be at the low end of the estimate. Engineer Knoebel stated they are looking for authorization to move forward with the change order; no exact amount and the estimate would be not to exceed \$10,500 but believes it would be around \$7,000.00. President Richardson asked if it could just be left blank and authorize the Borough Manager to approve the change order. Vice President Kelley stated she is OK leaving the amount open as long as it states "not to exceed". President Richardson indicated he would rather not put a number in. Vice President Kelley agreed with not putting in a number but thinks the motion should state "not to exceed". Council Member Baldwin stated the problem with stating "not to exceed" the change order will come close to the amount. Engineer Knoebel stated he was comfortable with the \$10,300.00, which was the upper limit of their estimate; if by chance it comes in higher than that, they would have to come back before Council. President Richardson stated why not go with \$7,500.00. Council Member Baldwin stated if the contractor goes over that they would have to come back before Council. Engineer Knoebel stated he doesn't want to delay the project. Engineer Knoebel stated his recommendation was to go with \$10,300.00. President Richardson asked Manager Deibler if she had any input. Manager Deibler indicated it was Council's decision to make and Council would also have to authorize someone to sign the change order once it is received. Council Member Anderson and Council Member Laukemann rescinded their motions. Council Member Baldwin moved to approve Change Order #1 for East York Street construction to be signed by Council President when the cost estimate has been finalized. Motion was seconded by Council Member Fawber. - Motion carried.

Public Safety Committee

Neither Council Member Fawber nor Baldwin had anything to report.

Administration Committee

A. Discuss/Take Action – Fowl Permit – Vice President Kelley stated Section 2-101 of Chapter 2 of the Code of the Borough of Dillsburg states that it shall be unlawful for any person, firm, corporation or other entity to engage in the keeping or housing of poultry or other undomesticated animals in the Borough without first obtaining a permit. Crystal Patterson of 7 Wayside Court has applied for a permit in order to raise chickens. The Borough has been provided with the purpose for keeping the fowl, the description of the quarters where the

fowl will be maintained, the process for waste removal and the expected noise level. Council has reviewed the information and application and found everything in order. Vice President Kelley moved to approve the application as submitted and authorizes the Borough Manager to notify the applicant of the approval with the understanding that Council may withdraw the permit at any time whenever such keeping or housing of the fowl shall have a detrimental effect upon the health, safety or welfare of the Borough or its residents. If the permit would be withdrawn, the applicant shall be notified in writing of the reasons therefore, and be ordered to remove such fowl within a specified time. Motion was seconded by Council Member Laukemann. – Motion carried.

- B. Discuss/Take Action – Tax Exoneration Requests - Council Member Laukemann stated the Borough has received seven (7) Tax Exoneration requests for 2014 Per Capita and Occupation Taxes. The requests will be numbered 2014-1 through 2014-7. The requests have been reviewed by the Council, as well as by the Borough Manager and the Tax Collector, who concur that the applicants have met the requirements for tax exoneration. Council Member Laukemann moved to grant the seven (7) requests for 2014 Per Capita Tax and Occupation Tax Exoneration for Tax Cases #2014-1 through #2014-7 as submitted. Motion was seconded by Vice President Kelley. – Motion carried.

OLD BUSINESS

There was none.

NEW BUSINESS

There was none.

ADJOURNMENT

Since there was no further business, Vice President Kelley moved to adjourn the regular meeting. Motion was seconded by Council Member Fawber. – Motion carried. The regular meeting was adjourned at 7:22 pm.

Respectfully Submitted,

Debbi L. Beitzel

Debbi Beitzel
Borough Secretary

cc: Borough Council Members
Mayor Hollinger
Tim Knoebel
Mark Allshouse