

DILLSBURG BOROUGH COUNCIL MEETING
JUNE 10, 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, Hal Anderson, Dave Baldwin, Matt Fawber, Jeff Griffin and Yvonne Laukemann. Also present were the following: Mayor Wendell Hollinger, Borough Engineer Tim Knoebel, Borough Manager Karen Deibler and Borough Secretary Debbi Beitzel. Vice President Holly Kelley and Solicitor Mark Allshouse weren't present.

The following visitors were present: Chief Thomas Wargo from the Carroll Township Police Department, Mark and Carla Snyder from Citizens' Hose Fire Co. #1, Michael Whitzel from Franklinton Fire Company, YCBA and COG Representative Mark Ryder, Dillsburg Area Authority and Planning Commission Representative Brian Radcliffe, Tom Scully and John Murphy from Alpha Consulting Engineering, Inc., Stuart Knickerbocker and Doug Halbert from Classic Communities, Mary Lou Bytof from the Dillsburg Banner and Tricia Kline from the Patriot News.

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

APPROVAL of the MINUTES

May 6, 2014 Committee Meeting – Council Member Fawber moved to approve the Committee Meeting minutes of May 6, 2014 as presented. Motion was seconded by Council Member Griffin. – Motion carried.

May 13, 2014 Council Meeting – Council Member Baldwin moved to approve the Council Meeting minutes of May 13, 2014 as presented. Motion was seconded by Council Member Griffin. – Motion carried.

DEPARTMENT REPORTS

Police Department Report

Chief Wargo thanked the Borough Council for their donation to the National Night Out Event.

Chief Wargo reviewed the May, 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 May 2014, there were 102 calls for service for a year-to-date total of 467. There were nine (9) traffic accidents in May 2014 for a year-to-date total of 35 and the officers issued a total of 28 traffic citations in May 2014 for a year-to-date total of 148.

Part I offenses for May 2014, there was an overall clearance rate of 88%. Part II offenses for May 2014, there was an overall clearance rate of 94%. The combined clearance rate was 92% for Part I and Part II offenses.

The contracted hours were right on schedule for the year.

Ambulance Service Report

No representative was present but Council and Mayor were provided with a written report for May, 2014, in their packets.

Fire Company Report

Citizens' Hose Fire Company #1 – Carla Snyder provided a report for the month of May 2014 to the Council and Mayor. Ms. Snyder indicated for the month of May 2014 there were 27 incidents; six (6) were in Dillsburg Borough which included two (2) medical calls, three (3) motor vehicle accidents and one (1) fire-house for a year-to-date-total of 30 for the Borough.

Franklintown Fire Company – Michael Whitzel indicated for the month of May 2014 there were 17 incidents for a year-to-date total of 140 calls; one was in Dillsburg Borough for a fire police dispatch for a year-to-date total of 11. He reviewed the different training classes they provided to the members.

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 May 2014 were \$88,678.86. 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

Brian Radcliffe reported on the May 28, 2014 meeting. The primary item on the agenda was the continuation of the Winfield Development project. He indicated one item that is still needed is the resubmission and approved HOP from PennDOT. Mr. Radcliffe stated the PC is recommending naming the public street (AKA Winfield Drive) Pheasant Ridge Road; mainly because it is good planning. He indicated there are eight waivers being requested with the plan; some of them were waivers which were approved with the prior plan. Mr. Radcliffe indicated the PC did recommend approval of the Preliminary plan subject to the engineer's comments in their May 22, 2014 letter being satisfactory addressed.

Dillsburg Area Authority

Brian Radcliffe reported on the May 20, 2014 meeting. He indicated in regards to the Winfield Development, Mr. Williams did comment and reminded them the Winfield Development doesn't have any reservations currently active as May 20th. This causes a concern because they are getting close to the nutrients capacity at the plant. The authority's engineer is working on the submission for the DAA items with the plan.

Mr. Radcliffe indicated a screw pump at the plant had broken due to a recent storm; it was repaired and put back into operation.

Mr. Radcliffe indicated the Authority employees were affected by the Paytime Payroll Services problems; they brought in a consulting firm to work with the employees and advised them to get new bank accounts. The authority also opened up a new bank account as a depository bank due to the problem.

He stated there has been a reduction in second notices due to the efforts to communicate billing policies to customers.

He indicated the engineer is working on the renewal permit for the waste water treatment plant. They will need to monitor the ultraviolet disinfection they have; monitoring equipment will probably be required to be installed.

Mr. Radcliffe indicated there recently was a routine inspection of the plant and no major issues were recorded. The staff had missed a water monitoring check for asbestos which was required and it was reported to the customers as required; however there were no issues.

Mr. Radcliffe stated last month Council Member Anderson asked about a water leak at the Twin Hills stand pipe; which he was not aware of. There was a leak and it will be evaluated and repaired. Franklinton Fire Company came out and was very helpful in the effort and provided sandwiches and refreshments for the DAA employees; the Authority Board voted to make a \$250.00 donation to Franklinton Fire Company.

President Richardson asked how many EDU reservations Dillsburg Ventures has currently, if any. Mr. Radcliffe stated he didn't know.

Community Groups

There were none.

YCBA & COG

YCBA – Mr. Ryder indicated the YCBA did find a Secretary/Treasurer, Cheryl Bahn from New Salem Borough. He indicated the next meeting will be held on Thursday, June 26th, at Lake Redman. Eric Bistline will be speaking on the 911 system and radios.

COG – Mr. Ryder indicated the COG Auction will be held on Wednesday, July 16th at the Sporting Hill Elementary School. The next meeting will be held on Monday, June 16, 2014 at 7:00 pm. He indicated last month the Council passed a resolution regarding the Radar bill. The COG sent a letter with much controversy, but the COG approved a letter of support to the House and Senate.

Solicitor's Report

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

Engineer's Report

Engineer Knoebel provided the Council and Mayor with a written report for May, 2014. He stated work continues on the East York Street project; the storm drains are complete, the water and sewer work is complete and now they are working on the demolition of the sidewalks and curbs.

He indicated the Winfield project is on the agenda.

Engineer Knoebel stated they had been working on the flood insurance rate map and responding to FEMA. There is a modified floodplain map which will be published in the Borough; it does impact a number of properties in Autumn Woods and Chestnut Hollow. FEMA will be establishing a 90-day appeal period and will notify the Borough when that will begin.

Tax Collector Report

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

Borough Staff Report

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

PUBLIC COMMENT

There was none.

CORRESPONDENCE

There was none.

MAYOR'S REPORT

Mayor Hollinger had nothing to report.

PRESIDENT'S REPORT

President Richardson had nothing to report.

COMITTEE REPORTS

Public Works Committee

Mr. Scully briefly reviewed the plan with Council and guests and answered questions from Council and the guests.

- A. Discuss/Take Action – Winfield Land Development Waiver Requests - Council Member Laukemann stated the Planning Commission moved that the Winfield Land Development Waiver Requests should be reviewed and voted on by Borough Council and recommends that Council consider granting the requested waivers. Winfield has contacted the Borough and requested that eight (8) waivers be granted. The eight (8) waivers are detailed in the waiver request letter received from Alpha Consulting Engineer on Winfield's behalf and dated May 7, 2014. The eight (8) waivers are as follows:

a) **Section 22-403.G(6):** This Section requires that each phase of a project must contain a minimum of 25% of the total number of dwelling units, except for the last phase, or except as approved by the governing body. *Requested Modification:* To permit four phases of construction with the number of dwelling units indicated on the plan. Total number of units is 141, so a minimum of 35 units is required for each phase except the last one. Phase 1 has only 30 units. Phase 2 has only 28 units. *Justification for this request:* Proposed phasing is logically coordinated with the physical site improvements. Council Member Laukemann moved to approve Winfield's request(s) to waive the requirement, per Borough Code, Section **22-403.G(6)**. Council Member Anderson seconded the motion. – Motion carried.

b) Section 22-502.A.(6): This Section prohibits private streets. *Requested Modification:* To allow some private streets (access drives) within the development, as shown on the site plan. *Justification for this request:* None of the private streets are through roads that would serve the overall community; they all serve as access to abutting units. To provide overflow / guest parking opportunities, perpendicular parking is scattered throughout the development along the private drives. A perpendicular parking configuration is not typically permitted on public streets. A viable homeowners association of 141 units will be able to monitor, manage and maintain the private streets. This arrangement relieves the Borough from maintenance responsibility and expense. Council Member Laukemann moved to approve Winfield's request(s) to waive the requirement, per Borough Code, Section 22-502.A.(6). Council Member Anderson seconded the motion. – Motion carried.

c) Section 22-502.B: Pertaining specifically to the required minimum pavement width of a collector street of 40 feet. *Requested Modification:* To permit a pavement width of 34 feet for Pheasant Ridge Road. *Justification for this request:* 34 feet of pavement is more than adequate for two way traffic where no on-street parking will be permitted, and the street will be signed for no parking. A narrower pavement width may result in reduced speeds. This pavement width is consistent with street connection to the northwest, per the conditionally approved plan prepared for Meadows Edge prepared by McNaughton Company. Council Member Laukemann moved to approve Winfield's request(s) to waive the requirement, per Borough Code, Section 22-502.B. Council Member Anderson seconded the motion. – Motion carried.

d) Section 22-502.E: This Section regulates curb construction standards, in coordination with Ordinance 2004-8 (Curb and Sidewalk Construction Specifications). *Requested Modification:* To permit concrete slant curbs along proposed private streets and private access drives only; the Borough curb standard is vertical concrete curb. *Justification for this request:* Slant curb is well suited for use in single family attached dwelling developments where there are many driveways, and the drives are close together. The curb is mountable so curb cuts do not have to be created. Slant curb creates a consistently smooth visual appearance, whereas vertical curb would have frequent and sometimes long depressed sections for the driveways. Drain inlet slant tops are consistent with the slant curb. This curb type is permitted as an option in any municipalities in this region. Council Member Laukemann moved to approve Winfield's request(s) to waive the requirement, per Borough Code, Section 22-502.E. Council Member Anderson seconded the motion. – Motion carried.

e) Section 22-506.2.D.(1): This Section prohibits fill slopes over 3:1, and cut slopes greater than 2:1. *Requested Modification:* To permit 2:1 fill slopes near buildings #1 and #2. And to permit cut slope greater than 2:1 along proposed extension of South Second Street near the existing water tower. *Justification for this request:* Fill slope greater than 3:1 - A large, deep ravine is being filled as part of the project area. This area must be filled in order to be able to continue gravity sanitary sewer to South Baltimore Street. The plan contains notations about the placement of fill in layers, and compaction requirements. None of the proposed slopes will affect a facility proposed for dedication to public use. The slope surfaces will be permanently stabilized per the approved erosion control plan. Cut slope greater than 2:1 - From the edge of the proposed sidewalk to the street right-of-way along South Second Street near the existing water tower, the proposed slope is 1.5:1 so that there is no grading / disturbance to the existing Authority driveway and into the gate of the water tower enclosure. A retaining wall could be used here as an alternative to slope grading. The distance is approximately 85 feet. Council Member Laukemann moved to approve Winfield's request(s) to waive the requirement, per Borough Code, Section 22-506.2.D.(1). Council Member Fawber seconded the motion. – Motion carried.

f) Section 22-506.7.A.(4): This Section prohibits more than one driveway / access drive per lot on any street frontage. *Requested Modification:* --To permit 13 driveways / access drives on proposed lot #1 to directly access South Second Street and Pheasant Ridge Road.

--To permit 2 driveways / access drives on proposed lot #2 to directly access Pheasant Ridge Road.

--To permit 7 driveways / access drives on proposed lot #3 to directly access South Second Street. *Justification for this request:* The proposed type of planned single family attached dwelling development of multiple units on large lots necessitates multiple individual units to the adjacent street. Waiver of this Section has no net change in development pattern, since as many driveways could be created without the waiver if fee simple lots were provided around each unit. The number of individual unit driveways onto public streets is minimized by having as many units as practical access the interior private streets. Council Member Laukemann moved to approve Winfield's request(s) to waive the requirement, per Borough Code, Section 22-506.7.A.(4). Council Member Anderson seconded the motion. – Motion carried.

g) Section 22-506.7.A.(5)(b): This Section prohibits a driveway / access drive to cross the street right-of-way within 10 feet of a catch basin / drain inlet. *Requested Modification:* To permit zero required separation distance along private streets and access drives. *Justification for this request:* There is no detrimental effect, drainage impairment, or public health, safety or welfare issue if a driveway and a drain inlet coincide along a curb line where slant curb is used, as the inlet hood is the same shape as the mountable curb. Inlets are placed to directly avoid driveways, but with the many multiple driveways associated with townhouses, it is not practical to always maintain a 10-foot separation. Council Member Laukemann moved to approve Winfield's request(s) to waive the requirement, per Borough Code, Section 22-506.7.A.(5)(b). Council Member Anderson seconded the motion. – Motion carried.

h) Section 22-506.7.A.(5)(c): This Section prohibits a driveway / access drive to cross the street right-of-way within forty (40) feet of another driveway / access drive. *Requested Modification:* To permit zero required separation distance between driveways throughout the project. *Justification for this request:* With the proposed land use of single family attached dwellings with garages, it is impractical to provide the required separation. Sometimes it is advantageous to combine the driveways near the street in order to reduce pavement width, resulting in a zero-foot separation. Council Member Laukemann moved approve Winfield's request(s) to waive the requirement, per Borough Code, Section 22-506.7.A.(5)(c). Council Member Anderson seconded the motion. – Motion carried.

- B. Discuss/Take Action – Winfield Preliminary Subdivision & Land Development Plans – Approval – Council Member Anderson stated the Preliminary Subdivision & Land Development Plans for the Winfield was submitted to the Dillsburg Borough Council for review and action. The Borough Planning Commission reviewed the plans and recommended approval with the conditions as outlined in the memorandum from Borough Engineer Timothy R. Knoebel, P.E. of KPI Technology dated May 22, 2014 (copy attached) and completion of all outstanding items required by other agencies, such as DAA, YCPC, York Conservation, etc. Council Member Anderson moved to approve the Preliminary Subdivision & Land Development Plans for Winfield subject to the conditions as outlined in the memorandum from Borough Engineer Timothy R. Knoebel, P.E. of KPI Technology dated May 22, 2014 (copy attached) and completion of all outstanding items required by other agencies, such as DAA, YCPC, York Conservation, etc. Dillsburg Borough Council will sign the plans after all conditions have been met. Council Member Laukemann seconded the motion. – Motion carried.

Public Safety Committee

- A. Discuss/Take Action – Resolution 2014-4 – Establishing a Road Sign Inventory, Retro-reflectivity Compliance Evaluation, and Replacement Policy – Council Member Baldwin stated Dillsburg Borough’s stated objective is to maintain its Borough roads in a safe but cost effective manner. Dillsburg Borough also recognizes that when signs are installed within Borough road rights-of-way they must comply with state and federal regulations as primarily outlined in the Manual on Uniform Traffic Control Devices. As part of its efforts to comply with applicable regulations, the Council of Dillsburg Borough shall be guided by the following plan adopted in accordance with §2A.08 of the Manual on Uniform Traffic Control Devices, as revised. Council Member Baldwin moved to adopt a resolution establishing a road sign inventory, retro-reflectivity compliance evaluation, and replacement policy Council Member Fawber seconded the motion. – Motion carried.
- B. Discuss – Backhoe Purchase – Council Member Fawber stated at the June 3, 2014 Public Committee meeting, Council Member Baldwin made a motion to purchase the 1999 Caterpillar 416C backhoe and all attachments and accessories from Monaghan Township for a price of \$31,000.00. The motion was seconded simultaneously by Council Members Laukemann and Griffin. A vote was taken. The motion to purchase the backhoe was unanimously approved.

Administration Committee

Council Member Griffin had nothing to report.

OLD BUSINESS

There was none.

NEW BUSINESS

Mark Ryder indicated he attended the Northern High School graduation ceremony on Friday.

ADJOURNMENT

Since there was no further business, Council Member Fawber moved to adjourn the regular meeting. Motion was seconded by Council Member Griffin. – Motion carried. The regular meeting was adjourned at 7:54 pm.

Respectfully Submitted,

Debbi L. Beitzel

Debbi Beitzel
Borough Secretary

cc: Borough Council Members
Mayor Hollinger
Tim Knoebel
Mark Allshouse