

# **DILLSBURG BOROUGH COUNCIL MEETING**

**September 8, 2015 – 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, Matt Fawber, Jeff Griffin and Yvonne Laukemann. Also present were the following: Borough Manager Karen Deibler and Borough Secretary Debbi Beitzel. Council Member Dave Baldwin, Junior Council Member Bruce Naylor, Mayor Wendell Hollinger, Solicitor Mark Allshouse and Borough Engineer Tim Knoebel weren't present.

The following visitors were present: Chief Thomas Wargo from the Carroll Township Police Department, Scott McClintock and Ed McCoy from Citizens' Hose Fire Co. #1, Michael Whitzel from Franklinton Fire Co., YCBA and COG Representative Mark Ryder, Larry Klase from NYCHAPS, Scott Shughart from the Senior Center and Mary Lou Bytoff from the Banner.

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

## APPROVAL of the AGENDA

Council Member Griffin amended the agenda by adding an Executive Session to discuss possible real estate transaction after the regular meeting with no need to come back into session. Motion was seconded by Council Member Fawber. – Motion carried.

## APPROVAL of the MINUTES

August 3, 2015 Committee Meeting – Council Member Fawber moved to approve the Committee Meeting minutes of August 3, 2015 as presented. Motion was seconded by Council Member Laukemann. – Motion carried.

August 11, 2015 Council Meeting – Council Member Griffin moved to approve the Council Meeting minutes of August 11, 2015 as presented. Motion was seconded by Council Member Fawber. – Motion carried.

## DEPARTMENT REPORTS

### Police Department Report

Chief Wargo reviewed the August, 2015 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 August 2015, there were 121 calls for service for a year-to-date total of 956. There were 11 traffic accidents in August 2015 for a year-to-date total of 56 and the officers issued a total of 17 traffic citations in August 2015 for a year-to-date total of 209.

Part I offenses for August 2015, there was an overall clearance rate of 77%. Part II offenses for August 2015, there was an overall clearance rate of 94%. The combined clearance rate was 82% for Part I and Part II offenses.

#### Ambulance Service Report

No representative was present but Council and Mayor were provided with a written report for August, 2015 in their packets.

#### Fire Company Report

**Citizens' Hose Fire Company #1** – Scott McClintock provided a report for the month of August 2015 to the Council and Mayor. Mr. McClintock indicated for the month of August 2015 there were 40 incidents for a year-to-date total of 299; 14 were in Dillsburg Borough. He indicated there were 182 training hours for the month of August for a year-to-date of 861 hours.

Mr. McClintock stated the joint training with the other fire companies is going well. They did their aerial apparatus class in August along with Franklinton Fire Company and Gettysburg Company and in September they will be doing some more training.

He indicated the annual fund drive information was mailed out.

He stated the fire apparatus ramp and a portion of the EMS ramp has been replaced, the roof project is complete and the computer upgrades have been completed.

He indicated Chief Kauffman had done an emergency response plan review of Kindercademy; the plan wasn't approved due to missing issues.

Mr. McClintock stated Lieutenant Hector Morales had been accepted into the Loudoun County, Virginia fire academy and will begin a career in fire services.

**Franklinton Fire Company** – Michael Whitzel provided a report for the month of August 2015 to the Council and Mayor. Mr. Whitzel indicated for the month of August 2015 there were 31 incidents for a year-to-date total of 300; 3 were in Dillsburg Borough.

He indicated on September 16, 2015, there is going to be the first meeting of the Steering Committee which is made up of the three fire departments Monaghan, Franklinton and Citizen's Hose and municipalities. He stated they encourage the municipalities and the community to be involved.

#### 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 August 2015 were \$107,571.08. 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 Vice President Kelley. - Motion carried.

#### Planning Commission Report

Planning Commission didn't meet in August, 2015.

#### Dillsburg Area Authority

There was no representative present to report.

### Community Groups

**NYCHAPS** – Larry Klase provided a schedule of events to each Council Member, Mayor, and Borough Staff. He thanked Council for their continued support; the money the Borough provides goes toward operating expenses. Mr. Klase indicated a letter was sent to President Richardson from their treasurer stating the reason that Council isn't getting plans for the new piece of land is because there is no plan. There will be no plans until the land is paid off. Mr. Klase indicated there are some rumors going around as to what will happen on the new piece land and when it will happen. He stated if Council or Staff receives any rumors about any of their activities that would concern the Borough, please contact him. Council Member Griffin asked where will there be parking during the Balderdash. Mr. Klase stated they have made arrangements with the Dollar General, Panas, Ferrante's and the A1. Council Member Griffin asked if the same parking arrangements have been made for AG day. Mr. Klase stated they have a standing arrangements with Dollar General and Panas, but he didn't see that there would be any issues.

**Senior Center** - Scott Shughart discussed their totals from the last six months. He stated they had served 3,929 daily lunches and delivered 5,569 meals on wheels. Mr. Shughart indicated they hosted the Farmers' Market Nutrition voucher distribution which included approximately 80 people. He indicated some of the programs/activities included: AARP 55 Alive Drivers refresher class, made pickle soup for Pickle Fest, and a Healthy Steps in Motion class. He indicated they have been making some renovations to the multipurpose room, replaced the carpet and painted the room. The room is rented out to raise funds for the Senior Center and is used by various groups such as the WICK program, Dillsburg Women's Club, Elections, DABA, a weight loss group and a church group. Mr. Shughart stated they have seen a spike in Meals on Wheels deliveries. He indicated it is taking some staff time because the Dillsburg route has become so large and helping the volunteers. The Dillsburg route takes about 2 ½ hours to complete and there are 28 people on the Dillsburg route. Council Member Griffin asked if someone wants to volunteer to help with the delivery of Meals on Wheels who do they contact. Mr. Shughart stated they should contact him. He thanked Council for their support.

### YCBA & COG

YCBA – Mr. Ryder indicated the next meeting will be held on September 23, 2015 at the Dallastown Fire House.

CapCOG – Mr. Ryder indicated September 21, 2015 is the annual picnic. Vice President Kelley and Council Member Fawber indicated they would be attending.

### Solicitor's Report

Solicitor Allshouse wasn't present and didn't provide the Council and Mayor with a written report for August, 2015.

### Engineer's Report

Engineer Knoebel wasn't present but provided the Council and Mayor with a written report for August, 2015.

Tax Collector Report

Debbi Beitzel provided the Council and Mayor with a written report for taxes paid and sent out in August, 2015.

Borough Staff Report

Borough Manager Deibler provided the Council and Mayor with a written report for August, 2015.

PUBLIC COMMENT

There was none.

CORRESPONDENCE

There was none.

MAYOR'S REPORT

Mayor Hollinger wasn't present.

PRESIDENT'S REPORT

President Richardson had nothing to report.

COMMITTEE REPORTS

Public Works Committee

Council Member Anderson and Council Member Laukemann had nothing to report

Public Safety Committee

- A. Discuss/Take Action –Appoint NEMA Alternates – Council Member Fawber stated DEMA Chair Tim Hildebrand and DEMA Vice-Chair Allen Reeves serve as Dillsburg Borough's Northern Emergency Management Agency Board Members. Alternates must be appointed for them in case one or both would be unable to attend the NEMA meetings. Council Member Fawber moved to appoint Mayor Wendell Hollinger and DEMA Member Terri Hildebrand to serve as NEMA Board Alternates. Motion was seconded by Council Member Griffin. – Motion carried.

Administration Committee

- A. Discuss/Take Action – Approval for Municipal Pension Funding- Council Member Griffin stated each year the Borough determines the specific funding necessary to meet its financial obligation for funding of the Non-Uniform Employees' Pension Fund. The Borough Manager, along with the Actuary, has determined that the Minimum Municipal Obligation (MMO) for 2016 should be \$9,171.00. This funding obligation will be met through a combination of State and Borough funds. The obligation will become part of the Pension Plan calculations for 2016 and will also be considered as a General Fund expense for the Borough Budget. Council Member Griffin moved to approve the specific funding for the 2016 MMO to be paid for the Borough Non-Uniform Employees' Pension Fund in the amount of \$9,171.00. Motion was seconded by Vice President Kelley. – Motion carried.

B. Discuss/Take Action – Land Acquisition - Vice President Kelley stated Dillsburg Borough has been offered the opportunity to acquire additional property that may be used to expand the Dillsburg Community Park. Hershey Command Center Associates have offered to donate to the Borough an additional 5 acres of property adjacent to the current park area. Dillsburg Borough will have to complete the subdivision process and any and all other legal items necessary for the acquisition. In consideration of this acquisition, Dillsburg Borough will agree to all right-of-ways and easements necessary for the Ironwood project utilities. Dillsburg Borough also agrees to share in the cost of any joint stormwater, roadway and/or sewer projects. The Borough’s total share will be capped at \$100,000.00. Vice President Kelley moved to accept this opportunity to acquire more land for the Borough. Motion was seconded by Council Member Griffin. – Motion carried. Vice President Kelley moved to authorize Council President Richardson to sign all necessary documents relating to the acquisition. Motion was seconded by Council Member Griffin. – Motion carried.

OLD BUSINESS

There was none.

NEW BUSINESS

There was none.

ADJOURNMENT

Since there was no further business, Council Member Fawber moved to adjourn the regular meeting. Motion was seconded by Vice President Kelley. – Motion carried. The regular meeting was adjourned at 7:23 pm.

Respectfully Submitted,

*Debbi L. Beitzel*

Debbi Beitzel  
Borough Secretary

cc: Borough Council Members  
Mayor Hollinger  
Tim Knoebel  
Mark Allshouse