

**DILLSBURG BOROUGH COUNCIL MEETING
SEPTEMBER 9, 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, Dave Baldwin, Matt Fawber, Jeff Griffin and Yvonne Laukemann. Also present were the following: Mayor Wendell Hollinger, Borough Manager Karen Deibler and Borough Secretary Debbi Beitzel. Council Member Hal Anderson, Borough Engineer Tim Knoebel and Solicitor Mark Allshouse weren't present.

The following visitors were present: Chief Thomas Wargo from the Carroll Township Police Department, Scott McClintock from Citizens' Hose Fire Co. #1, Sequoia Clayton from Dillsburg EMS, Jonathan Wolfe from West Shore EMS, YCBA and COG Representative Mark Ryder, DAA Representative Brian Radcliffe, NYCHAPS Representatives Larry Klase and Miriah O'Connor, New Hope Ministries Representative Laurie Wentzell, Senior Center Representative Scott Shughart, Mary Lou Bytof from the Dillsburg Banner and Tricia Kline from the Patriot News and Dillsburg Borough Residents Carol Weigle and Barry Murphy.

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 requested under Public Works Committee, #11C Payment for 2014 Street Maintenance be added to the agenda. Council Member Baldwin moved to approve the agenda as amended. Motion was seconded by Council Member Griffin. – Motion carried.

APPROVAL of the MINUTES

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

August 12, 2014 Council Meeting – Council Member Griffin moved to approve the Council Meeting minutes of August 12, 2014 as presented. Motion was seconded by Council Member Fawber. – Motion carried.

DEPARTMENT REPORTS

Police Department Report

Chief Wargo indicated as a police department they have access to certain restricted records which only law enforcement personnel have access to. As, part of this, there are guidelines which must be followed. Recently, the Pennsylvania State Police made some changes to those guidelines and Carroll Township had to adopt their policy to fit their criteria; they were

then audited by the State Police. Chief Wargo had provided a copy of the letter from the Pennsylvania State Police stating that they are in compliance with the protected information guidelines.

Chief Wargo reviewed the August, 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 August 2014, there were 69 calls for service for a year-to-date total of 703. There were 16 traffic accidents in August 2014 for a year-to-date total of 65 and the officers issued a total of 51 traffic citations in August 2014 for a year-to-date total of 277.

Part I offenses for August 2014, there was an overall clearance rate of 76%. Part II offenses for August 2014, there was an overall clearance rate of 96%. 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 commended the chief and the supervisors on the police contract; he indicated this was the easiest contract he worked on.

Ambulance Service Report

Sequoia Clayton provided a report for the month of August 2014 to the Council and Mayor. She indicated there were 152 calls; 23 were in Dillsburg Borough which included 21 medical calls, one fire related call and one motor vehicle call for a year-to-date total of 1,3003.

Fire Company Report

Citizens’ Hose Fire Company #1 – Scott McClintock provided a report for the month of August 2014 to the Council and Mayor. Mr. McClintock indicated for the month of August 2014 there were 38 incidents; ten were in Dillsburg Borough which included five (5) medical calls, three (3) motor vehicle accidents, one (1) fire police call and one (1) fire-structure call for a year-to date-total of 54 for the Borough (21% rate).

Mr. McClintock indicated the Fund Drive information had been mailed to the residents last month.

President Richardson asked if the new ladder truck was back in service yet. Mr. McClintock stated yes and is it due to go back out in October for the annual PM.

Franklinton Fire Company – No representative was present but Council and Mayor were provided with a written report for August, 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 August 2014 were \$98,206.45. The Profit & Loss Budget vs. Actual Detail Report and a Cash Flow Report were also given to each Council Member and Mayor. Council Member Baldwin moved to approve the payment of all bills as presented. Motion was seconded by Council Member Fawber. Vice President Kelley abstained. - Motion carried.

Planning Commission Report

Planning Commission didn't meet in August 2014.

Dillsburg Area Authority

Brian Radcliffe reported on the August 19, 2014 meeting. He indicated there wasn't much happening; mostly routine maintenance work. He indicated there recently was a leak in the Twin Hills area tank and a contractor looked at it and stated there was some deterioration of some welds; therefore the tank will need some serious refurbishing. The work will not be able to be started before the cold weather due to all the permits needed from DEP and the contractor.

He indicated the Authority staff did a complete fire hydrant inventory and will be notifying municipalities on the increase number of hydrants in their areas.

He stated a new pick-up was put into service; this replacing the Saturn Vue.

Council Member Laukemann asked where the tank in Twin Hills was located. President Richardson stated it was behind Young's Trailer Court. Council Member Laukemann asked how it was going to effect the people in the area. Mr. Radcliffe stated they were able to maintain operation. Council Member Laukemann asked what was meant by being repair or be replaced. Mr. Radcliffe stated it wouldn't be replaced it will be repaired; replacement would be very expensive. He stated the tank needs repaired and refurbished which means draining the tank down, people go inside and sandblast the inside, check out all the welds in more details and fix anything with additional welding. Vice President Kelley asked how old the tank was. Mr. Radcliffe stated he didn't know. He stated as far as effecting the people of Twin Hills would be minimum. Council Member Laukemann asked how much this was going to effect the water bills. Mr. Radcliffe stated this would fall under general maintenance and money was budgeted for this.

Mr. Radcliffe stated a leak was found on South Second Street approximately a month ago and they had Rogele replace the bands for other tap offs.

Community Groups

NYCHAPS – Larry Klase indicated the roof on the barn has been completed; the big doors on the back have been hung and work has been started on the permanent shingle roof on the wheel wright shop. He indicated as funding is available other projects will be started. Mr. Klase thanked Borough Council for their support. He stated First Fridays start in October.

He indicated they had hired Miriah O'Connor who will be working for NYCHAPS with limited hours.

Mr. Klase asked if they would be able to get crosswalks at the Tavern. President Richardson stated they would check into this because of the required approval from PennDOT.

Manager Deibler asked how the Balderdash event went. Mr. Klase stated fantastic.

New Hope Ministries - Laurie Wentzell stated they continue to focus self-sustainability and self-sufficiency programs. They are following up more on the programs they had with job junction; where they help with resumes, job applications and on-line stuff. They are planning on having job fairs. Ms. Wentzell stated they are inviting and encouraging people to attend their free GED classes and the scholarship funding that is offered one time a year. They started

offering cooking classes to try to encourage people to eat better for less. They offer free but limited nursing assistance program; once they finished and pass the program, they become a certified nursing assistant. Ms. Wentzell stated Dillsburg had two graduate from this program last year. She indicated they are increasing the financial literacy program, which is now being called "Dollar Sense". They had 97 participants in this program; 16 of them applied what they had learned in the class and did budgeting for ninety days.

She stated during the last fiscal year they had worked with 620 unduplicated households; approximately 3/4 of the households they worked with needed food; 25% needed help with utilities; and 16% of the households were new to New Hope. She indicated during the last two months of their fiscal year they worked with 20% more households than they did the previous fiscal year; and the first month of this fiscal year, they worked with 37% more households than last year.

She stated they put strong emphasis on their stability and self-sufficiency programming, the number of those that attended the financial literacy program doubled, the amount of employment assistance they provided was four times the previous year.

Ms. Wentzell stated they have a lot of events coming up: September 19th – Golf for Hope Tournament; October through November – running their Fall Food Drive; October 17th & 18th – Farmers' Fair hosting games and road hog; November 3rd-21st – Fulton Bank Poinsettia Sale; November 22nd – Thanksgiving distribution; November 20th-24th – Bell Ringing outside the Hallmark store; December 17th – Christmas Blessing Express (Food Baskets); December 19th – Christmas Party for the Seniors.

She also thanked Borough Council for their continued support.

Senior Center – Scott Shughart discussed their totals for the last year. He stated they had served 7,238 daily lunches and delivered 7,004 meals on wheels.

Mr. Shughart indicated some of the trips included: Allenberry, the Farm Show, wine tasting, and Tranquility Spa, and the I-Max. He indicated some of the programs and presentations included: Frank Sinatra tribute, local musician Randall Rides, DJ, harp and hand bell holiday concert, other concerts, York County Dairy Princess, offered ultrasound vascular screening, 55-Alive Driver class, PennDOT presentations, Medicare Updates, Life Insurance settlement issues, Hospice, Social Security Cost of living, Senior Companion, Fall prevention and regain your balance presentation, and PA electric choice program.

Mr. Shughart indicated the County still has a significant interest in the number of meals they serve; they have been making pies, cakes, soup, etc. to help draw people in.

Mr. Shughart stated they have had a number of people cycle through the Center doing Community hours through the probation office.

Mr. Shughart indicated some of the service projects included: helping Citizens Hose prepare apple pies for Farmers Fair and will made pickle soup for New Year's Eve.

Manager Deibler asked if they still need volunteers delivering Meals on Wheels. Mr. Shughart stated they could always use more volunteers; it is an easy commitment, one time a month approximately three hours per day and volunteers pay for their own gas.

COG – Mr. Ryder indicated there was no meeting in August. He stated he will be attending the COG Annual picnic on Monday, September 15th at Sunset along with President Richardson and Vice President Kelley.

YCBA – Mr. Ryder indicated the next meeting will be held in Wellsville on September 25th beginning at 6:30 pm at the fire hall. The speaker will be PA Representative Seth Grove.

Solicitor's Report

Solicitor Allshouse wasn't present but provided the Council and Mayor with a list of services for August, 2014.

Engineer's Report

Engineer Knoebel wasn't present but provided the Council and Mayor with a list of services for August, 2014.

Tax Collector Report

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

Borough Staff Report

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

PUBLIC COMMENT

Carol Weigle, 156 S. Second Street, stated she didn't opposed the snow ordinances, just has some concerns. She stated there are homes that don't have any place to put snow other than the in front and/or in back of their vehicles; where is the snow to be placed. She stated the new section of town have front lawns and driveways whereas the older section does not. She stated the ordinance states the snow needs to be removed within 24 hours; who makes that determination. Ms. Weigle also stated the snow plows are going to come and plow the roads and throwing the snow up onto the sidewalks; what are the residents to do with the snow. Manager Deibler indicated she will understand better once the Borough mails out a letter in November explaining in detail the new ordinance; the ordinance (2014-2) hasn't changed except for clarifying who is responsible for snow/ice removal. Ms. Weigle asked who was going to enforce the ordinance. Manager Deibler stated the Borough Office staff. Ms. Weigle asked how. Manager Deibler stated by contacting the residents/owner to stop this. Ms. Weigle asked why there is always pile of snow on the streets, if residents aren't allowed to place there. Council Member Baldwin stated the Borough has been very lenient; the ordinance has been in effect prior to 2004; the only change is who is responsible for the removal. Ms. Weigle asked how Ordinance 2014-1 takes care of the problem. Council Member Baldwin states it permits the snow to be put at the curb and the Public Works Department will be plowing on different sides on different days; so the snow isn't piled up. Ms. Weigle stated so the property owners can place the snow out on the streets. Council Member Baldwin stated as long as the street hasn't already been plowed. Manager Deibler stated once she receives the letter, which is very

specific, she will understand. Ms. Weigle stated there is limited parking in the older section of town and a lot of residents don't have off-street parking. Manager Deibler stated she has a list of all those who have off-street parking and those that don't; there should be plenty of spots to accommodate parking. Manager Deibler stated if everybody works together and uses common sense, the ordinance should work. Ms. Weigle asked who the Borough's designated police was. Council Member Baldwin stated Carroll Township. Ms. Weigle asked how they will be notified. Council Member Baldwin stated they are out 24/7. Ms. Weigle stated they aren't out on Borough streets 24/7. Manager Deibler stated they will deal with that at that time.

CORRESPONDENCE

There was none.

MAYOR'S REPORT

Mayor Hollinger had nothing to report.

PRESIDENT'S REPORT

President Richardson congratulated Vice President Kelley and her husband on their 10-year anniversary of Golden Rentals and they will be hosting an open house on Saturday.

COMITTEE REPORTS

Public Works Committee

- A. Discuss/Take Action – Ordinance 2014-3 – Intergovernmental Cooperation Agreement – Council Member Laukemann stated Municipalities that hold a Pennsylvania Department of Environmental Protection (“DEP”) MS4 Permit (regarding stormwater discharges) are required to prepare and implement a Chesapeake Bay Pollutant Reduction Plan (“CBPRP”). YCPC has led a group of interested local government units through the process of developing a Regional CBPRP (the “Regional Plan”), as an alternative to each of the local government units developing their own Plan. The purpose of this Regional CBPRP Intergovernmental Agreement is to set forth the Parties’ agreement as to how the Parties will cooperate to create and revise the Regional Plan, interact with the regulatory agencies regarding MS4 permit requirements, how the Regional Plan will be implemented, how the Consortium will be governed, the process to withdraw, and the obligations of each Participant and the YCPC. Council Member Laukemann moved to adopt Ordinance 2014-3 approving the Intergovernmental Cooperation Agreement for the implementation of the York County Regional Chesapeake Bay Pollutant Reduction Plan. Motion was seconded by Vice President Kelley. - Motion carried.
- B. Discuss/Take Action – Ordinance 2014-2 – Snow & Ice Removal from Sidewalk Areas - Council Member Laukemann stated last winter there seemed to be some confusion as to who is responsible for clearing sidewalk areas, when these areas should be cleared and/or where to put the snow and ice that was removed from these areas. Council

Member Laukemann moved to adopt Ordinance 2014-2, clarifying who is responsible for the removal of snow and ice on and around sidewalk areas and where this snow and ice may not be deposited. Motion was seconded by Vice President Kelley. - Motion carried.

- C. Discuss/Take Action – Payment for 2014 Street Maintenance - Council Member Laukemann stated in March of 2014, the Borough contracted with Rogele, Inc. to complete the 2014 Street Maintenance on East York Street. The contractor has completed the work associated with the contract and that work has been inspected and approved by KPI Technology. A request for payment has been received by the Borough in the amount of \$150,205.45 which is the balance due on the contract less the retainage. KPI has approved this request and recommends the Borough make the payment. Council Member Laukemann moved to authorize that payment in the amount of \$150,205.45 for the 2014 Street Maintenance work on East York Street be forwarded to Rogele, Inc. Motion was seconded by Council Member Fawber. – Motion carried.

Public Safety Committee

- A. Discuss/Take Action – Ordinance 2014-1 – Parking during Winter Weather - Council Member Fawber stated for safety reasons, the Borough must try to keep the roadways in the Borough open to traffic. During any snow storm (defined as any weather condition in which any accumulation of snow or sleet greater than four inches (4”) has fallen or is predicted to fall, or in which there has been or is predicted any accumulation of ice, that task becomes difficult. Therefore, during the course of any snow storm, parking shall be prohibited on the even numbered side of all Borough streets (i.e., house numbers are even numbers) until such time as the snow or ice event is over and plowing, salting, and/or cindering is completed on said side of the street. After 8:00 a.m. on the day following any snow storm and/or until after plowing, salting, and/or cindering is completed, parking shall be prohibited on the uneven numbered side of all Borough streets (i.e., house numbers are uneven numbers) until such time as plowing, salting, and/or cindering is completed on said side of the street. If a snow emergency is called, it will continue to be illegal to park anywhere on the streets that comprise the snow emergency route. It will also continue to prohibit any person to shovel, push, throw, or plow snow from a sidewalk, driveway, lot, or any other area into the street. Council Member Fawber moved to adopt Ordinance 2014-1 regulating parking during winter weather. Motion was seconded by Council Member Baldwin. – 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 2015 should be \$14,311.15. 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 2015 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 2015 MMO to be paid for the Borough Non-Uniform Employees Pension Fund in the amount of \$14,311.15. 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, Council Member Griffin moved to adjourn the regular meeting. Motion was seconded by Vice President Kelley. – Motion carried. The regular meeting was adjourned at 7:55 pm.

Respectfully Submitted,

Debbi L. Beitzel

Debbi Beitzel
Borough Secretary

cc: Borough Council Members
Mayor Hollinger
Tim Knoebel
Mark Allshouse