

DILLSBURG BOROUGH COUNCIL MEETING
October 13, 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, Dave Baldwin, Matt Fawber, Jeff Griffin and Yvonne Laukemann. Also present were the following: Borough Manager Karen Deibler and Borough Secretary Debbi Beitzel. 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 from Citizens' Hose Fire Co. #1, Michael Whitzel from Franklinton Fire Co., YCBA and COG Representative Mark Ryder, Tricia Kline from Penn Live 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 item to Public Works, Cooperative Agreement for Adaptive Signal System. Council Member Griffin moved to approve the agenda as amended. Motion was seconded by Council Member Fawber. – Motion carried.

APPROVAL of the MINUTES

September 1, 2015 Committee Meeting – Council Member Griffin moved to approve the Committee Meeting minutes of September 1, 2015 as presented. Motion was seconded by Council Member Baldwin. – Motion carried.

September 8, 2015 Council Meeting – Council Member Griffin moved to approve the Council Meeting minutes of September 8, 2015 as presented. Motion was seconded by Council Member Fawber. – Motion carried.

DEPARTMENT REPORTS

Police Department Report

Chief Wargo reviewed the September, 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 September 2015, there were 111 calls for service for a year-to-date total of 1,067. There were 7 traffic accidents in September 2015 for a year-to-date total of 63 and the officers issued a total of 18 traffic citations in September 2015 for a year-to-date total of 227.

Part I offenses for September 2015, there was an overall clearance rate of 75%. Part II offenses for September 2015, there was an overall clearance rate of 83%. The combined clearance rate was 80% for Part I and Part II offenses.

Chief Wargo indicated they had an abundance of old uniforms. Officer Dave McCoy had suggested to donate them to the local fire police. Chief Wargo stated the Carroll Township Board of Supervisors passed a resolution to donate the uniforms to the Dillsburg Borough Fire Police, Franklinton Borough Fire Police, Monaghan Township Police and Wellsville Fire Police.

Ambulance Service Report

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

Fire Company Report

Citizens' Hose Fire Company #1 – Mr. Scott McClintock provided a report for the month of September 2015 to the Council and Mayor. Mr. McClintock indicated for the month of September 2015 there were 24 incidents for a year-to-date total of 339; seven (7) were in Dillsburg Borough. He indicated there were 65 training hours for the month of September for a year-to-date of 926.75 hours.

Mr. McClintock stated they were getting ready for Farmers' Fair.

Franklintown Fire Company –Mr. Michael Whitzel indicated for the month of September 2015 there were 34 incidents for a year-to-date total of 343; three (3) were in Dillsburg Borough.

He indicated training was postponed for the month of September and will reconvene on October 31, 2015.

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 September 2015 were \$89,818.27. 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. Council Member Baldwin indicated he was glad the Borough switched to YATB for collecting delinquent taxes because they are doing a fantastic job. President Richardson abstained. - Motion carried.

Planning Commission Report

Planning Commission didn't meet in September, 2015.

Dillsburg Area Authority

There was no representative present to report.

Community Groups

There were none.

YCBA & COG

CapCOG – Mr. Ryder thanked Vice President Kelley and Council Member Fawber for attending the dinner with him. The next meeting is Monday, October 19, 2015 and Senator Vance will be the keynote speaker. The salt bids will be announced.

YCBA – Mr. Ryder indicated he attended the meeting held on September 23, 2015 at the Dallastown Fire House and the next meeting will be held on November 14, 2015.

Solicitor's Report

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

Engineer's Report

Engineer Knoebel wasn't present and didn't provide the Council and Mayor with a written report for September, 2015.

Tax Collector Report

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

Borough Staff Report

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

PUBLIC COMMENT

There was none.

CORRESPONDENCE

There was none.

MAYOR'S REPORT

Mayor Hollinger wasn't present.

PRESIDENT'S REPORT

President Richardson stated progress is being made on the Dillsburg Community Park. The original plan called for the playground equipment installation being a community project. After much discussion, it was suggested that the possible liability outweighs the positive objective of a community project. The current Park developer was asked to provide the Borough with a Value Service Change Order for complete installation of the equipment. The costs for this additional work was estimated to be \$20,900.00. At the regularly scheduled Public Committee Meeting on Tuesday, October 6, 2015, Council voted to authorize the playground equipment be installed by a certified and qualified contractor and approved the Community Park Value Added Service Charge Order in the amount of \$20,900.00

COMMITTEE REPORTS

Public Works Committee

- A. Discuss/Take Action – Time Extension Request – Colgan Land Development Plan - Council Member Laukemann stated the developer of the Colgan project, CC Land Development, LP, previously submitted a Land Development plan. As part of the preliminary review process a number of issues and questions have arisen, in particular about Penn DOT's response to an HOP request. In light of this, the developer will grant a time extension to the review period until December 30, 2015. This should be time enough to obtain all review agency approvals relative to the plan. Council Member Laukemann moved to approve the Time Extension until December 30, 2015 for the Colgan Land Development Plan. Motion was seconded by Council Member Anderson. - Motion carried.
- B. Discuss/Take Action – Stewart & Tate Payment for 2015 Alley Maintenance – Council Member Anderson stated in March of 2015 the Borough contracted with Stewart & Tate, Inc. through CAPCOG to double seal and chip portions of Bomar Alley and Dill Alley for a cost of \$2.25 per square yard and estimated to be \$7,500.00. The contractor has completed all work associated with the contract. All work has been inspected in the field and verified by Dillsburg's Public Works Supervisor, Brian Gayman. A request for payment has been received by the Borough in the amount of \$8,183.97. The difference in pricing is because the actual square yards of roadway covered was higher than the estimated yardage. All quantities were verified in the field by Dillsburg's Public Works Supervisor, Brian Gayman. Council Member Anderson moved to authorize that payment in the amount of \$8,183.97 for the double seal and chip portions of Bomar Alley and Dill Alley be forwarded to Stewart & Tate, Inc. Motion was seconded by Council Member Laukemann. - Motion carried.

- C. Discuss/Take Action – Electricity Supplier – Council Member Laukemann stated as Council and Borough Residents know, on January 1, 2011 all PA electric service territories became competitive. This means that all consumers have the ability to choose from a various number of suppliers in the market. The Borough’s current supplier’s fixed rate will soon expire. Council directed Manager Deibler to research the various suppliers as to their plan options and rates. Manager Deibler provided this information to Council for review. Council Member Laukemann moved to authorize that Think Energy, a Division of GDF SUEZ be chosen as the Borough’s electricity supplier at the guaranteed rate of 7.1 cents per kwh through September 2018. Motion was seconded by Council Member Anderson. - Motion carried.
- D. Discuss/Take Action – Cooperative Agreement for Adaptive Signal System – Council Member Anderson stated the Commonwealth of Pennsylvania is about to upgrade traffic signals along US 0015 from Ore Bank Road/Spring Lane Road through Harrisburg Road / Mountain Road (S.R. 4040) within the municipalities of Carroll Township and Dillsburg Borough as part of the S.R. 0015-031 Traffic Signals Project. The Project includes the installation of adaptive signal control technology and enhancements to the existing communication system, hereinafter called the "ASCT". Project construction will include a testing and operational support period hereinafter called "Support". Construction documents will require the contractor to provide operational oversight and ASCT maintenance during Support. Once the Support phase is complete, all maintenance and operational oversight of specific traffic signals will be the responsibility of the permit holder. However, all signals will work together and share an internet connection. Therefore Carroll Township and Dillsburg Borough will establish a collaborative maintenance support and operational oversight program covering the ASCT for no less than a three-year period. Council Member Anderson moved to authorize John J. Richardson, Council President, to sign the Cooperative Memorandum of Agreement for the US Route 15 Multi-Jurisdictional Adaptive Signal System. Motion was seconded by Council Member Laukemann. – Motion carried. Mr. Whitzel asked if this was going to include the traffic coms for the fire apparatus and EMS to have the lights change. President Richardson stated yes. Mr. Ryder asked if there was going to be one vendor to work on the lights. Manager Deibler stated this is only for the timing.

Public Safety Committee

- A. Discuss/Take Action – Resolution 2015-4 - Appointing New DEMA and/or CERT Members – Council Member Fawber stated the Dillsburg Borough Council recognizes the need for a Community Emergency Response Team (CERT) and the Dillsburg Emergency Management Agency (DEMA) in the event of a disaster. Council understands that members of this team are required to complete specific training courses and must continue to stay current with any future training necessary. Numerous area residents completed the required DEMA and/or CERT training and have been active in DEMA exercises, including POD drills. They have much to offer the community and would like to be active members of DEMA &/or CERT. Council would like to thank the following and officially appoint them to the Dillsburg Emergency Management Agency and/or the Dillsburg CERT Team from October 1, 2015 through September 30, 2016: Tim Hildebrand, Allen Reeves, Eugene Fisler, Beth Tauser, Gary Renecker, Amy Erb, Terri Hildebrand, John Prato, David Hile, Beth Hile, Janelle Brown, Michael DeLuca, Linda Taylor, Mark Sanderson and Brenda Sanderson. Council Member Fawber moved to adopt Resolution 2015-4 appointing area residents to the Dillsburg Emergency Management Agency and/or the Dillsburg Community Emergency Response Team. Motion seconded by Council Member Baldwin. - Motion carried.
- B. Discuss/Take Action – Ordinance 2015-3 – Amending Chapter 2, Part 1, Custody and Keeping of Animals and Fowl – Council Member Baldwin stated during a review of Borough Ordinances, it was suggested that Chapter 2, Part 1 of the Borough Code be amended in order to clarify and define the Ordinance. It was also discussed that animals at Public Events were creating additional health, safety,

property and liability concerns. Council Member Baldwin moved to adopt Ordinance 2015-3, Amending Chapter 2, Part 1, The Custody and Keeping of Animals and Fowl, of the Borough Code. This ordinance will clarify and define the ordinance and restrict and prohibit all pets, animals and reptiles from public events. Motion was seconded by Council Member Fawber. Vice President Kelley opposed. - Motion carried (6-1).

- C. Discuss/Take Action – Ordinance 2015-4 – Amend Chapter 15, Part 4, General Parking Regulations, of the Borough Code - Council Member Fawber stated Council has reviewed the parking policy in the Borough and has concluded that: It is of the utmost importance that all streets in the Borough are accessible to emergency vehicles and safely accessible to normal traffic. Currently parking on both sides of West Hanover Street during the winter months can create a hazardous condition for all traffic and impede emergency vehicle assess. Council Member Fawber moved to adopt Ordinance 2015-4, Amending Chapter 15, Part 4, General Parking Regulations, of the Borough Code by enacting no parking on a portion of Beaver Street and changing the side of West Hanover Street where there will be no parking between December 15th and March 15th. The Ordinance will become effective on October 23, 2015. Motion was seconded by Council Member Baldwin. – Motion carried.

Administration Committee

- A. Discuss/Take Action – 2016 Proposed Budget – Vice President Kelley stated the 2016 Proposed Budget has been prepared and was reviewed by Council at their recent Committee Meeting. The Proposed Budget consists of Total Estimated Revenues of \$959,263.00 and Total Estimated Expenses of \$958,577.00. Expenses include contributions of \$31,570.00, street light fees of \$36,500.00, traffic signal charges of \$24,500.00 and \$316,247.00 in expenses for Public Safety. This Proposed Budget will not create a necessity for a real estate or occupational assessment tax increase. The 2016 Proposed Budget will be placed on public display from now until the November 10, 2015 Council Meeting at which time formal action by Council will be taken. Vice President Kelley moved that the 2016 Proposed Budget be approved and adopted as presented, and that any revisions be prepared for the 2016 Final Budget, to be voted on at the November 10, 2015 meeting of Borough Council. Motion was seconded by Council Member Griffin. - Motion carried.
- B. Discuss/Take Action – Tax Request – Council Member Griffin stated Dillsburg Borough Council has received one (1) tax request. RE2015-2 is from York County. It is a partial refund created due to a corrected administrative error. The refund has been reviewed by the Borough Manager and the Tax Collector, who concur that the refund needs processed. Council Member Griffin moved to approve the Real Estate Tax partial refund #RE2015-2. Motion was seconded by Vice President Kelley. - Motion carried.
- C. Discuss/Take Action – 13 South Baltimore Street - Vice President Kelley stated for many years, residents and visitors alike have been suggesting that the parking in downtown Dillsburg is in need of a major upgrade. More parking spaces are needed. Council agrees and has been discussing this situation, but additional land was needed. On Tuesday, October 6, 2015, 13 South Baltimore Street was put up for auction at a York County Sheriff’s sale. The Borough can purchase 13 South Baltimore Street for a price of \$20,000.00 and demolish the current structure to provide a parking area. Vice President Kelley moved to approve the purchase of 13 South Baltimore Street for a price of \$20,000.00 and authorized Council Member Jeffrey Griffin to sign any and all necessary documents on behalf of the Borough. 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, Vice President Kelley moved to adjourn the regular meeting. Motion was seconded by Council Member Fawber. – Motion carried. The regular meeting was adjourned at 7:25 pm.

Respectfully Submitted,

Debbi L. Beitzel

Debbi Beitzel
Borough Secretary

cc: Borough Council Members
Mayor Hollinger
Tim Knoebel
Mark Allshouse