

DILLSBURG BOROUGH COUNCIL MEETING

November 10, 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, Jeff Griffin and Yvonne Laukemann. Also present were the following: Mayor Wendell Hollinger, Borough Manager Karen Deibler and Borough Secretary Debbi Beitzel. Council Member Matt Fawber, Junior Council Member Bruce Naylor, 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, Keith Heckert from Citizens' Hose EMS, Michael Whitzel from Franklinton Fire Co., YCBA and COG Representative Mark Ryder, Farmers' Fair Representative Carl Shearer, 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 Laukemann amended the agenda by adding an executive session to discuss land purchase with no reason to reconvene the regular meeting. Council Member Griffin moved to approve the agenda as amended. Motion was seconded by Council Member Baldwin. – Motion carried.

APPROVAL of the MINUTES

October 6, 2015 Committee Meeting – Council Member Baldwin moved to approve the Committee Meeting minutes of October 6, 2015 as presented. Motion was seconded by Council Member Griffin. – Motion carried.

October 13, 2015 Council Meeting – Council Member Griffin moved to approve the Council Meeting minutes of October 13, 2015 as presented. Motion was seconded by Council Member Anderson. – Motion carried.

DEPARTMENT REPORTS

Police Department Report

Chief Wargo reviewed the October, 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 October 2015, there were 104 calls for service for a year-to-date total of 1,173. There were five (5) traffic accidents in October 2015 for a year-to-date total of 68 and the officers issued a total of 17 traffic citations in October 2015 for a year-to-date total of 244.

Part I offenses for October 2015, there was an overall clearance rate of 70%. Part II offenses for October 2015, there was an overall clearance rate of 66%. The combined clearance rate was 82% for Part I and Part II offenses.

Vice President Kelley asked Chief Wargo how Farmers' Fair went from their point of view. He indicated overall things went well; there were some little things that Ron Stiles did that he didn't know about. Chief Wargo stated there were few police calls this year. He indicated there were between 7-8 dog issues and everyone either took them away or gave the appearance they were leaving with the dog; but no issues.

Ambulance Service Report

Keith Heckert provided a report for the month of October 2015 to the Council and Mayor. He indicated for the month of October 2015 there were 122 calls; 17 were in Dillsburg Borough which included 14 medical calls, one motor vehicle accident and two public service calls for a year-to-date total of 166.

Fire Company Report

Citizens' Hose Fire Company #1 – Mr. Scott McClintock provided a report for the month of October 2015 to the Council and Mayor. Mr. McClintock indicated for the month of October 2015 there were 34 incidents for a year-to-date total of 357; eight (8) were in Dillsburg Borough for a year-to-date total of 78. He indicated there were 220 training hours for the month of October, with the biggest training on October 31st over at HACC. He stated the next regional meeting will be held on November 17th at 7:00 pm. Mr. McClintock stated they did well at Farmers' Fair and thanked Franklinton Fire Company 65 for their assistance and to the other standby companies.

Franklinton Fire Company –Mr. Michael Whitzel indicated for the month of October 2015 there were 27 incidents; one (1) was in Dillsburg Borough.

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 October 2015 were \$122,348.44. 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 Laukemann. President Richardson abstained. - Motion carried.

Planning Commission Report

Planning Commission didn't meet in October, 2015.

Dillsburg Area Authority

There was no representative present to report.

Community Groups

Farmers' Fair - Carl Shearer indicated Farmers' Fair went great. He indicated they survived for 100 years and people had asked him if this was the last year and he stated no. Council Member Baldwin asked what the dates were for next year. Mr. Shearer indicated October 10-15, 2016. He

indicated they had their meeting Thursday and all the committee chairpersons reported good results. He thanked Council for their financial support. Council Member Baldwin asked how the police hours worked out. Mr. Shearer stated good. Mr. Shearer stated they had a lot of good compliments about the fair. Mayor Hollinger indicated that it was a fantastic parade and complimented everyone on the board. Mayor Hollinger indicated he had no concept as to all the work that goes into this to make it a success and did a great job. Mr. Shearer indicted he had very good people on his committee. President Richardson stated it's great that people give their time to organizations, because Dillsburg wouldn't have what they have if it wasn't for the volunteers. Mayor Hollinger stated it also promotes Dillsburg.

YCBA & COG

YCBA – Mr. Ryder indicated he will be attending the annual banquet on Saturday, November 14, 2015 and they will have the installation of officers.

CapCOG – Mr. Ryder indicated the last meeting for the year will be held on Monday, November 16, 2015; speakers will be Representative Sheryl Delozier and Jerry Ozog.

Solicitor's Report

Solicitor Allshouse wasn't present but did provide the Council and Mayor with a written report for October, 2015.

Engineer's Report

Engineer Knoebel wasn't present but did provide the Council and Mayor with a written report for October, 2015.

Tax Collector Report

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

Borough Staff Report

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

PUBLIC COMMENT

There was none.

CORRESPONDENCE

There was none.

MAYOR'S REPORT

Mayor Hollinger indicated he gave his report during the Farmers' Fair community group report.

PRESIDENT'S REPORT

President Richardson reminded everyone that tomorrow was Veterans Day and to remember the veterans in this area and worldwide.

COMMITTEE REPORTS

Public Works Committee

Council Member Anderson and Council Member Laukemann had nothing to report.

Public Safety Committee

- A. Discuss/Take Action – Resolution 2015-5 – Animal Control Officer and Shelter – Council Member Baldwin stated as Council Members are aware, the Borough of Dillsburg must provide for animal control services to ensure the safety, health and welfare of its residents and must also provide for the shelter and care of stray and/or injured or abused animals in the Borough. For 2016, the per capita rate charge stayed at \$.50 for the SPCA for a total of \$1,282.00. Mary Harris Animal Control Services was appointed the Borough Animal Control Officer in 2013 and has provided excellent service to the Borough. Her fee has increased \$50.00 a year for 2016. Council Member Baldwin moved to adopt Resolution 2015-5 appointing Mary Harris, of Mary Harris Animal Control Services located in Manchester, PA, as the Animal Control Officer and the SPCA of York County, located in York, PA, as the Animal Shelter for the Borough of Dillsburg in 2016. Motion was seconded by Council Member Griffin. Mayor Hollinger asked what the Borough's position in terms of trap and release. Council President Richardson indicated the Borough doesn't do this. Mayor Hollinger asked what the officer does with an animal that is trapped and for what purpose. Manager Deibler stated contact the SPCA. President Richardson indicated it was up to the SPCA to find the owner. Mayor Hollinger asked if there was a cost because a lot of times the owner can't be found. Council Member Baldwin indicated there is a yearly fee and any fees that Mary Harris would charge. - Motion carried.

Administration Committee

- A. Discuss/Take Action – 2016 Final Budget – Council Member Griffin stated the 2016 Proposed Budget was reviewed and adopted by Council at the October 13th Council Meeting and was put on public display between October 14th and today. Further review and discussion resulted in changes to donations. The Final Budget consists of Total Estimated Revenues of \$966,763.00 and Total Estimated Expenses of \$966,077.00. Expenses include contributions of \$25,200.00, street light fees of \$36,500.00, traffic signal charges of \$24,500.00 and \$316,247.00 in expenses for Public Safety. This Final Budget will not create a necessity for a real estate or occupational assessment tax increase. The 2016 Budget is now ready for adoption at this time. Council Member Griffin moved to adopt the 2016 Budget for the Borough of Dillsburg as presented with projected Revenue of \$966,763.00 and Total Estimates Expenses of \$966,077.00. Motion was seconded by Vice President Kelley. - Motion carried.
- B. Discuss/Take Action – Park Payment – Vice President Kelley stated on April 14, 2015 the Borough accepted the bid received from Lobar Associates in the amount of \$275,600.00, of which \$233,600.00 was for Park work and \$40,000.00 was for Penn DOT HOP work. As of October 7, 2015, all of the fencing was purchased, more of the HOP work was completed and preparation work started for the playground equipment. Lobar Associates is requesting a payment of \$43,749.94 for this work. Vice President Kelley moved to authorize that payment in the amount of \$43,749.94 for work at the Park location be forwarded to Lobar Associates. Motion was seconded by Council Member Griffin. – Motion carried.

- C. Discuss/Take Action – Resolution 2015-6 - 2016 Meeting Schedule – Council Member Griffin stated as Council Members are aware, each year we develop a Meeting Schedule for the coming year and adopt the Schedule by Resolution. The Schedule of Meetings is distributed and advertised in the local newspaper. Please note that Council meetings will be held at the Dillsburg Area Authority Building, 98 West Church Street in Dillsburg Borough. All other meetings will be held in the Dillsburg Borough Office, 151 South Baltimore Street. Council Member Griffin moved to adopt Resolution 2015-6 setting the 2016 meeting schedule for the Borough of Dillsburg. Motion was seconded by Vice President Kelley. – Motion carried.
- D. Discuss/Take Action – Resolution 2015-7 – Appointing Auditor – Vice President Kelley stated as Council Members are aware, the Borough appoints an Auditor each year to independently audit all Borough Accounts. Resolution 2015-7 was developed to appoint Kochenour, Earnest, Smyser and Burg of York, Pennsylvania as the Auditor for the Borough of Dillsburg for the fiscal year 2016. Vice President Kelley moved to adopt Resolution 2015-7 appointing the Auditor for the fiscal year 2016. Motion was seconded by Council Member Griffin. – Motion carried.
- E. Discuss/ Take Action – Resolution 2015-8 – 2016 Appointments – Council Member Griffin stated the Borough of Dillsburg needs persons who are willing to serve their community. Each year Council reviews for any upcoming openings on Committees and Authorities that serve the Borough and considers appointments for those positions. Council would like to recognize people who have responded to the need for volunteers and appoint those persons to serve by adopting Resolution 2015-8. Council Member Griffin moved to adopt Resolution 2015-8 appointing the following to serve the Borough of Dillsburg:
1. Nancy Putt to a three-year term on Logan Park Authority Board (01-01-16– 12/31/18)
 2. Scott Houseal to a three-year term on Logan Park Authority Board (01-01-16– 12/31/18)
 3. Steve Alves to a two-year term on Logan Park Authority Board (01-01-16– 12/31/17)
 4. Greg Perry to fill an existing three-year term on Logan Park Authority Board (01-01-16– 12/31/16)
 5. Timothy Keirn to a one-year term on the Vacancy Board (01/01/16– 12/31/16)
 6. Gregory Wonders to a three-year term on the Zoning Hearing Board (01/01/16 – 12/31/18)
 7. Mark Ryder to represent the Borough at both the York County Borough Association and the Capital Region Council of Governments for a term of one year (01/01/16 – 12/31/16)
 8. Bruce Juergens to a two-year term on the Zoning Hearing Board as Alternate (01/01/16 – 12/31/17)
- Motion was seconded by Vice President Kelley. – Motion carried.

OLD BUSINESS

There was none.

NEW BUSINESS

Mark Ryder asked if there was an update on the Route 15 traffic light plan. Manager Deibler stated there is a meeting scheduled with Herr Brothers, the people making the equipment, Penn DOT and Carroll Township next week. She indicated hopefully at this time they can give a definite date when activity will occur. Manager Deibler also stated there will be public meetings on the jug handles be placed on Route 15; advertisement should be in the Banner.

Mark Ryder also congratulated Council Member Laukemann, Griffin and Baldwin for their victory in serving on Borough Council another four years.

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 7:27 pm.

Respectfully Submitted,

Debbi L. Beitzel

Debbi Beitzel
Borough Secretary

cc: Borough Council Members
Mayor Hollinger
Tim Knoebel
Mark Allshouse