

**DILLSBURG BOROUGH COUNCIL MEETING**  
**NOVEMBER 11, 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, Hal Anderson, Dave Baldwin, Matt Fawber, Jeff Griffin and Yvonne Laukemann. Also present were the following: Mayor Wendell Hollinger and Borough Secretary Debbi Beitzel. Borough Manager Karen Deibler, 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, Michael Whitzel from Franklinton Borough Fire Company, YCBA and COG Representative Mark Ryder, DAA Representative Brian Radcliffe, Carl Shearer and Bev Motich representing Farmers' Fair, Mary Lou Bytof from the Dillsburg Banner and Tricia Kline from the Patriot News and Dillsburg Borough Resident Jeff Shultz.

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 Fawber. – Motion carried.

APPROVAL of the MINUTES

October 7, 2014 Committee Meeting – Council Member Baldwin moved to approve the Committee Meeting minutes of October 7, 2014 as presented. Motion was seconded by Council Member Fawber. – Motion carried.

October 14, 2014 Council Meeting – Council Member Fawber moved to approve the Council Meeting minutes of October 14, 2014 as presented. Motion was seconded by Council Member Griffin. – Motion carried.

DEPARTMENT REPORTS

*Police Department Report*

Chief Wargo stated three officers, David Smith, Terry Williams and David McCoy finished their Specialized Patrol Response to Active Incidents II training.

Chief Wargo reviewed the October, 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 October 2014, there were 80 calls for

service for a year-to-date total of 862. There were ten traffic accidents in October 2014 for a year-to-date total of 78 and the officers issued a total of 51 traffic citations in October 2014 for a year-to-date total of 367.

Part I offenses for October 2014, there was an overall clearance rate of 75%. Part II offenses for October 2014, there was an overall clearance rate of 97%. The combined clearance rate was 91% 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 October, 2014, in their packets.

#### Fire Company Report

**Citizens' Hose Fire Company #1** – Mark Ryder provided a report for the month of October 2014 to the Council and Mayor. Mr. Ryder indicated for the month of October 2014 there were 38 incidents; six (6) were in Dillsburg Borough.

Mr. Ryder stated Farmers' Fair was very successful and waiting on final numbers. He reminded everyone the fund drive information was mailed in October.

Mr. Ryder stated the Trick-or-Treat event was successful; they teamed up with the American Legion and handed out hotdogs.

**Franklinton Fire Company** – Michael Whitzel indicated for the month of October 2014 there were 42 incidents; four (4) were in Dillsburg Borough, for an overall total year-to-date of 325 calls and a year-to-date total of 26 calls for Dillsburg Borough.

Mr. Whitzel indicated he was also providing Council with a report from Senator Lisa Baker's office, which gives a snapshot of the challenges the fire services have in the Commonwealth.

#### 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 2014 were \$69,829.09. 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

Planning Commission didn't meet in October, 2014.

### Dillsburg Area Authority

Brian Radcliffe reported on the October 21, 2014 meeting. He stated there was only one residential sewer connection for the month. The patch paving and restoration work is completed for the year. Mr. Radcliffe indicated there was a valve that was leaking on South Third Street and repaired. While being fixed the valve blew off the water main and caused reduction in pressure and disruption in service and some water discoloration. He indicated the sewer flushing has been completed for the year.

President Richardson asked if there was enough capacity for DAA to support the proposed development in Carroll Township. Mr. Radcliffe indicated from some previous discussions he thought it was going to be a potential nutrient capacity issue. Mr. Radcliffe stated having their own treatment facility would be a solution. Mr. Radcliffe stated he would not be able to attend either of the meetings but was hoping someone on the Authority would be able to attend. He stated he would submit an update in the future.

### Community Groups

Farmers' Fair – Carl Shearer indicated the fair went very well and he had received only a few complaints. Mr. Shearer thanked Council for their donation and support. Bev Motich stated they are working on next year's event. Council Baldwin indicated in the Dillsburg Borough's new police contract (2015-2019) Council had allotted for 100 hours to be used for Farmers' Fair as a donation for the next five years.

### YCBA & COG

YCBA – Mr. Ryder indicated he attended the annual banquet in Red Lion on November 1, 2014. The next PSAB conference will be held in Lancaster. The next YCBA is scheduled in January, 2015.

COG – Mr. Ryder indicated the next meeting will be held on Monday, November 17, 2014 to finalize the budget. He stated they sent out letters to five different bidders and only one bid was received. The price increased by \$17.00 a ton. Mr. Ryder stated the banquet will be held on January 19, 2015 at the Radisson.

### Solicitor's Report

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

### Engineer's Report

Engineer Knoebel wasn't present but provided the Council and Mayor with a written report for October, 2014.

### Tax Collector Report

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

Borough Staff Report

Borough Manager Deibler wasn't present but provided the Council and Mayor with a written report for October, 2014.

PUBLIC COMMENT

There was none.

CORRESPONDENCE

There was none.

MAYOR'S REPORT

Mayor Hollinger expressed his support and gratitude to all the veterans.

PRESIDENT'S REPORT

President Richardson has nothing to report.

COMMITTEE REPORTS

Public Works Committee

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

Public Safety Committee

Council Member Baldwin and Council Member Fawber had nothing to report.

Administration Committee

- A. Discuss/Take Action – Resolution 2014-13 - 2015 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, Dillsburg. All other meetings will be held in the Dillsburg Borough Office, 151 South Baltimore Street. Council Member Griffin moved to adopt Resolution 2014-13 setting the 2015 meeting schedule for the Borough of Dillsburg. Motion was seconded by Vice President Kelley. – Motion carried.
- B. Discuss/Take Action – Resolution 2014-14 – 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 2014-14 was developed to appoint Kochenour, Earnest, Smyser and Burg of York, Pennsylvania as the Auditor for the Borough of Dillsburg for the fiscal year 2015. Vice President Kelley moved to adopt Resolution 2014-14 appointing the Auditor for the fiscal year 2015. Motion was seconded by Council Member Griffin. – Motion carried.

C. Discuss/ Take Action – Resolution 2014-15 – 2015 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 2014-15. Council Member Griffin moved to adopt Resolution 2014-15 appointing the following to serve the Borough of Dillsburg:

1. Terry Hildebrand to a three-year term on Logan Park Authority Board (01-01-15– 12/31/17)
2. Timothy Keirn to a one-year term on the Vacancy Board (01/01/15 – 12/31/15)
3. Douglas Boelhower to a three-year term on the Zoning Hearing Board (01/01/15 – 12/31/17)
4. 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 (01/01/15 – 12/31/15)
5. Leon Zeiders to a four-year term on the Planning Commission (01/01/15 – 12/31/18)
6. Brian Radcliffe to a five-year term on the Dillsburg Area Authority (01/01/15– 12/31/19)
7. Brian Radcliffe to a four-year term on the Planning Commission (01/01/15– 12 /31/18)
8. Bruce Juergens fill an existing three-year term on the Zoning Hearing Board as Alternate (11/11/14 – 12/31/15)

Motion was seconded by Vice President Kelley. – Motion carried.

D. Discuss/Take Action – 2015 Budget – Vice President Kelly stated the 2015 Proposed Budget has been prepared and was reviewed by Council at their recent Committee meeting. The Proposed Budget consists of Total Estimated Revenues of \$958,133.00 and Total Estimated Expenses of \$955,687.00. Expenses include contributions of \$21,020.00, street light fees of \$38,000.00, traffic signal charges of \$23,500.00 and \$336,287.00 in expenses for Public Safety. This Final Budget will not create a necessity for a real estate or occupational assessment tax increase. The 2015 Proposed Budget will be placed on public display from now until the December 9, 2014 Council Meeting at which time formal action by Council will be taken. Vice President Kelley moved that the 2015 Proposed Budget be approved and adopted as presented, and that any revisions be prepared for the 2015 Final Budget, to be voted on at the December 9, 2014 meeting of Borough Council. Motion was seconded by Council Member Griffin. – Motion carried.

OLD BUSINESS

There was none.

NEW BUSINESS

Council Member Baldwin stated since the Borough Manager has received one pay increase in the last nine years and has taken on additional tasks as requested by Council and all employees have worked to maximize income and to keep expenses to a minimum. Council Member Baldwin moved that Council provide incentive payments to the employees in the amounts discussed in the Executive Session on Monday, November 3, 2014. Motion was seconded by Council Member Griffin. – Motion carried.

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 7:24 pm.

Respectfully Submitted,

*Debbi L. Beitzel*

Debbi Beitzel  
Borough Secretary

cc: Borough Council Members  
Mayor Hollinger  
Tim Knoebel  
Mark Allshouse