

**DILLSBURG BOROUGH COUNCIL MEETING  
DECEMBER 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, Hal Anderson, Dave Baldwin, Matt Fawber, Jeff Griffin and Yvonne Laukemann. Also present were the following: Mayor Wendell Hollinger, Borough Manager Karen Deibler and Borough Engineer Tim Knoebel. Borough Secretary Debbi Beitzel 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, Traci Cook from Citizens' Hose EMS, Paul Christophel from Holy Spirit EMS, Michael Whitzel from Franklinton Borough Fire Company, YCBA and COG Representative Mark Ryder, DAA Representative Brian Radcliffe, Chris Hoover from Wayne Homes, 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

November 3, 2014 Committee Meeting – Council Member Baldwin moved to approve the Committee Meeting minutes of November 3, 2014 as presented. Motion was seconded by Council Member Fawber. – Motion carried.

November 11, 2014 Council Meeting – Council Member Griffin moved to approve the Council Meeting minutes of November 11, 2014 as presented. Motion was seconded by Vice President Kelley. – Motion carried.

DEPARTMENT REPORTS

*Police Department Report*

Chief Wargo reviewed the November, 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 November 2014, there were 101 calls for

service for a year-to-date total of 962. There were six traffic accidents in November 2014 for a year-to-date total of 84 and the officers issued a total of 19 traffic citations in October 2014 for a year-to-date total of 386.

Part I offenses for November 2014, there was an overall clearance rate of 75%. Part II offenses for November 2014, there was an overall clearance rate of 95%. The combined clearance rate was 89% for Part I and Part II offenses.

The contracted hours were right on schedule for the year.

### Ambulance Service Report

Traci Cook provided a report for the month of November 2014 to the Council and Mayor. She indicated for the month of November 2014 there were 91 incidents; 19 were in Dillsburg Borough which were 18 medical calls and one motor vehicle accident. A quarterly report for all municipalities was also provided to the Council and Mayor. Ms. Cook also provided a report for the six months since they started the MICU; there were 779 calls.

Paul Christophel stated since they came in April, they kicked off with some assisted training for the EMTs, membership expansion for Warrington Township and Wellsville, budgeting going well, a very well attended open house on October 4<sup>th</sup> and the West Shore ALS is now affiliated with Geisinger and the name will change to Holy Spirit EMS.

### Fire Company Report

**Citizens' Hose Fire Company #1** – Scott McClintock provided a report for the month of November 2014 to the Council and Mayor. Mr. McClintock indicated for the month of November 2014 there were 27 incidents; two (2) were in Dillsburg Borough for a year-to-date total of 75.

Mr. McClintock stated on December 12<sup>th</sup>, the fire truck will be taking Santa Claus around through the neighborhoods and they will also be preparing for the Pickle Drop.

**Franklinton Fire Company** – Michael Whitzel indicated for the month of November 2014 there were 31 incidents; none were in Dillsburg Borough, for an overall total year-to-date of 356 calls and a year-to-date total of 26 calls for Dillsburg Borough.

Mr. Whitzel indicated on Sunday, December 14<sup>th</sup>, they will be holding a turkey dinner.

Mr. Whitzel wished the Council, Mayor and staff a Merry Christmas and a Happy New Year.

### 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 November 2014 were \$84,755.34. 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. - Motion carried.

### Planning Commission Report

Brian Radcliffe reported on the November 19, 2014 meeting. He indicated they reviewed a zoning related request for 200 North Baltimore Street and had no objections; the PC thought it was a good idea.

He indicated Miller Autos Sales was requesting a zoning change. The PC's recommendation was to make the change to align with the property line.

Mr. Radcliffe indicated the third item was Wayne Homes. He stated the PC wanted to make the developer aware there was a conceptual plan to extend Second Street up through the property. Mr. Radcliffe stated he personally felt this would make the most sense because it would give a connection to Second Street and out to Route 15 without having another Route 15 access. He also understands there would be huge cost involved for paving and trying to purchase the property which is owned by someone else. He stated there was a waiver requesting to waive the submission of a preliminary plan, and proceed directly to the final plan. Mr. Radcliffe indicated the PC did recommend Borough Council to approve the waiver request.

### Dillsburg Area Authority

Brian Radcliffe reported on the November 18, 2014 meeting. He stated they mostly dealt with maintenance and routine business matters.

He stated Steve Blazer passed his test for the water operator license; he previously passed the sewer operator license test.

He mentioned the Authority hired a special counsel to assist with an SEC issue. The Authority has the documentation that they have been in compliance with all the bond filing.

### Community Groups

There were none.

### YCBA & COG

YCBA – Mr. Ryder indicated there will be no meeting in December; the next meeting is scheduled for January 24, 2015

COG – Mr. Ryder indicated they approved the budget with no increase. He stated the banquet will be held on January 19, 2015 with the installation of officers at the Radisson in Camp Hill beginning at 6:00pm.

### Solicitor's Report

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

Engineer's Report

Engineer Knoebel provided the Council and Mayor with a written report for November, 2014. He indicated they responded on behalf of the Borough to FEMA with regards to FEMA's proposed floodplain map amendments and their appeal period; also a property owner in Chestnut Hollow provided some technical information which was forwarded to FEMA. Engineer Knoebel stated they have been reviewing various items with the ECI property related to the storm drainage and proposed parking spaces.

Tax Collector Report

Debbi Beitzel wasn't present but provided the Council and Mayor with a written report for taxes mailed and paid in November, 2014.

Borough Staff Report

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

PUBLIC COMMENT

There was none.

CORRESPONDENCE

There was none.

MAYOR'S REPORT

Mayor Hollinger had nothing to report.

PRESIDENT'S REPORT

President Richardson stated as we move into the holiday season to be safe and support the local Pickle Drop on New Year's Eve. .

COMMITTEE REPORTS

Public Works Committee

- A. Discuss/Take Action – Wayne Homes Subdivision Plan Waiver Request - Council Member Laukemann stated the Planning Commission moved that Wayne Homes must request the Borough Council to waive the requirement that a Preliminary Land Development Plan be submitted and approved before consideration of a Final Plan. Planning Commission recommends that Council consider granting the waiver if a request is made. Wayne Homes has contacted the Borough and requested that a waiver to Section 22-403 of the Borough's Subdivision and Land Development Ordinance Code be granted. Council Member Laukemann moved to approve Wayne Homes request to waive the requirement, per Section 22-403 of the Borough's

Subdivision and Land Development Ordinance Code, that a Preliminary Plan be submitted and approved before consideration of a Final Plan. Motion was seconded by Council Member Anderson. – Motion carried.

Discuss/Take Action – Wayne Homes Subdivision Plan – Council Member Anderson stated the Preliminary/Final Subdivision Plan for property located along Route 15 North was submitted to the Dillsburg Borough Council for review and action by Wayne Homes. The Borough Planning Commission reviewed the Plan on November 19, 2014 at the regularly scheduled Planning Commission meeting and recommended approval with the conditions as outlined in the memorandum from Borough Engineer Timothy R. Knoebel, P.E. of KPI Technology dated November 17, 2014. KPI Technologies reviewed an updated/revised plan on December 3, 2014. Borough Council received an updated memorandum from KPI Technology. Engineer Knoebel stated the property is about 2.3 acres and they are dividing it in half; so this is just a subdivision. A sketch plan was reviewed a couple of months ago for potentially a building to be placed on one of the lots; this plan simply subdivides the property. There are a number of notes on the plan that serves as conditions; one of those states that prior to any development the developer has to submit and obtain approval of a land development plan. Engineer Knoebel stated secondly that prior to any access the developer must obtain a permit from PennDOT. He indicated the subdivision doesn't grant any access nor does it demonstrate a need for any access; it simply just divides the property. Vice President Kelley asked with no intended use. Engineer Knoebel stated the intended use at this point is commercial which is what it's zoned for. He indicated they anticipate the developer will submit a land development plan for an office building according to the sketch plan. Engineer Knoebel stated the third note requires the developer would have to get sewer and water approval prior to obtaining a building permit. Engineer Knoebel stated there is no requirement for access at this point and knows it is a concern. The Borough doesn't control PennDOT's requirements. Engineer Knoebel indicated the developer was aware of the discussion of possibly accessing the property through Second Street. If the developer chooses to apply to PennDOT, PennDOT does have a municipal sign off process where the Borough does have to review the process prior to granting access; but ultimately PennDOT has the final decision. Engineer Knoebel stated they anticipate if the developer does apply to PennDOT they would apply for one access and share it. Engineer Knoebel indicated if the developer would have issues with PennDOT certainly they have the option to look into the process of access from Second Street but they don't own the property in between; there are also potential issues with wetlands. Engineer Knoebel stated the developer also would have to obtain signatures from the adjoining property owners acknowledging the utility easements. Vice President Kelley asked if the land development plan giving access expired. Engineer Knoebel indicated the plan was approved but never recorded and no authorized access. Vice President Kelley asked if the sewer and water access would

be from the point of termination already existing on the Dill Tavern property or a different hook up that would resolve digging up Baltimore Street. Engineer Knoebel stated he wasn't sure; the developer would have to have approval from PennDOT to do anything to the street. Council Member Baldwin stated on the HOP process the Borough would have to sign off, can the Borough sign off when we made a commitment in the comp plan transportation minutes for no more access. Engineer Knoebel stated the Borough would be asked to do what is called the Municipal Acknowledgment, which acknowledges the Borough is aware of the permit application. It prevents someone to apply for the permit without giving the Borough the opportunity to acknowledge it. The acknowledgement doesn't approve it, deny it or bless it. Engineer Knoebel stated the decision is ultimately done by PennDOT. Council Member Anderson moved approve Wayne Homes' Preliminary/Final Subdivision Plan for their property located along Route 15 North subject to the conditions as outlined in the memorandum from Borough Engineer Timothy R. Knoebel, P.E. of KPI Technology dated December 3, 2014. Dillsburg Borough Council will sign the plan after all conditions have been met. Motion was seconded by Council Member Laukemann. – Motion carried.

#### Public Safety Committee

- A. Discuss/Take Action – 2015 Fire Police Authorization – Council Member Fawber stated Citizens' Hose No. 1's Fire Police do not only serve the community when dispatched to emergency calls, but also when assisting at community events. The Borough must authorize the Fire Police to assist at events when not dispatched through the emergency call system and/or not acknowledged in, Title 35, the PA Fire Police Law, Chapter 74. Council Member Fawber moved to authorize the Citizens' Hose No. 1's Fire Police to voluntarily assist with traffic situations and concerns during, and pertaining only to, the following 2015 Dillsburg Borough events if requested and pre-approved by event sponsor: Dillsburg Youth Baseball Parade, Picklefest, Memorial Day Parade, Farmers' Fair, Annual Tree Lighting and Pickle Drop. Motion was seconded by Council Member Baldwin. – Motion carried.

#### Administration Committee

- A. Discuss/Take Action – Resolution 2014-16 – 2015 Fee Schedule – Council Member Griffin stated various ordinances provide for the assessment and collection of fees in order to recoup the cost for professional services provided by the Borough. Council has worked to keep the fees at 2013 rates; however, certain required escrow deposits will increase in 2015. Council member Griffin moved to adopt Resolution 2014-16 establishing the Borough Fee Schedule as of January 1, 2015. Motion was seconded by Vice President Kelley. – Motion carried.

- B. Discuss/Take Action – 2015 Final Budget – Vice President Kelly stated the 2015 Proposed Budget was reviewed and adopted by Council at the November 11<sup>th</sup> Council Meeting and put on public display between November 12<sup>th</sup> and today. Further review and discussion resulted in no changes. The Final 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 Budget is now ready for adoption at this time. Vice President Kelley moved to adopt the 2015 Budget for the Borough of Dillsburg as presented with projected Revenue of \$958,133.00 and Total Estimated Expenses of \$955,687.00. Motion was seconded by Council Member Griffin. – Motion carried.
- C. Discuss/Take Action – 2015 Pet Permits – Council Member Griffin stated Chapter 2 of the Code of the Borough of Dillsburg states that residents must have a permit in order to keep more than four (4) dogs and cats, in aggregate number, more than six (6) months of age or older and/or to keep or raise fowl outdoors. Jill Janney of 220 South Baltimore Street, Timothy Whitmoyer of 119 Quail Drive, Zach Heikes of 14 South Second Street and Louie DeNofrio of 10 East Harrisburg Street have applied for pet permits. All requested forms, information and necessary fees have been supplied to the Borough. The Manager has reviewed the applications and has found everything in order. Council Member Laukemann moved to approve the applications as submitted and authorize the Borough Manager to notify the applicants of the approvals and process the permits with an expiration date of December 31, 2015. Motion was seconded by Vice President Kelley. – Motion carried.
- D. Discuss/Take Action – Approve Deputy Tax Collector – Vice President Kelley stated the Pennsylvania Local Tax Collector Law, Section 22(B), directs local tax collectors to appoint a Deputy Tax Collector, who shall be authorized and responsible to collect and settle any and all taxes during any incapacitation of the elected tax collector. Dillsburg Borough Tax Collector Debbi Beitzel has appointed Marcy Renshaw. Vice President Kelley moved to approve the appointment of Marcy Renshaw as the Deputy Tax Collector and authorize Council President Richardson to sign the necessary paperwork. Motion was seconded by Council Member Griffin. – Motion carried.
- E. Discuss/ Take Action – Ordinance 2014-5 – Pension Plan Amendment – Vice president Kelley stated the Borough of Dillsburg previously established the Borough of Dillsburg Non-Uniformed Employees Pension Plan for the benefit of its full-time, non-uniformed employees. In order to continue its compliance with the state law, Dillsburg Borough desires to enact an amendment to the Plan recognizing the revised definition of spouse under the laws of the Commonwealth of Pennsylvania. Vice President Kelley moved adopt Ordinance 2014-5 amending the Borough of Dillsburg’s Non-Uniformed Employees Pension Plan and stating that the Chief Administrative Officer (CAO) of the Borough of Dillsburg Non-Uniformed

Employees Pension Plan, Council Member Jeffrey Griffin, as the agent of the Employer, is authorized and directed to execute the amendment of the Plan. Motion was seconded by Council Member Griffin. - Motion carried.

- F. Discuss/Take Action – Ordinance 2014-6 – 2015 Tax Ordinance – Council Member Griffin stated each year the Borough is required to enact a Tax Ordinance fixing the tax rates for Real Estate and Occupation Assessment Taxes for the coming year. The 2015 rates will stay the same as they were for the last nine (9) years: Real Estate - 2.37 mills and Occupation Assessment Tax - 1200 mills. Council Member Griffin moved to adopt Ordinance 2014-6 fixing 2015 tax rates for the non-exempt real property at 2.37 mills and the occupational assessment at 1200 mills. Motion was seconded by Vice President Kelley. – Motion carried.

#### OLD BUSINESS

There was none.

#### NEW BUSINESS

Mark Ryder thanked Borough Council for holding the line on taxes for the last nine 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 7:48 pm.

Respectfully Submitted,

*Debbi L. Beitzel*

Debbi Beitzel  
Borough Secretary

cc: Borough Council Members  
Mayor Hollinger  
Tim Knoebel  
Mark Allshouse