

DILLSBURG BOROUGH COUNCIL MEETING
MARCH 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: 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. President John Richardson, Borough Manager Karen Deibler, 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, DAA Representatives Brian Radcliffe and Eugene Fisler, Scott Shughart from Senior Center, Larry Klase and Mariah O'Connor from NYCHAPS and Tricia Kline from the Patriot News.

The meeting was called to order by Council Vice President Kelley at 7:00 PM followed by the Pledge of Allegiance to the flag and the invocation.

APPROVAL of 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

February 3, 2015 Committee Meeting – Council Member Fawber moved to approve the Committee Meeting minutes of February 3, 2015 as presented. Motion was seconded by Council Member Griffin. – Motion carried.

February 10, 2015 Council Meeting – Council Member Laukemann moved to approve the Council Meeting minutes of February 10, 2015 as presented. Motion was seconded by Council Member Baldwin. – Motion carried.

January 13, 2015 Zoning Amendment Hearing Meeting – Council Member Griffin moved to approve the Zoning Amendment Hearing minutes of January 13, 2015 as presented. Motion was seconded by Council Member Fawber. – Motion carried.

DEPARTMENT REPORTS

Police Department Report

Chief Wargo reviewed the February, 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 February 2015, there were 106 calls for service for a year-to-date total of 222. There were six (6) traffic accidents in February 2015 for a year-to-date total of 14 and the officers issued a total of 13 traffic citations in February 2015 for a year-to-date total of 51.

Part I offenses for February 2015, there was an overall clearance rate of 75%. Part II offenses for February 2015, there was an overall clearance rate of 100%. The combined clearance rate was 92% 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 February, 2015, in their packets.

Fire Company Report

Citizens' Hose Fire Company #1 – Scott McClintock provided a report for the month of February 2015 to the Council and Mayor. Mr. McClintock indicated for the month of February 2015 there were 38 incidents; 13 were in Dillsburg Borough which included five (5) medical calls, one (1) motor vehicle accident, two (2) CO incidents, three (3) public services, one (1) investigation inside and one (1) fire police call.

Mr. McClintock stated they did a fire prevention presentation for the Northern York School District special needs students. A HazMat certification class will be held on Saturday, March 14th instructed by Bob Kauffman. Their annual banquet will be held on Saturday, March 21st.

Mr. McClintock indicated they had a structure fire on Saturday, March 7th in Pin Oak Mobile Home Park, which turned out to be a minor electrical fire underneath the trailer.

He indicated their rescue certification is scheduled for March 17th.

Franklintown Fire Company – Michael Whitzel provided a report for the month of February 2015 to the Council and Mayor. Mr. Whitzel indicated for the month of February 2015 there were 42 calls; two (2) were in Dillsburg Borough. He also thanked Borough Council for their support and told Council they were able to purchase two (2) AED's with its donation.

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 February 2015 were \$55,437.01. 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 Vice President Kelley abstained. - Motion carried.

Planning Commission Report

Planning Commission didn't meet in February, 2015.

Dillsburg Area Authority

Brian Radcliffe reported on the February 17, 2015 meeting. He stated they had one residential water and sewer EDU permitted for the month. He indicated they are having numerous issues with the bills. There is about a 40% increase of late payments bills and it seems to be related to the slowdown in the mail delivery service. Mr. Radcliffe indicated the Board has approved an increase in the rates for water and sewer services; water service will increase from \$4.22 per 1,000 gallons to \$5.00, the sewer base rate will increase from \$36.00 to \$40.00 and the sewer usage rate will increase from \$5.60 per 1,000 gallons to \$5.85. Council Member Anderson asked when the new rates would go into effect. Mr. Radcliffe stated it would be effective with the bills that are due August 10th. Council Member Baldwin

stated DAA used to have a base plus usage charge for water, and asked if they still have this. Mr. Radcliffe stated it must have been done away with before he was on the Board.

Community Groups

NYCHAPS – Larry Klase thanked Council for their support. He indicated they have been preparing the bay of the barn to be used as an orientation center for visitors. He stated they had a very successful season with the First Friday events; April's will be held the second Friday due to the first Friday being Good Friday. Mr. Klase indicated they are hosting a pancake breakfast in the near future, collection buckets are out in the neighborhood for the maple syrup. Mr. Klase stated to check out their website for their upcoming events.

Senior Center – Scott Shughart thanked Council for their support. Mr. Shughart discussed their totals from the last six months. He stated they had served 3,877 daily lunches and delivered 4,594 meals on wheels.

Mr. Shughart indicated some of the trips included: Maryland Casinos, Lake Tobias, Whitaker Center I-Max, Allenberry, the Mechanicsburg Museum, Farm Show, and monthly dinner and breakfast outings. He indicated some of the programs included: Cumberland Valley Historical Society, School Bus stopping laws, Fraud Prevention presentation, LED lighting demonstration, Telescope slide show, presentation on Vintage toys, and presentation on navigating product recalls and presentation on the history of laundry. Some of the entertainment included: Comedian, Dog tricks, and a concert by Matt Dodd. Some of the food projects included: served root beer floats, made homemade soups, served homemade pumpkin pies, cheese tasting, made chocolate cream pies, and made yogurt from scratch. Some of the service projects included: Coordinated Senior King and Queen Ceremony for Farmers' Fair, made food for a fundraiser for Citizens' Hose, made pickle soup for New Year's Eve, and had a ham and cheese sandwich fundraiser.

Mr. Shughart indicated they are looking for volunteers to deliver meals on wheels; some of the current volunteers are 75 years old and older.

Council Member Griffin asked how they were making out with the County. Mr. Shughart indicated the target number of daily lunches is averaging 30 people per day. They hit that target number every month except for November; three of the days in November are county holidays, one day the Northern High School Student Council hosted a luncheon for the Seniors and one day closed for snow. On the days they close, the County assigns them a zero count. Mayor Hollinger asked if the funding is affective only for that month or overall. Mr. Shughart stated it doesn't affect the funding, but meeting the criteria is a condition of the contract.

YCBA & COG

YCBA – Mr. Ryder indicated the first quarterly meeting is on March 12, 2015 in Red Lion, the next meeting will be in June at Lake Redman, then in September in Dallastown and then the annual banquet in November.

COG – Mr. Ryder indicated they lost two municipalities (Marysville Borough and Rye Township), but they gained one (Monroe Township). He stated Pennoni Associates will be the engineering firm to handle the CBPRP project and asked if the Borough had voted on the action required for the CBPRP. Council Member Baldwin stated they did it with York County. Mr. Ryder asked if the Borough responded to the letter from Dan Cohen with Verizon Wireless. Mr. Ryder indicated CapCOG is applying for a grant for the CBPRP. He stated CapCOG is trying to get a Radar Resolution and asking municipalities to send a letter to CapCOG in order to send a group letter in support of this bill. The next meeting is scheduled for Monday, March 16th beginning at 7:00 pm at the Hampden Township building.

The speaker will be Don Kunkle, PA Fire and Emergency Services Institute and will be discussing the regional use of equipment as an economic option for cost saving/sharing.

Solicitor's Report

Solicitor Allshouse wasn't present but provided the Council and Mayor with a written report for February, 2015.

Engineer's Report

Engineer Knoebel wasn't present but provided the Council and Mayor with a written report for February, 2015.

Tax Collector Report

Debbi Beitzel provided the Council and Mayor with a written report with the beginning balance for the 2015 taxes.

Borough Staff Report

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

PUBLIC COMMENT

There was none.

CORRESPONDENCE

There was none.

MAYOR'S REPORT

Mayor Hollinger indicated he would like to proclaim March 14-21, 2015 is Maple Week in Dillsburg. The pancake breakfast on March 21st and the cooking of the syrup on March 14th. He indicated he understands that the businesses in town will be featuring maple related items on the menus and in their stores. The production of maple syrup was important to North America.

PRESIDENT'S REPORT

President Richardson wasn't present.

COMMITTEE REPORTS

Public Works Committee

- A. Discuss/Take Action – Resolution 2015-1 & Resolution 2015-2 – Adaptive Traffic Signal Implementation Project - Council Member Laukemann stated the Pennsylvania Department of Transportation plans on replacing the signal controllers on all the traffic signals along US Route 15, including the signal located at the intersection of Old Mill Road & Route 15 which the Borough must maintain. Before this project can be started, the Borough must submit, to Penn DOT, an Application for Traffic Signal Approval, a resolution approving the application, a letter of Proprietary Request, and a resolution authorizing participation in the Pennsylvania Department of Transportation adaptive traffic signal implementation project in York County along the U.S. Route 15 corridor. Council Member Laukemann moved to adopt Resolution 2015-1, authorizing the submission of an Applications for Traffic Signal Approval. Motion was seconded by Council

Member Anderson. Council Member Baldwin opposed. – Motion carried. Council Member Laukemann moved to authorize Council Vice President Kelley to sign a letter of Proprietary Request for the new signal controllers which will be sent to Penn DOT. Motion was seconded by Council Member Anderson. – Motion carried. Council Member Laukemann moved to adopt Resolution 2015-2, authorizing participation in the Pennsylvania Department of Transportation adaptive traffic signal implementation project. Motion was seconded by Council Member Anderson. Council Member Baldwin opposed. – Motion carried.

- B. Discuss/Take Action – 2015 Street Repair Bids – Council Member Anderson stated on November 3, 2014, during budget discussions at the regularly scheduled Committee meeting, Council reviewed a list of potential repairs provided by Public Works Supervisor, Brian Gayman. Items at the top of the list consisted of milling and repaving West York Street and tarring and chipping Bomar and Dill Alleys. The estimated price for this work was \$70,000.00. Council authorized Manager Deibler to submit the information to the Capital Region Council of Governments for inclusion in the CapCOG bid. CapCOG created and advertised the bid documents and recently awarded all bids: 1st block of West York Street repair project was awarded to Kinsley for a price of \$24,405.00. 2nd block of West York Street repair project was awarded to Kinsley for a price of \$32,690.70. Bomar & Dill Alley work was awarded to Stewart & Tate for a price of \$7,500.00. Council Member Anderson moved to accept the three (3) bids received from CapCOG for a total cost of \$64,595.70, subject to review of the bonding and insurance, and authorized the manager to sign the contract. Motion was seconded by Council Member Laukemann. – Motion carried.

Public Safety Committee

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

Administration Committee

- A. Discuss Take Action – Tax Exoneration Request – Council Member Griffin stated the Borough has received a Tax Exoneration request for 2015 Per Capita and Occupation Taxes. The request will be numbered 2015-1. The request has been reviewed by the Council, as well as by the Borough Manager and the Tax Collector, who concur that the applicant has met the requirements for tax exoneration. Council Member Griffin moved to grant the request for 2015 Per Capita and Occupation Tax exoneration for Tax Case 2015-1 as submitted. Motion was seconded by Council Member Fawber. – Motion carried.
- B. Discuss/Take Action – Real Estate Tax Exoneration Request - Council Member Griffin stated last year the Borough received a Tax Exoneration request for Real Estate Taxes for five years under the Disabled Veterans Real Estate Tax Exemption Program from the Pennsylvania Department of Military and Veterans Affairs and the Borough resident. The request was designated Tax Case #2014-V1. The request was reviewed and the 2014 taxes were exonerated by the Council last year with the stipulation that the case be reviewed yearly. Council Member Griffin moved to grant the request for only the 2015 Real Estate Tax exoneration for Tax Case #2014-V1 and not the five years suggested by the Pennsylvania Department of Military and Veterans Affairs and the resident. Motion was seconded by Council Member Fawber. – Motion carried.
- C. Discuss/Take Action – Transfer of Historical Records to NYCHAPS – Council Member Griffin stated the Pennsylvania Historical and Museum Commission states that historically valuable public records are public property and should remain in public custody. Such records should be

maintained in a municipally operated archives/records center. If a municipality cannot adequately care for its own historical records, provisions may be made to have the items placed on microfilm by the State Archives. The State Archives will keep the negative of the microfilm. The municipality may purchase copies of the microfilm to use as onsite documentation and make an agreement with a private or state organization for record storage. Dillsburg Borough has had records from 1833 through 1979 placed on microfilm by the State Archives and has copies of this film stored at 151 S Baltimore Street; Dillsburg, PA. Council would like to enter into an agreement, which will follow the terms set forth by the State Archives, with NYCHAPS to store Dillsburg's historical documents. This agreement must be renewed every five years. Council Member Griffin moved to authorize renewal for another 5-year term of the original agreement dated March 8, 2005 between the Borough of Dillsburg and NYCGHAP for the storage of the Borough's Historical Documents. Motion was seconded by Council Member Fawber. – Motion carried.

- D. Discuss/Take Action – Library Grant – Council Member Griffin stated the Council adopted Resolution 2014-6 approving submission as a co-applicant with the Dillsburg Library of an application for funding to the Keystone Recreation, Park & Conservation Grant Fund for the grant amount of \$500,000.00. The grant has been awarded for the full amount of \$500,000.00. Council Member Griffin moved to authorize Vice President Kelley to sign the grant contract for the amount of \$500,000.00 and secure any possible Borough financial liability. Motion was seconded by Council Member Fawber. – Motion carried.

OLD BUSINESS

There was none.

NEW BUSINESS

There was none.

ADJOURNMENT

Since there was no further business, Council Member Fawber moved to adjourn the regular meeting. Motion was seconded by Council Member Baldwin. – Motion carried. The regular meeting was adjourned at 7:39 pm.

Respectfully Submitted,

Debbi L. Beitzel

Debbi Beitzel
Borough Secretary

cc: Borough Council Members
Mayor Hollinger
Tim Knoebel
Mark Allshouse