

**DILLSBURG BOROUGH COUNCIL MEETING**  
**JULY 8, 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 Secretary Debbi Beitzel. 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, Scott McClintock from Citizens' Hose Fire Co. #1, YCBA and COG Representative Mark Ryder, Mary Lou Bytof from the Dillsburg Banner and Tricia Kline from the Patriot News.

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 called for an executive session after the regular meeting to discuss contracts; not sure if there will be any reason to reconvene. Council Member Fawber moved to approve the agenda as amended. Motion was seconded by Vice President Kelley. – Motion carried.

APPROVAL of the MINUTES

June 3, 2014 Committee Meeting – Council Member Laukemann moved to approve the Committee Meeting minutes of June 3, 2014 as presented. Motion was seconded by Council Member Griffin. – Motion carried.

June 10, 2014 Council Meeting – Council Member Fawber moved to approve the Council Meeting minutes of June 10, 2014 as presented. Motion was seconded by Council Member Baldwin. – Motion carried.

DEPARTMENT REPORTS

*Police Department Report*

Chief Wargo reviewed the June, 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 June 2014, there were 91 calls for service for a year-to-date total of 558. There were six (6) traffic accidents in June 2014 for a year-to-date total of 41 and the officers issued a total of 36 traffic citations in June 2014 for a year-to-date total of 184.

Part I offenses for June 2014, there was an overall clearance rate of 72%. Part II offenses for June 2014, there was an overall clearance rate of 94%. The combined clearance rate was 86% for Part I and Part II offenses.

The contracted hours were right on schedule for the year.

Chief Wargo reminded everyone the National Night Out Event is scheduled for August 5, 2014 and is looking forward to seeing everyone.

Council Member Laukemann asked if the sexual assaults listed on the overtime report were resolved. Chief Wargo indicated they are still under investigation

#### Ambulance Service Report

No representative was present but Council and Mayor were provided with a written report for June, 2014, in their packets.

#### Fire Company Report

**Citizens' Hose Fire Company #1** – Scott McClintock provided a report for the month of June 2014 to the Council and Mayor. Mr. McClintock left before reporting due to storms in the area.

**Franklintown Fire Company** – No representative was present but Council and Mayor were provided with a written report for June, 2014, in their packets.

#### 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 June 2014 were \$103,229.69. 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 Griffin. President Richardson and Vice President Kelley abstained. - Motion carried.

#### Planning Commission Report

Planning Commission didn't meet in June 2014.

#### Dillsburg Area Authority

There was no representative present.

#### Community Groups

There were none.

#### YCBA & COG

YCBA – Mr. Ryder indicated he attended the YCBA meeting held on June 26th, at Lake Redman. Eric Bistline was the quest speaker and spoke regarding the 911 system and radios. The banquet will be held on Saturday, November 1st at Dairy Land Square.

COG – Mr. Ryder indicated he attended the COG meeting held on June 16th. The COG Annual Auction will be held on Wednesday, July 16th at the Sporting Hill Elementary School. The next meeting will be held on Monday, July 21st and the picnic will be held on Monday, September 15th at Sunset.

#### Solicitor's Report

Solicitor Allshouse wasn't present but provided the Council and Mayor with a written report for June, 2014.

### Engineer's Report

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

### Tax Collector Report

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

### Borough Staff Report

Borough Manager Deibler provided the Council and Mayor with a written report for May, 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 he had one item, which he will postpone until next month, due to Junior Council Member Carissa Martin not being present.

### COMITTEE REPORTS

#### Public Works Committee

- A. Discuss/Take Action – Resolution 2014-7 – MS-4 Plan - Council Member Anderson stated the Clean Water Act required the U.S. Environmental Protection Agency (EPA) to set limits on the amount of pollutants, known as Total Maximum Daily Loads (TMDLs) that can enter the Chesapeake Bay. The EPA required Bay states, including Pennsylvania, to develop Watershed Implementation Plans (WIPs) that will lead to the restoration of the Chesapeake Bay and clean local streams by removing an allocated pollutant load. Pennsylvania has developed a Chesapeake Bay WIP, which sets forth a comprehensive plan for the Commonwealth to achieve the required pollutant reductions mandated by the TMDL, which includes urban stormwater management strategies, as well as draft pollution reduction targets for each county in the Chesapeake Bay Watershed. York County is one of the counties located in the Chesapeake Bay Watershed. Municipalities within the York County urbanized area are required to apply for an MS4 permit to reduce pollutants through a stormwater management program, or request a permit waiver. Municipal Separate Storm Sewer System (MS4) permit holders in York County are required to develop a Chesapeake Bay Pollutant Reduction Plan (CBPRP). York County has developed a Regional CBPRP whereby participating municipalities (including those with MS4 permits, waivers and non-

urbanized municipalities) will identify, fund, implement, and jointly report stormwater “Best Management Practices” projects that will help York County meet the draft pollutant reduction targets. It is the responsibility of the governing Council to take formal action to either “Opt In” to the Regional CBPRP or “Opt Out” and develop an individual municipal plan. Council Member Anderson moved to adopt Resolution 2014-7 electing to “Opt-In” to the York County Regional Chesapeake Bay Pollutant Reduction Plan with an annual financial commitment of \$922.00 for a five year period from September, 2014 to September, 2019. Council Member Laukemann seconded the motion. – Motion carried.

- B. Discuss/Take Action – Parking Lease – Council Member Laukemann stated the Enfield Group LP is requesting to lease an unused portion of the Public Works property that is located off of Route 15. This unused property will be used for Holy Spirit employee parking and be developed and maintained by the Enfield Group. Council Member Laukemann moved to authorize Borough Council President Richardson to sign, on behalf of the Borough, the parking lease with the Enfield Group LP after it is reviewed and approved by the Borough Solicitor. Council Member Anderson seconded the motion. – Motion carried.

#### Public Safety Committee

- A. Discuss/Take Action – Setting of Trick-or-Treat – Council Member Fawber stated each year the Borough tries to designate the last Thursday of October as the official date of the Trick-or-Treat festivities within the Borough. Council Member Fawber moved to set the official 2014 date and time of Trick-or-Treat in the Borough of Dillsburg for Thursday, October 30, 2014 from 6:00 pm until 8:00 pm. Motion was seconded by Council Member Baldwin. – Motion carried.

#### Administration Committee

- A. Discuss/Take Action – Fowl Permit – Council Member Griffin stated Section 2-101 of Chapter 2 of the Code of the Borough of Dillsburg states that it shall be unlawful for any person, firm, corporation or other entity to engage in the keeping or housing of poultry or other undomesticated animals in the Borough without first obtaining a permit. Jen Rabenstein of 239 Gettysburg Street has applied for a permit in order to raise chickens. The Borough has been provided with the purpose for keeping the fowl, the description of the quarters where the fowl will be maintained, the process for waste removal and the expected noise level. Council has reviewed the information and application and found everything in order. Council Member Griffin moved to approve the application as submitted and authorize the Borough Manager to notify the applicant of the approval with the understanding that Council may withdraw the permit at any time whenever such keeping or housing of the fowl shall have a detrimental effect upon the health, safety or welfare of the Borough or its residents. If the permit would be withdrawn, the applicant shall be notified in writing of the reasons therefor, and be ordered to remove such fowl within a specified time. Vice President Kelley seconded the motion. – Motion carried.
- B. Discuss/Take Action – Park Bids – Vice President Kelly stated the final Community Park plans and preliminary bid documents for phase 1 have been reviewed and approved by DCNR. Phase 2 is also ready for bid documents to be finalized. Vice President Kelley moved to authorize Ann Yost of YSM to compile the information, create one bid document

and advertise the project for bid in regards to the Community Park Phases 1 and 2. Council Member Griffin seconded the motion. – Motion carried.

- C. Discuss/Take Action – Resolution 2014-6 - Library Grant - Council Member Griffin stated the Dillsburg Library needs to expand and has been offered the chance to purchase a larger and more up to date property located on Mumper Lane in Dillsburg Borough. The Library is desirous of obtaining grant funds in the amount of \$500,000.00 for the acquisition of the property through a Keystone Fund grant and requested the assistance of the Borough of Dillsburg. The Grant requires that the Borough of Dillsburg be a co-applicant, along with the Dillsburg Library, and may have to reimburse the Keystone Fund for the State’s share of any expenditures found to be ineligible. Therefore, the Borough must have final approval of any and all disbursements. To this end, the Borough will designate a Council Member to be one of the two required signatories on the payment account if the grant is received and NO payments will be made electronically. Council Member Griffin moved to adopt Resolution 2014-6 approving submission of an application for funding to the Keystone Recreation, Park & Conservation Grant Fund for the grant amount of \$500,000.00 and securing any possible Borough financial liability. Vice President Kelley seconded the motion. – 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 Vice President Kelley. – Motion carried. The regular meeting was adjourned at 7:20 pm.

Respectfully Submitted,

*Debbi L. Beitzel*

Debbi Beitzel  
Borough Secretary

cc: Borough Council Members  
Mayor Hollinger  
Tim Knoebel  
Mark Allshouse