

DILLSBURG BOROUGH COUNCIL MEETING

August 11, 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, Matt Fawber, Jeff Griffin and Yvonne Laukemann. Also present were the following: Mayor Wendell Hollinger, Junior Council Member Bruce Naylor, Borough Manager Karen Deibler and Borough Secretary Debbi Beitzel. Council Member Dave Baldwin, Solicitor Mark Allshouse and Borough Engineer Tim Knoebel weren't present.

The following visitors were present: Sergeant Dave Smith from the Carroll Township Police Department, YCBA and COG Representative Mark Ryder, Planning Commission Representative Allen Reeves, Eric Saunders and Laurie Wentzell from New Hope Ministries and Steve Alves from Logan Park Authority.

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

Vice President Kelley amended the agenda by adding one item to Administrative: Park Payment. Council Member Griffin moved to accept the agenda as amended. Motion was seconded by Vice President Kelley. – Motion carried.

APPROVAL of the MINUTES

July 7, 2015 Committee Meeting – Council Member Fawber moved to approve the Committee Meeting minutes of July 7, 2015 as presented. Motion was seconded by Council Member Griffin. – Motion carried.

July 14, 2015 Council Meeting – Council Member Fawber moved to approve the Council Meeting minutes of July 14, 2015 as presented. Motion was seconded by Council Member Griffin. – Motion carried.

DEPARTMENT REPORTS

Police Department Report

Sergeant Smith thanked Council and Staff for helping to make the National Night Out a success.

Sergeant Smith indicated they have accepted the resignation from Laura Solomon who has now taken a job with Lower Paxton Township. Officer Rocco will be leaving the force to go to Penn State-Harrisburg Capital campus and Officer Anthony Martinez was hired as part-time and will go full-time effective August 17, 2015. Officer Stiles has officially retired on July 31, 2015.

Sergeant Smith reviewed the July, 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 July 2015, there were 117 calls for service for a year-to-date total of 835. The officers issued a total of 27 traffic citations in July 2015 for a year-to-date total of 192.

Part I offenses for July 2015, there was an overall clearance rate of 86%. Part II offenses for July 2015, there was an overall clearance rate of 85%. The combined clearance rate was 92% for Part I and Part II offenses.

The contracted hours were right on schedule for the year (217).

Sergeant Smith indicated a Letter of Commendation was issued to Officer Justin Rogerson for reviving a toddler back to life; unfortunately the toddler passed away at the hospital.

Ambulance Service Report

No representative was present but Council and Mayor were provided with a written report for July, 2015 in their packets.

Fire Company Report

Citizens' Hose Fire Company #1 – Mark Ryder provided a report for the month of July 2015 to the Council and Mayor. Mr. Ryder indicated for the month of July 2015 there were 25 incidents for a year-to-date total of 49; three were in Dillsburg Borough. He indicated there was 162.8 training hours. He indicated the truck and rescue went to the York County Burn School on August 1st and 2nd, which was state certified class. Aerial operations class was being held tonight and next Tuesday and Saturday, August 22nd. Mr. Ryder indicated they participated in the Youth Impact project at the Sports Learning Center and National Night Out. Mr. Ryder thanked Council and staff for working and helping out with the National Night Out event.

Mr. Ryder indicated the annual fund drive information will be mailed out soon.

President Richardson asked how the fire company is making out selling the ladder truck. Mr. Ryder indicated Bob Heffelfinger and Butch Starner were taking the ladder truck to Shenandoah, PA for the parade and will try to expose it there on Saturday. The ladder truck has been advertised in the Parade magazine.

Mr. Ryder stated the concrete ramp work is completed and the roofs will be worked on. Council Member Fawber asked if all the steps were repaired. Mr. Ryder indicated just the ones that needed it.

He indicate the next food auction will be held on Saturday, August 29th from 5-10pm.

He stated they will be assisting Wellsville with their carnival in August.

Franklintown Fire Company – No representative was present but Council and Mayor were provided with a written report for July, 2015 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 July 2015 were \$93,385.63. 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 Laukemann. President Richardson and Vice President Kelley abstained. - Motion carried.

Planning Commission Report

Allen Reeves indicated the PC recently reviewed three plans. 1. A parking lot for the Life in Christ Fellowship Church located behind the homes on West York Street. 2. Dunkin Donuts – The only concern was the traffic flow. 3. The Colgan Plan which also involves NYCHAPS. He indicated he voted against the plan due to poor planning

Dillsburg Area Authority

There was no representative present to report.

Community Groups

New Hope Ministries – Eric Saunders provided a sneak peek picture of the future Dillsburg Center and home office located at the intersection of West Church Street and South Second Street (old mill property). The process began in the early summer. He indicated they have been in Dillsburg for 33 years and their desire is to remain in Dillsburg for as long as possible. A \$100,000.00 community development block grant from York County made this project possible followed by a half of million dollar matching grant from the Stabler foundation. Mr. Saunders stated they will be meeting with their volunteers and supporters on Thursday, at 4:30 pm and the community is welcomed to come and hear more about the project. He indicated the old building has served them well but it is undersized and there are some condition issues. Mr. Saunders thanked Council for their continued support.

Council Member Griffin asked if the executive offices were moving. Mr. Saunders stated that was the plan. He didn't know the exact date they would be moving, but it would be towards end of 2016 and early 2017.

Council Member Laukemann asked what the time table was to raise the money for the matching grant. Mr. Saunders indicated they were given one year to raise the matching funds and notification was received in June; to date they have received \$228,000.00 towards the match.

Logan Park Authority - Steve Alves thanked Council for their continued support. He stated the World Mennonite Conference met in Harrisburg. Someone from the Mennonite conference contacted Logan Park to inquire using the soccer fields for a soccer tournament. Logan Park allowed them to use the fields, they had over 400 participants plus spectators for 4 days. Mr. Alves indicated the people were happy and glad to be able to use the fields. Mr. Alves indicated LPA was working on some maintenance issues.

YCBA & COG

YCBA – Mr. Ryder indicated the next meeting will be held on September 23, 2015 in Dallastown and the second Saturday in November will be the annual banquet

CapCOG – Mr. Ryder indicate he would be attending the annual picnic on September 2st. Vice President Kelley and Council Member Fawber indicated they would be attending.

Solicitor's Report

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

Engineer's Report

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

Tax Collector Report

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

Borough Staff Report

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

PUBLIC COMMENT

There was none.

CORRESPONDENCE

There was none.

MAYOR'S REPORT

Mayor Hollinger had nothing to report.

PRESIDENT'S REPORT

President Richardson had nothing to report.

COMMITTEE REPORTS

Public Works Committee

- A. Discuss/Take Action – Time Extension Request – Colgan Land Development Plan - Council Member Laukemann stated the developer of the Colgan project, CC Land Development, LP, previously submitted a Land Development plan. As part of the preliminary review process a number of issues and questions have arisen, in particular about Penn DOT's response to an HOP request. In light of this, the developer will grant a time extension to the review period until October 30, 2015. This should be time enough to obtain all review agency approvals relative to the plan. Council Member Laukemann moved to approve the Time Extension until October 30, 2015 for the Colgan Land Development Plan. Motion was seconded by Council Member Anderson. – Motion carried.
- B. Discuss/Take Action – West York Street Payment - Council Member Anderson stated in March of 2015 the Borough contracted with Kinsley Construction, Inc. through CAPCOG to complete the West York Street 2015 Maintenance for a price of \$57,095.70. The contractor has completed all work associated with the contract. A request for payment has been received by the Borough in the amount of \$55,113.03. The difference in pricing is because the actual quantities used were less than the estimated quantities. All work has been inspected in the field and verified by Dillsburg's Public Works Supervisor, Brian Gayman. Council Member Anderson moved to authorize that payment in the amount of \$55,113.03 for the West York Street 2015 Maintenance work be forwarded to Kinsley Construction, Inc. Motion was seconded by Council Member Laukemann. - 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 2015 date and time of Trick-or-Treat in the Borough of Dillsburg for Thursday, October 29, 2015 from 6:00 pm until 8:00 pm. Motion was seconded by Vice President Kelley. – Motion carried.

Administration Committee

- A. Discuss/Take Action – Tax Refunds – Council Member Griffin stated Dillsburg Borough Council has received 1 tax request. PC2015-5 is from the Tax Collector requesting that it be removed from the delinquent tax records. In this case, the taxpayer had moved and paid their Per Capita taxes elsewhere. The Borough Manager concurs with the Tax Collector. Council Member Griffin

moved to approve the removal of PC2015-5 from the delinquent tax records. 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 August 4, 2015, all of the concrete had been poured for the playground and dog park area, more site preparation work was completed and the HOP work was started. Lobar Associates is requesting a payment of \$39,891.78 for this work. Vice President Kelley moved to authorize that payment in the amount of \$39,891.78 for work at the Park location be forwarded to Lobar Associates. Motion was seconded by Council Member Griffin. – Motion carried.

OLD BUSINESS

There was none.

NEW BUSINESS

There was none.

ADJOURNMENT

Since there was no further business, Council Member Griffin moved to adjourn the regular meeting. Motion was seconded by Council Member Fawber. – Motion carried. The regular meeting was adjourned at 7:31 pm.

Respectfully Submitted,

Debbi L. Beitzel

Debbi Beitzel
Borough Secretary

cc: Borough Council Members
Mayor Hollinger
Tim Knoebel
Mark Allshouse