DILLSBURG BOROUGH COUNCIL MEETING
February 9, 2016 – 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, Borough Manager Karen Deibler and Borough Secretary Debbi Beitzel. Council Member Dave Baldwin, Junior Council Member Bruce Naylor, 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, Michael Whitzel from Franklintown Fire Company, YCBA and COG Representative Mark Ryder, Logan Park Representative Terri Hildebrand, and Dillsburg Borough Residents Jeff Beitzel and Charles Comrey.

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

Council Member Griffin moved to approve the agenda as presented. Motion was seconded by Vice President Kelley. – Motion carried.

APPROVAL of the MINUTES

January 4, 2016 Re-Organization Meeting – Council Member Griffin moved to approve the Re-Organizational Meeting minutes of January 4, 2016 as presented. Motion was seconded by Council Member Fawber. – Motion carried.

January 4, 2016 Committee Meeting – Council Member Griffin moved to approve the Committee Meeting minutes of January 4, 2016 as presented. Motion was seconded by Council Member Fawber. – Motion carried.

January 12, 2016 Council Meeting – Council Member Griffin moved to approve the Council Meeting minutes of January 12, 2016 as presented. Motion was seconded by Council Member Fawber. – Motion carried.

DEPARTMENT REPORTS

Police Department Report

Chief Wargo reviewed the January, 2016 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 January 2016, there were 122 calls for service. There were six (6) traffic accidents in January 2016 and the officers issued a total of 35 traffic citations in January 2016.

Part I offenses for January 2016, there was an overall clearance rate of 100%. Part II offenses for January 2016, there was an overall clearance rate of 100%. The combined clearance rate was 100% for Part I and Part II offenses.

Ambulance Service Report

No representative was present but Council and Mayor were provided with a written report for January, 2016 in their packets.

Fire Company Report

Citizens' Hose Fire Company #1 – Scott McClintock provided a report a 2015 year-to-date report to the Council and Mayor. He indicated for 2015 there were 419 alarms; 87 were in Dillsburg Borough which was 20% of the call volume. The most response was for motor vehicle accidents for a total of 128 which represented 30% of all responses. Training hours for 2015 was 1,241.3; Deputy Chief Kauffman had the most active hours of 216 hours and Hector Morales had 204 hours.

He provided a report for the month of January to the Council and Mayor. He indicated for the month of January 2016 there were 44 calls for the month; nine (9) were in Dillsburg Borough. Mr. McClintock indicated they were very active during the snow, the station was manned with as many as seven personnel and as little as three. He indicated some of the issues with the snow storm included ramps were blocked making access difficult, no parking for personnel coming on duty, medics getting stuck in the alleys, etc. He indicated they worked well with Station 65 during the storm.

Franklintown Fire Company – Michael Whitzel provided a report for the month of January 2016 to the Council and Mayor. He indicated for the month of January 2016 there were 38 calls for the month; three (3) were in Dillsburg Borough. He stated the end of the year financials were also provided to Council and Mayor. The next combined meeting will be held on Monday, February 15th at Citizens' Hose with Carroll Township, Franklin Township, Dillsburg Borough and hopefully Franklintown Borough in attendance. Mr. Whitzel stated Monaghan Township had dropped out. President Richardson asked if they were aligning with Upper Allen. Mr. Whitzel indicated he didn't know.

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 January 2016 were $51,116.81. 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 abstained. - Motion carried.

Planning Commission Report

Planning Commission didn't meet in January 2016.

Dillsburg Area Authority

There was no representative present to report.

Community Groups

LPA – Terri Hildebrand indicated they had their first meeting in January. She reported that she is now the Chairperson and the Vice Chairperson is Greg Perry; the other Dillsburg Borough representatives are Scott Houseal, Steve Alves and Nancy Putt. She indicated Jim Hess has resigned from the LPA after many years of service and thanked him for his volunteer service to the community. The next meeting will be held at Carroll Township Building due to the park being closed due to the winter weather. Mrs. Hildebrand indicated some of the projects for 2016 include upgrades to the restrooms, barn roof needs snow stops and gutter hangers, reviewing the lawn care contracts, improving the existing parking markers and improving the interior of the barn.

YCBA & COG

YCBA – Mr. Ryder indicated the next meeting will be held on Thursday, March 31, 2016 at Seven Valleys Fire Company.

CapCOG – Mr. Ryder indicated the first official meeting will be held on Monday, February 18, 2016 at Hampden beginning at 7:00 pm.

Solicitor's Report

Solicitor Allshouse wasn't present but did provide the Council and Mayor with a written report for January, 2016.

Engineer's Report

Engineer Knoebel wasn't present but did provide the Council and Mayor with a written report for January, 2016.

Tax Collector Report

Debbi Beitzel provided the Council and Mayor with a written report for taxes paid in January, 2016. A listing of unpaid 2015 real estate taxes liened with York County Assessment and unpaid 2015 per capita/occupation taxes forwarded to York Adams Tax Bureau.

Borough Staff Report

Borough Manager Deibler provided the Council and Mayor with a written report for January, 2016.

PUBLIC COMMENT

Chuck Comrey, 16 Dove Court, asked if the Borough had graded themselves on the past blizzard and if they did what the score might be. President Richardson indicated they didn't grade themselves but they did a debriefing at the workshop meeting and felt there was room for improvements. Mr. Comrey asked what the improvements might be. President Richardson stated there were problems with the equipment breaking down and trying to get additional help. Mr. Comrey asked if there was a contingency plan for snow emergencies or other emergencies. President Richardson indicated no but the Borough has a list of possible people to help. Mr. Comrey asked if the list was reviewed annually. President Richardson stated no. Mr. Comrey indicated his grade to the borough was a minus 2, the intersections for site view were not good; he stated Route 15 was really bad. President Richardson stated that Route 15 was a state road. Mr. Comrey indicated

he know it's a state road but he heard that the state requires the Boroughs to take care of the piles of snow. President Richardson indicated that was not true. Mr. Comrey asked if there was a state representative to contact to get the snow cleared out. Council Member Laukemann stated this was the storm of the century and asked if he was able to travel to other municipalities and see what their towns looked like. Mr. Comrey indicated he was complaining because he normally shovels out the fire hydrant by his property and there are some neighbors who have bad hearts. He wasn't going to shovel the hydrants out when there was eight feet of snow from the curb into the hydrant; it wasn't until six days later until someone came out and moved the snow. Council Member Laukemann stated every community was in the same boat. Mr. Comrey stated the Borough probably blew the budget. Manager Deibler stated the budget wasn't in consideration while the Borough was trying to clean up the snow. Mr. Comrey indicated he appreciated that and would like to see the Borough put money into a contingency fund for these emergencies. He stated he knows the Borough called the school district to see if they could dump snow on their property; this needs to be pre-planned. Manager Deibler indicated there were three people who had volunteered to help the public works department but when the snow got too bad, they didn't want to help. The Borough had two places to dump the snow but because of all the snow the state put by the park, it needed to be plowed out first. The McNaughton and Bratic properties were able to be used but needed to be cleaned out first before we were able to put any snow there because there was 33 inches of snow. Manager Deibler stated the Borough was prepared but when you have 33 inches of snow the best plan in the world isn't going to work. Mr.Comrey indicated the Borough should be working with the other communities. President Richardson stated we do work with Carroll Township and the other communities. Mayor Hollinger indicated he shoveled the fire hydrant out that is located on his property.

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

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

Public Safety Committee

Council Member Fawber had nothing to report.

Administration Committee

A. Discuss/Take Action – Resolution 2016-1 – Authorizing the submission of application for funding to Penn DOT – Council Member Griffin stated Dillsburg Borough would like to update the traffic signals in the municipality by installing LED bulbs and battery back-up units. This would improve safety as well as lower monthly electric charges. Pennsylvania's Municipal Signal Partnership Program, also known as the "Green Light–Go Grant Program,

provides state funds for traffic signal modernization and improvements for critical corridors designed to improve safety and mobility by reducing congestion and improving efficiency on key state highways. The grant will pay for up to 50% of the cost of the project. The Borough would be responsible for the other half which is estimated to be $9,991.78. Council Member Griffin moved to approve Resolution 2016-1, authorizing the submission of application for funding to Penn DOT's Green Light-Go Grant Program. Motion was seconded by Vice President Kelley. – Motion carried.

B. Discuss/Take Action – DCED Greenways, Trails and Recreation Program grant extension – Council Member Griffin stated the Borough of Dillsburg was awarded a Greenways, Trails and Recreation Program grant in the amount of One Hundred Ninety-Three Thousand, Five Hundred Sixty-Six Dollars ($193,566.00) on November 21, 2013 for Phase II of the Dillsburg Community Park. Dillsburg Borough Council is requesting an extension due to unforeseen setbacks. In 2015, PA DEP reviewed the NPDES Permit submission for the combined DCNR and DCED funded park improvements and informed the Borough that an additional DEP permit is required for the improvements within the floodplain of the small creek. This affected the DCED project elements and the DCED work was pulled from the project while the DEP permit was secured. The DEP permit application was deemed technically complete on January 4, 2016 which starts the 93 business day review by DEP for approval. Dillsburg anticipates approval of the necessary DEP permit on or before May 13, 2016. This extended period to prepare and review the additional DEP permit necessitates this extension request. Council Member Griffin moved to approve the grant extension request and authorize Council President John Richardson to sign the necessary paperwork. Motion was seconded by Vice President Kelley. – Motion carried.

C. Discuss/Take Action – Tax Exoneration Request – Council Member Griffin stated the Borough has received a Tax Exoneration request for 2016 Per Capita and Occupation Taxes. The request will be numbered 2016-1. 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 2016 Per Capita and Occupation Tax exoneration for Tax Case #2016-1 as submitted. Motion was seconded by Vice President Kelley. – Motion carried.

D. Discuss/Take Action – Real Estate Tax Exoneration Request – Council Member Griffin stated 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 #2016-V1. The request was reviewed by the Council, as well as by the Borough Manager and Tax Collector, who concur that the applicant has met the requirements for tax exoneration. Council Member Griffin moved to grant the request for only the 2016 Real Estate Tax exoneration for Tax Case #2016-V1 and not the 5 years suggested by the Pennsylvania Department of Military and Veterans Affairs and the resident. This exoneration will be reviewed on a yearly basis. Motion was seconded by Vice President Kelley. – Motion carried.

OLD BUSINESS

There was none.

NEW BUSINESS

Mark Ryder asked what the cost was for the outside snow removal. President Richardson stated $100,000.00.

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 7:28 pm.

Respectfully Submitted,

Debbi L. Beitzel

Debbi Beitzel
Borough Secretary

cc: Borough Council Members
Mayor Hollinger
Tim Knoebel
Mark Allshouse