

DILLSBURG BOROUGH COUNCIL MEETING
APRIL 14, 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, Dave Baldwin, Matt Fawber, Jeff Griffin and Yvonne Laukemann. Also present were the following: Borough Manager Karen Deibler and Borough Secretary Debbi Beitzel. Mayor Wendell Hollinger, 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, Ed McCoy from Citizens' Hose Fire Co #1, Michael Whitzel from Franklinton Fire Co., DAA Representative Brian Radcliffe, Mary Lou Bytof from the Dillsburg Banner and Tricia Kline from the Patriot News.

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

APPROVAL of the AGENDA

President Richardson called for an executive session after the regular meeting to discuss property consideration with no reason to come back into regular session Council Member Fawber moved to approve the agenda as amended. Motion was seconded by Council Member Griffin. – Motion carried.

APPROVAL of the MINUTES

March 3, 2015 Committee Meeting – Council Member Laukemann moved to approve the Committee Meeting minutes of March 3, 2015 as presented. Motion was seconded by Vice President Kelley. – Motion carried.

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

DEPARTMENT REPORTS

Police Department Report

Chief Wargo indicated they received a thank you letter from NYCSD for assisting the schools with their school bus emergency evacuation drill. The daylight officers who participated were Detective John Schreiner and Officer Tom Kibler.

Chief Wargo reviewed the March, 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 March 2015, there were 96 calls for service for a year-to-date total of 318.

There were seven (7) traffic accidents in March 2015 for a year-to-date total of 21 and the officers issued a total of 23 traffic citations in March 2015 for a year-to-date total of 74.

Part I offenses for March 2015, there was an overall clearance rate of 83%. Part II offenses for March 2015, there was an overall clearance rate of 92%. The combined clearance rate was 89% for Part I and Part II offenses.

The contracted hours were right on schedule for the year.

Chief Wargo stated they made history at the Carroll Township Police Department; they hired their first female police officer, her name is Laura Solomon from Mechanicsburg. Manager Deibler asked how many part-time and full time officers were there. Chief Wargo stated they have nine (9) full time officers and three (3) part-time officers.

Ambulance Service Report

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

Fire Company Report

Citizens' Hose Fire Company #1 – Ed McCoy provided a report for the month of March 2015 to the Council and Mayor. Mr. McCoy indicated for the month of March 2015 there were 35 incidents; six (6) were in Dillsburg Borough which included one (1) medical call, three (3) motor vehicle accidents, one (1) house fire and one (1) public service.

Mr. McCoy stated the fire and fire police had finished their HazMat certification classes.

He indicated they are getting ready for the May events: May Day with Franklinton Fire Company and Pickle Fest.

He indicated their rescue engine certification was complete and is now certified.

Franklinton Fire Company – Michael Whitzel provided a report for the month of March 2015 to the Council and Mayor. Mr. Whitzel indicated for the month of March 2015 there were 42 calls; six (6) were in Dillsburg Borough which included one (1) structure fire, one (1) medical assist, two (2) fire police dispatched and two (2) motor vehicle accidents for a total of eight (8).

He indicated they completed their HazMat operation training. They had acquired a structure in Franklin Township and will be sharing it with area departments for training; Saturday will be their first training.

Mr. Whitzel indicated their next meeting will be April 27, 2015 at Citizens' Hose beginning at 7:00 pm to discuss merger possibilities.

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 March 2015 were \$83,018.02. 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, Vice President Kelley and Council Member Baldwin abstained. - Motion carried.

Planning Commission Report

Planning Commission didn't meet in March, 2015.

Dillsburg Area Authority

Brian Radcliffe indicated the majority issues with DAA are routine operation maintenance. He mentioned the Chestnut Hollow sewer reservations were returned due to the FEMA wetlands issues. There was one residential water and sewer EDU permitted for the month. He stated there will be some activity at the Twin Hills sand pipe. There was some temporary repair work done and a contract was awarded to take care of the rehab work on the tank in order to get it back into operations. Vice President Kelley asked if there was any feedback on the letter sent regarding the increase. Mr. Radcliffe stated he didn't know.

Community Groups

There were none.

YCBA & COG

Mr. Ryder wasn't present to report.

Solicitor's Report

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

Engineer's Report

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

Tax Collector Report

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

Borough Staff Report

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

PUBLIC COMMENT

There was none.

CORRESPONDENCE

There was none.

MAYOR'S REPORT

Mayor Hollinger wasn't present.

PRESIDENT'S REPORT

President Richardson invited everyone to attend all the Pickle Fest event on May 9th.

COMMITTEE REPORTS

Public Works Committee

- A. Discuss/Take Action – Payment for 2014 Street Maintenance - Council Member Laukemann stated in March of 2014, the Borough contracted with Rogele Inc. to complete the 2014 Street Maintenance on East York Street. The contractor completed the work associated with the contract and that work was inspected and approved by KPI Technology. The total contracted price was \$206,497.84. Payment was made less a retainage of \$10,324.89 which was to be held until all punch list items were completed and a maintenance bond in the amount of 50% of the final contract price was provided to the Borough. KPI believes that all punch list items were completed and the Borough will be provided with the necessary maintenance bond. Council Member Laukemann moved to authorize that the final payment in the amount of \$10,324.89 for the 2014 Street Maintenance work on East York Street be forwarded to Rogele Inc. upon recommendation of KPI and the Public Works Supervisor. Motion was seconded by Council Member Anderson. –Motion carried.
- B. Discuss/Take Action – Park Bids – Council Member Anderson stated the Borough received three (3) bids which were opened at the advertised, public meeting held on Monday, April 13, 2015, at 12:00 pm. in the Borough Office building located at 151 S Baltimore St. The Borough received bids from Rogele Inc. with a bid of \$303,104.00, Lobar Associates with a bid of \$233,600.00 and Shiloh Paving & Excavating, Inc. with a bid of \$333,255.00. All bids have been reviewed by the Borough’s Park Landscape Architects, YSM and Solicitor Allshouse will review all bonding information. Council Member Anderson moved to accept the bid of \$233,600.00 received from Lobar Associates, the lowest responsive bidder, subject to demonstration of qualifications, bonding and insurance review, and authorize the manager to sign the contract. Motion was seconded by Council Member Laukemann. Manager Deibler also explained that the Lobar bid also included, as an additional item, the lowest price (\$42,000.00) for HOP work and should be approved at this time. Motion to accept the Lobar Associates bid of \$233,600.00 for the Park and \$42,000.00 for the HOP work carried.

Public Safety Committee

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

Administration Committee

- A. Discuss Take Action – Tax Exoneration Request – Vice President Kelley stated the Borough has received a Tax Exoneration request for 2015 Per Capita and Occupation Taxes. The request will be numbered 2015-2. 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. Vice President Kelley moved to grant the request for 2015 Per Capita and Occupation Tax exoneration for Tax Case 2015-2 as submitted. Motion was seconded by Council Member Griffin. – Motion carried.
- B. 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. Renee King Cunningham and Kevin Cunningham of 111 Gettysburg Street have 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 authorized 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. Motion was seconded by Vice President Kelley. – 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 Vice President Kelley. – Motion carried. The regular meeting was adjourned at 7:21 pm.

Respectfully Submitted,

Debbi L. Beitzel

Debbi Beitzel
Borough Secretary

cc: Borough Council Members
Mayor Hollinger
Tim Knoebel
Mark Allshouse