

DILLSBURG BOROUGH COUNCIL MEETING
June 14, 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: Junior Council Member Joshua Welker, Mayor Wendell Hollinger, Borough Engineer Tim Knoebel and Borough Secretary Debbi Beitzel. Council Member Dave Baldwin, Borough Manager Karen Deibler and Solicitor Mark Allshouse weren't present.

The following visitors were present: Chief Thomas Wargo from the Carroll Township Police Department, Keith Heckert from Citizens Hose EMS, Scott McClintock from Citizens Hose Fire Co #1, Michael Whitzel from Franklinton Fire Company, YCBA and COG Representative Mark Ryder, Planning Commission Member Allen Reeves, DAA Representative Brian Radcliffe, Frank Wirth from NWYCES Steering Committee, District Judge Richard Thomas, Roy Livergood, Jr from YCPC, Diana Stone from Millersville University and Eric Diffenbaugh from C.W. Junkins. Also present were Borough Residents, Mike and Tina Welker.

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

APPROVAL of the MINUTES

May 3, 2016 Committee Meeting – Council Member Laukemann moved to approve the Committee Meeting minutes of May 3, 2016 as presented. Motion was seconded by Council Member Griffin. – Motion carried.

May 10, 2016 Council Meeting – Council Member Griffin moved to approve the Council Meeting minutes of May 10, 2016 as presented. Motion was seconded by Council Member Fawber. – Motion carried.

JUNIOR COUNCIL MEMBER

Council Member Anderson stated at the February 2012 meeting, Dillsburg Borough Council adopted Resolution 2012-4 authorizing participation in the Pennsylvania State Association of Boroughs Junior Council Person Program in order to educate and involve the youth of the Borough in their local government and to reach out to involve possible future Members of Council to benefit both the youth and all residents of the Borough. Council Members, along with the Borough Manager, interviewed interested Northern York County High School Juniors and chose one of these students to serve as a Dillsburg Borough Junior Council Member. Council Member Anderson moved to appoint Borough Resident Joshua M Welker currently a junior at Northern York County Senior High School, as a Dillsburg Borough Junior

Council Member through June 30, 2017. Motion was seconded by Council, Member Laukemann. – Motion carried.

YCPC

Roy Liverpool presented a presentation on the York County Regional Stormwater Solutions. President Richardson thanked Mr. Liverpool for the presentation. Engineer Knoebel asked if Mr. Liverpool had any examples of some of the projects being done. Mr. Liverpool stated he isn't personally involved with the projects. Engineer Knoebel asked how they go about selecting the projects. Mr. Liverpool stated he wasn't sure, but would find out.

DEPARTMENT REPORTS

Police Department Report

Chief Wargo reviewed the May, 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 May 2016, there were 139 calls for service for a year-to-date total of 583. There were five (5) traffic accidents in May 2016 for a year-to-date total of 29 and the officers issued a total of 20 traffic citations in May 2016 for a year-to-date total of 159.

Part I offenses for May 2016, there was an overall clearance rate of 80%. Part II offenses for May 2016, there was an overall clearance rate of 91%. The combined clearance rate was 86% for Part I and Part II offenses.

The contracted hours were right on schedule for the year.

Council Member Griffin asked if the Chief heard anything back from Dave Thompson regarding the fire police. Chief Wargo stated he did not. Vice President Kelley asked if the "Run for the Works" was still on. Chief Wargo said as far as he knew it was off.

Ambulance Service Report

Keith Heckert reviewed the report for the month of May 2016 to the Council and Mayor. He indicated for the month of May 2016 there were 134 calls for a year-to-date total of 678; 15 were in the Dillsburg Borough which included seven (7) medical calls, two (2) fire calls, two (2) motor vehicle accidents and four (4) missed calls, for a year-to-date total of 72.

Fire Company Report

Citizens' Hose Fire Company #1 – Scott McClintock provided a report for the month of May 2016 to the Council and Mayor. He indicated for the month of May 2016 there were 28 calls for the month; eight (8) were in Dillsburg Borough.

Franklintown Fire Company – Michael Whitzel provided a report for the month of May 2016 to the Council and Mayor. He indicated for the month of May 2016 there were 31 calls for the month and a year-to-date total of 153; five (5) were in Dillsburg Borough.

Steering Committee – Frank Wirth, Chairman of the North Western York County Emergency Service (NWYCES) Steering Committee provided a background on the steering committee and where it is as of today. He stated their mission is to determine solutions to the challenges and problems facing emergency services of Northwestern York County. In January 2015, some of the fire officers got together and started fact finding relating to some of the problems they were facing. The results of the fact-finding was dealing with staff issues and financing. In October 2015, the Steering Committee was

formed. They are working with the PA DCED and formed with Dillsburg, Franklinton and Monaghan Township fire companies. They were looking at a couple of options: alliance, merger consolidation and status quo. Dillsburg and Franklinton are currently in an alliance, Monaghan Township has dropped out. They are working together such as, doing joint training, joint riding of apparatus and sharing of apparatus and resources. Mr. Wirth stated the decision has been made in the steering committee to move forward with the merger/consolidation. Merger Consolidation: Looking at doing a needs assessment for the entire Dillsburg area as it related to fire protection. Looking at a new structure for the organization because the current model isn't working. Looking at future recruitment and retention ideas and initiatives and looking at streamlining the finances of the organization especially as it related to capital improvement items. Mr. Wirth indicated they do have subcommittees on the steering committee, they are finance, by-laws, fire operations, EMS operations and local government. He stated there has been some members of the Council attend the meetings. He indicated the current status is they are looking into a merger/consolidation and reaching out to other organizations that have gone through the merger consolidation process. They will be conducting needs assessments and look at including EMS as part of this organization. Mr. Wirth indicated by the end of the year they are looking to have a report and invited anyone to attend the meetings which are held on the third Mondays of the month and held at the community hall at the Citizens' Hose Fire Company.

Council Member Laukemann asked if this was going to include the fire police. Mr. Wirth indicated he thought the fire police was going to be a part of it but couldn't answer any questions at this time. Council Member Laukemann asked if Mr. McClintock or Mr. Whitzel could answer the questions, because there is a problem with the fire police. Mr. McClintock stated he could not answer any questions. Council Member Laukemann asked if the public knows that there is no fire police. Mr. McClintock indicated that wasn't true, there is fire police. Council Member Griffin stated they are not participating. Mr. McClintock indicated they participate on incidents, Dean Trump has resigned from was coordinating events for the Borough. Vice President Kelley asked who was taking that position over. Mr. McClintock stated he didn't know. Vice President Kelly asked if there has been any discussions. Mr. McClintock stated it wasn't the fire department's responsibility. Vice President Kelly stated she thought the fire police fell under the fire company's jurisdiction. Mr. McClintock stated it's not the fire police's responsibility, when they do Farmers' Fair they are totally separate from the fire company. President Richardson and Vice President Kelley stated they understood that. Vice President Kelley asked about all the other events that they do. Mr. McClintock indicated that was between the fire police and the Borough, we can't tell them they have to participate because they are volunteers. Mr. Whitzel stated if the fire police get paid by the Borough or any other organizations, they can't be covered under the fire company's workers comp. President Richardson stated when the fire police come out for the baseball parade, PickleFest, and all the others, they are doing it on their time, but if we don't have them and the police can't provide the coverage, the event gets canceled. Mr. McClintock indicated traffic control ultimately is Chief Wargo's responsibility. President Richardson indicated the concern is within the municipalities there is an event and need the fire police to watch intersections; the 5K Race will be canceled because there is nobody available and that's ashamed for the public. Mr. Whitzel stated they have no control over that. President Richardson stated the fire police are coming out as part of Citizens' Hose Fire Company and therefore somebody should be appointed and Citizens' Hose should address the issues. Mr. McClintock recommend is the Borough come to the next Board meeting and address it with the Board. Mr. Mark Ryder stated the Public Safety Committee and Chief Wargo should sit down and have a meeting with the fire police letting them know when the events are. President Richardson stated the fire police chief, Dean Trump was given a list of the events in the beginning of the year. Chief Wargo indicated Cumberland County has a fire police unit called SPERT; they get paid and

will come and do community events. Mr. Wirth indicated that maybe someone from this organization can come and help out.

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 May 2016 were \$80,081.14. 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 Chairperson Allen Reeves reported on the May 25, 2016 meeting. He indicated they discussed the subdivision for the Jim Merritts property. He indicated the preliminary final plan was before the Council tonight and the effort was to get the property lines more in line so that future development or owners could be entertain. Council Member Laukemann asked if the PC was recommending Council to allow the waiver for existing contour lines. Mr. Reeves stated the contours should be on the map however there is enough clutter on the map already that the PC recommends the contours lines be eliminated.

Dillsburg Area Authority

Brian Radcliffe reported on the May 17, 2016 meeting. He indicated there wasn't a lot of activity but there were four residential water connections and six residential sewer connections. He stated the ultra violet light purification segment needed cleaned and discovered that the lights need to be replaced at the waste water treatment plant. Mr. Radcliffe stated the lights in the office building were upgraded with new LED lights which will reduce the operating cost. He indicated the hydrant flushing and valve turning was completed. They are televising the area of Second Street and Gettysburg Street to prepare for what needs to be done, replaced or repaired.

Community Groups

There were none.

YCBA & COG

PSAB – Mr. Ryder thanked the Borough Council for sending him to the convention in Hershey. He stated there were good seminars and good general sessions. He indicated he attended a seminar on Monday that dealt with Fire Company legal and law services. He congratulated President Richardson and Council Member Baldwin for being recognized by the state for their years of service. He also thanked Council Member Griffin and Laukemann for attending the convention on Sunday. He stated that PSAB had signed a five year contract with Hershey Motor Lodge for future conventions.

CapCOG – Mr. Ryder indicated there will be no meeting on August 15, 2016, but a special session is being held at HACC in the North Hall for a firefighter elected official forum from 6:00-9:00pm. He will be attending the next meeting being held on June 20, 2016.

YCBA – Mr. Ryder indicated there was a large turnout at Hershey from the group. The next meeting will be held on June 30, 2016 at Lake Redman. He reminded everyone about the Auction being held on July 21, 2016 at Sporting Hill.

Solicitor's Report

Solicitor Allshouse wasn't present but did provide the Council and Mayor with an invoice report for May, 2016.

Engineer's Report

Engineer Knoebel provided the Council and Mayor with a written report for May, 2016.

Tax Collector Report

Debbi Beitzel provided the Council and Mayor with a written report for taxes paid and sent out in May, 2016.

Borough Staff Report

Borough Manager Deibler wasn't present but provided the Council and Mayor with a written report for May, 2016.

PUBLIC COMMENT

There was none.

CORRESPONDENCE

There was none.

MAYOR'S REPORT

Mayor Hollinger had nothing to report.

PRESIDENT'S REPORT

President Richardson congratulated Council Member Baldwin for being recognized by the PSAB for his years of service. He congratulated and invited everyone out to see the new Dillsburg Library which will open on Monday, June 20, 2016

COMMITTEE REPORTS

Public Works Committee

- A. Discuss/Take Action – Park Bids – Council Member Laukemann stated the Borough received only one (1) bid for phase 2 of the new Community Park which was opened at the advertised, public meeting held on Friday, May 27, 2016, at 12:00 pm in the Borough Office building located at 151 South Baltimore Street. The Borough received a bid from Lobar Associates for an amount of \$318,944.00. The bid was reviewed by the Borough's Park Landscape Architects, YSM and Solicitor Allshouse will review all bonding information. Council Member Laukemann moved to accept the bid of \$318,944.00 received from Lobar Associates, contingent upon receiving final, written DEP approval, subject to demonstration of qualifications, bonding and insurance review, and authorize the manager to sign the contract. Motion was seconded by Council Member Anderson. – Motion carried.
- B. Discuss/Take Action – Merritts Subdivision Waiver Requests – Council Member Laukemann stated at the May 2016 Planning Commission meeting it was decided that the Merritts Subdivision Waiver Request should be reviewed and voted on by Borough Council. James Merritts has requested that Dillsburg Borough Council waive the following requirements: Chapter 22, Section 402.A(14) pertaining to existing contours. A waiver was requested for showing the contours on

the plan. Council Member Laukemann moved to approve James Merritts' request to waive the requirement, per Borough Code Chapter 22, Section 402.A(14) and allow the plan to show no contours. Motion was seconded by Council Member Anderson. – Motion carried.

- C. Discuss/Take Action – Merritts Subdivision Waiver Requests – Council Member Anderson stated at the May 2016 Planning Commission meeting it was decided that the Merritts Subdivision Waiver Request should be reviewed and voted on by Borough Council. James Merritts has requested that Dillsburg Borough Council waive the following requirements: Chapter 22, Section 403 pertaining to preliminary plan application. A waiver was requested to allow the plan to be reviewed as a Preliminary/Final Plan. Council Member Anderson moved to approve James Merritts request to waive the requirement, per Borough Code Chapter 22, Section 403 and allow the plan to be reviewed as a Preliminary/Final Plan. Motion was seconded by Council Member Laukemann. – Motion carried.
- D. Discuss/Take Action – Merritts Subdivision Approval – Council Member Anderson stated the Preliminary/Final Land Development Plan for the Merritts subdivision was submitted to the Dillsburg Borough Council for review and action. The Borough Planning Commission reviewed the Plan at the May 2016 Planning Commission meeting and recommended approval with the conditions as outlined in the memorandum from Borough Engineer Timothy R. Knoebel, P.E. of KPI Technology dated June 6, 2016 and completion of all outstanding items required by other agencies, such as DAA, YCPC, York Conservation, etc. Council Member Anderson moved to approve the Preliminary/Final Subdivision Plan for the Merritts Subdivision Plan subject to the conditions as outlined in the memorandum from Borough Engineer Timothy R. Knoebel, P.E. of KPI Technology dated June 6, 2016 and completion of all outstanding items required by other agencies, such as DAA, YCPC, York Conservation, etc. Dillsburg Borough Council will sign the plan after all conditions have been met. Motion was seconded by Council Member Laukemann. – Motion carried.

Engineer Knoebel asked Mr. Diffenbaugh who was representing his client, James Merritts if he had any issues with any of the comments. Mr. Diffenbaugh stated no, but he thought there would be some discussion regarding the Welty Avenue right-of-way proposal. Engineer Knoebel indicated they would like to work to make as describable as possible so there is some uniformity to it. Mr. Diffenbaugh stated he would include a separate sheet in the plan for the Welty Avenue right-of-way. Engineer Knoebel indicated there are other issues that need to be taken care of before Mr. Merritts would be able to record the plan. Engineer Knoebel stated Mr. Merritts is proposing to pave a portion of one of the lots that has gravel and was required to submit a Stormwater narrative. The stormwater area to be dedicated to handle the project is on a different lot than where the paving is taking place; which was their only choice. Engineer Knoebel indicated they had the developer put an easement on the lot on the subdivision plans which will be recorded, but because it has to be perpetually kept as green space, they wanted an operation maintenance agreement. The Borough Solicitor had just sent over a draft today.

Public Safety Committee

- A. Discuss/Take Action – Traffic Signal Maintenance Contractor - Council Member Fawber stated with the new Adaptive Signal Controls that Penn DOT installed on the Rte. 15, traffic signals in both Carroll Township (3 signals) and Dillsburg Borough (1 signal), it was suggested that one company should be used to maintain all 4 traffic signals. Carroll Township currently contracts with PA PERCS. PA PERCS has been trained in the operation and maintenance of the Adaptive Signal Controls. Our current contracted company, Swam Electric, has no such training. Council voted on this at the Public Committee on June 7, 2016, because of time constraints, and by a vote

of 4-1 agreed to contract with PA PERCS of Mechanicsburg for the maintenance of the Borough's traffic signals beginning Wednesday, June 8, 2016.

Administration Committee

- A. Discuss/Take Action – Tax Exoneration Requests – Council Member Griffin stated the Borough previously 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 and the 2015 taxes were exonerated by the Council with the stipulation that the case be reviewed yearly. 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. 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 Council Member Fawber. – Motion carried. The regular meeting was adjourned at 8:02 pm.

Respectfully Submitted,

Debbi L. Beitzel

Debbi Beitzel
Borough Secretary

cc: Borough Council Members
Mayor Hollinger
Tim Knoebel
Mark Allshouse