

# DILLSBURG BOROUGH COUNCIL MEETING

December 8, 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: Mayor Wendell Hollinger, Junior Council Member Bruce Naylor, Borough Engineer Tim Knoebel and Borough Secretary Debbi Beitzel. 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, Scott McClintock from Citizens' Hose Fire Co. #1, YCBA and COG Representative Mark Ryder, Chris Hoover, Bill Eichelberger and Tim Colgan representing Colgan & Associates, Tricia Kline from Penn Live and Mary Lou Bytoff from the Banner.

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 Baldwin. – Motion carried.

## APPROVAL of the MINUTES

November 2, 2015 Committee Meeting – Council Member Griffin moved to approve the Committee Meeting minutes of November 2, 2015 as presented. Motion was seconded by Vice President Kelley. – Motion carried.

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

## DEPARTMENT REPORTS

### Police Department Report

Chief Wargo reviewed the November, 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 November 2015, there were 92 calls for service for a year-to-date total of 1,307. There were seven (7) traffic accidents in November 2015 for a year-to-date total of 75 and the officers issued a total of 23 traffic citations in November 2015 for a year-to-date total of 267.

Part I offenses for November 2015, there was an overall clearance rate of 71%. Part II offenses for November 2015, there was an overall clearance rate of 87%. The combined clearance rate was 82% for Part I and Part II offenses.

Vice President Kelley asked Chief Wargo if they were ready for the Pickle Drop. Chief Wargo stated yes. Council Member Anderson asked Chief Wargo if the residential burglaries were all in one specific area. Chief Wargo stated he couldn't answer that at this time; had no information.

#### Ambulance Service Report

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

#### Fire Company Report

**Citizens' Hose Fire Company #1** – Mr. Scott McClintock provided a report for the month of November 2015 to the Council and Mayor. Mr. McClintock indicated for the month of November 2015 there were 28 incidents for a year-to-date total of 385; four (4) were in Dillsburg Borough for a year-to-date total of 82 at a 23% call volume. He indicated there were 32 training hours for the month of November; EMS interfacing training was coming up. He indicated the Santa Run would be held on December 18<sup>th</sup>. Council Member Griffin asked in what areas. Mr. McClintock stated he didn't know because Lieutenant Snyder was handling the event.

**Franklinton Fire Company** – Mr. Michael Whitzel wasn't present but Council & Mayor were provided with a written report for the month of November 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 November 2015 were \$90,677.30. The Profit & Loss Budget vs. Actual Detail Report and a Cash Flow Report were also given to each Council Member and Mayor. Council Member Griffin moved to approve the payment of all bills as presented. Motion was seconded by Council Member Fawber. President Richardson and Council Member Baldwin abstained. - Motion carried.

#### Planning Commission Report

No representative was present to report on the November 2015 Planning Commission meeting.

#### Dillsburg Area Authority

There was no representative present to report.

#### Community Groups

There were none.

#### YCBA & COG

CapCOG – Mr. Ryder indicated there would be no meeting in December, 2015. He attended the last meeting that was held on Monday, November 16, 2015; the budget was approved. He indicated the next event for Cap COG would be the annual banquet and the installation of officers being held on January 18, 2016 at the West Shore Country Club.

YCBA – Mr. Ryder indicated he attended the annual banquet on Saturday, November 14, 2015. The next meeting will be held in March, 2016.

### Solicitor's Report

Solicitor Allshouse wasn't present but did provide the Council and Mayor with a written report for November, 2015.

### Engineer's Report

Engineer Knoebel stated he was involved in the Colgan Land Development Plan and also the Floodplain ordinance amendment. He is also working with Brian Gayman on some drainage issues on Bomar Alley.

### Tax Collector Report

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

### Borough Staff Report

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

### PUBLIC COMMENT

There was none.

### CORRESPONDENCE

There was none.

### MAYOR'S REPORT

Mayor Hollinger had nothing to report. Council Member Fawber commented on the good job the Mayor did at the Annual Tree Lighting event.

### PRESIDENT'S REPORT

President Richardson had nothing to report.

### COMMITTEE REPORTS

#### Public Works Committee

- A. Discuss/Take Action – Trash Collection – Council Member Laukemann stated that Dillsburg Borough accepted sealed bids on February 7, 2012 for the Municipality's trash and recycling collection beginning April 1, 2012 and ending March 31, 2015. Two (2) bids were received. The bids from Waste Management & Penn Waste were opened and read aloud at the regularly scheduled Committee meeting of the Borough Council on February 7, 2012 in the Borough Office. All bids include weekly trash and recycling collection, one 'big' item picked up weekly and have both quarterly and per bag or tag pricing. Council accepted the bid received from Penn Waste at the February 2012 Council Meeting. Last year, Council reviewed the extension option of up to an additional 2 years, through March 31, 2017, at the original bid pricing and contacted Penn Waste. At that time the Borough was offered another one year extension. Council recently contacted Penn Waste and requested the 2<sup>nd</sup> year extension. Penn Waste agreed. Council Member Laukemann moved to accept the 1 year extension with Penn

Waste as the Borough of Dillsburg's contracted trash hauler through March 31, 2017 at the current rates. Motion was seconded by Council Member Anderson. – Motion carried.

- B. Discuss/Take Action – Colgan Land Development Waiver Request – Council Member Laukemann stated at the November 2015 Planning Commission meeting it was decided that the Colgan Land Development Waiver Request should be reviewed and voted on by Borough Council. CC Land Development, LP 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 Laukemann moved to approve CC Land Development, LP's 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 Anderson. – Motion carried.
- C. Discuss/Take Action – Colgan Land Development Approval – Council Member Anderson stated the Preliminary/Final Land Development Plan for the Colgan project was submitted to the Dillsburg Borough Council for review and action. The Borough Planning Commission reviewed the Plan and recommended approval with the conditions as outlined in the memorandum from Borough Engineer Timothy R. Knoebel, P.E. of KPI Technology dated October 19, 2015 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 Land Development Plan for the Colgan Plan subject to the conditions as outlined in the memorandum from Borough Engineer Timothy R. Knoebel, P.E. of KPI Technology dated October 19, 2015 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. Engineer Knoebel indicated normally with a land development plan monies are collected with the approval of the plan that covers the Borough's cost during the construction of project, such as inspections, bond reduction request, etc. Engineer Knoebel is recommending the developer to submit \$2,000.00 in escrow. Council Member Anderson amended his motion to include the developer to submit \$2,000.00 to be put in escrow for the expenses that occur during construction of the project. Motion was seconded by Council Member Laukemann. – Motion carried.

#### Public Safety Committee

- A. Discuss/Take Action – Ordinance 2015-5 – Amend Chapter 8, Floodplains, of the Borough Code - Council Member Fawber stated as the Department of Homeland Security's Federal Emergency Management Agency (FEMA) updated and amended the Flood Insurance Study (FIS) and the Flood Insurance Rate Map (FIRM). This updated and amended information made it appropriate for FEMA to modify the Base Flood Elevations (BFEs) which became the new basis for floodplain management measures. This new updated and amended information affected designated floodplains in the Borough. The Borough is required to update the Floodplain Ordinance to FEMA specifications. After advertising the proposed ordinance, York County provided comments which resulted in minor changes being made to the advertised ordinance. These changes added two new definitions: 1) for lowest floor and 2) for a recreational vehicle. In addition, Section 8-203.3.C .1 clarified the data to be applied to determine lowest floor elevations. These changes are not substantial and do not change the

intent, meaning or enforcement of the ordinance. Therefore no further advertising is required. Council Member Fawber asked if there was any public comment. There was none. Council Member Fawber moved to adopt Ordinance 2015-5, Amending and Updating Chapter 8, Floodplains, of the Borough Code in order to be brought up to date with the current requirements. Motion was seconded by Council Member Baldwin. – Motion carried.

- B. Discuss/Take Action – 2016 Fire Police Authorization - Council Member Baldwin stated Citizens' Hose No. 1's Fire Police do not only serve the community when dispatched to emergency calls, but also when assisting at community events. The Borough must authorize the Fire Police to assist at events when not dispatched through the emergency call system and/or not acknowledged in, Title 35, the PA Fire Police Law, Chapter 74. Council Member Baldwin moved to authorize the Citizens' Hose No. 1's Fire Police to voluntarily assist with traffic situations and concerns during, and pertaining only to, the following 2016 Dillsburg Borough events if requested and pre-approved by event sponsor: Dillsburg Youth Baseball Parade, Picklefest, Memorial Day Parade, Farmers' Fair, Annual Tree Lighting and Pickle Drop. Motion was seconded by Council Member Fawber. – Motion carried.

#### Administration Committee

- A. Discuss/Take Action – 2016 Pet Permits – Vice President Kelley stated Chapter 2 of the Code of the Borough of Dillsburg states that residents must have a permit in order to keep more than four (4) dogs and cats, in aggregate number, more than six (6) months of age or older and/or to keep or raise fowl outdoors. Jill Janney of 220 South Baltimore Street, Timothy Whitmoyer of 119 Quail Drive, Melissa Krumrine of 121 Gettysburg Street, Jen & Pat Rabenstien of 239 Gettysburg Street, Crystal Patterson of 7 Wayside Court, Paige Donato of 145C South Second Street, Renee King of 111 Gettysburg Street and Louie DeNofrio of 10 East Harrisburg Street have applied for pet permits. All requested forms, information and necessary fees have been supplied to the Borough. The Manager has reviewed the applications and has found everything in order. Vice President Kelley moved to approve the applications as submitted and authorize the Borough Manager to notify the applicants of the approvals and process the permits with an expiration date of December 31, 2016. Motion was seconded by Council Member Griffin. – Motion carried.
- B. Discuss/Take Action – Park Payment – Council Member Griffin 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 November 20, 2015, all of the HOP work was completed and playground equipment installed. Mulch has been spread and the walking path has been roughed in. The Contractor, Lobar Associates is requesting a payment of \$61,573.91 for this work. Council Member Griffin moved to authorize that payment in the amount of \$61,573.91 for work at the Park location be forwarded to Lobar Associates. Motion was seconded by Vice President Kelley. – Motion carried.
- C. Discuss/Take Action – Resolution 2015-9 – 2016 Fee Schedule – Vice President Kelley stated various ordinances provide for the assessment and collection of fees in order to recoup the cost for professional services provided by the Borough. Council has worked to keep the fees at 2013 rates; however, a few professional service fees were increased. Vice President Kelley

moved to adopt Resolution 2015-9 establishing the Borough Fee Schedule as of January 1, 2016. Motion was seconded by Council Member Griffin. – Motion carried.

- D. Discuss/Take Action – Ordinance 2015-6 – 2016 Tax Ordinance – Council Member Griffin stated each year the Borough is required to enact a Tax Ordinance fixing the tax rates for Real Estate and Occupation Assessment Taxes for the coming year. The 2016 rates will stay the same as they were for the last ten (10) years: Real Estate - 2.37 mills and Occupation Assessment Tax - 1200 mills. Council Member Griffin moved to adopt Ordinance 2015-6 fixing 2016 tax rates for the non-exempt real property at 2.37 mills and the occupational assessment at 1200 mills. 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 Fawber moved to adjourn the regular meeting. Motion was seconded by Council Member Baldwin. – Motion carried. The regular meeting was adjourned at 7:25 pm.

Respectfully Submitted,

*Debbi L. Beitzel*

Debbi Beitzel  
Borough Secretary

cc: Borough Council Members  
Mayor Hollinger  
Tim Knoebel  
Mark Allshouse