

DILLSBURG BOROUGH COUNCIL MEETING
September 13, 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: 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 Manager Karen Deibler and Borough Secretary Debbi Beitzel. President John Richardson, Council Member Dave Baldwin, 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, 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, Larry Klase and Michael Lintal representing NYCHAPS, Senior Center Representative Scott Shughart and Peggie Williams from the Dillsburg Banner.

The meeting was called to order by Vice President Holly Kelley 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 Council Member Fawber. – Motion carried.

APPROVAL of the MINUTES

August 1, 2016 Committee Meeting – Council Member Griffin moved to approve the Committee Meeting minutes of August 1, 2016 as presented. Motion was seconded by Council Member Fawber. – Motion carried.

August 9, 2016 Council Meeting – Council Member Griffin moved to approve the Council Meeting minutes of August 9, 2016 as presented. Motion was seconded by Council Member Fawber. – Motion carried.

DEPARTMENT REPORTS

Police Department Report

Chief Wargo reviewed the August, 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 August 2016, there were 160 calls for service for a year-to-date total of 1,001. There were five (5) traffic accidents in August 2016 for a year-to-date total of 42 and the officers issued a total of 23 traffic citations in August 2016 for a year-to-date total of 228.

Part I offenses for August 2016, there was an overall clearance rate of 65%. Part II offenses for August 2016, there was an overall clearance rate of 93%. The combined clearance rate was 83% for Part I and Part II offenses.

The contracted hours were right on schedule for the year.

Chief Wargo indicated at the workshop meeting he presented the possibility to change the monthly report, he gave the same presentative to Carroll Township and Monaghan Township Boards of Supervisors and the general consensus was they were OK with the change. He stated the BOS would like to see the comparison block added for calls. Chief Wargo asked Council if anyone had any objections in trying the new format. Vice President Kelley stated they would try it.

Vice President Kelley asked if there was anything regarding Farmers' Fair that Council should be made aware of. Chief Wargo indicated he was waiting on having a meeting with the Carlisle Fire Police.

Council Member Laukemann asked if the new-in-car cameras were shared at the Carroll Township Board of Supervisors meeting. Chief Wargo stated no, they are going to schedule a budget meeting and it will be discussed then.

Ambulance Service Report

Keith Heckert provided a report for the month of August 2016 to the Council and Mayor. He indicated for the month of August 2016 there were 150 calls for a year-to-date total of 1,167; 21 were in the Dillsburg Borough which included 15 medical calls, one (1) fire call, and five (5) missed calls, for a year-to-date total of 132.

Fire Company Report

Citizens' Hose Fire Company #1 – Scott McClintock provided a report for the month of August 2016 to the Council and Mayor. He indicated for the month of August 2016 there were 32 calls for the month for a year-to-date of 230; 11 were in Dillsburg Borough for a year-to-date total of 55.

Mr. McClintock indicated the merger is moving forward. He indicated Carroll Township passed a resolution supporting the merger. They met with an attorney and had filed for articles of incorporation. He stated they have a new name, which will be effective when they merge, Northern York County Fire Rescue and EMS. He indicated the attorney gave them an estimated date of July 1, 2017. Vice President Kelley asked if the attorney is working on the legal ends of it. Mr. McClintock stated yes, the bylaws, the Board and such. Vice President Kelley asked if there would be a new Board. Mr. McClintock started he didn't know; there has been discussion and they would like to have one representative from each of the municipalities, one from the fire department and people from the public on the board. Vice President Kelley stated at some point they will go to the logistics of the physical stuff. Mr. McClintock indicated yes, he presented the Borough with the budget letter and within the budget letter are several new line items in reference to the merger for rebranding and such. He indicated rebranding is basically putting the new name on everything.

Franklintown Fire Company – Michael Whitzel provided a report for the month of August 2016 to the Council and Mayor. He indicated for the month of August 2016 there were 35 calls for the month and a year-to-date total of 244; four (4) were in Dillsburg Borough.

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 August 2016 were \$82,039.00. 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. - Motion carried.

Planning Commission Report

Planning Commission did not meet in August, 2016.

Dillsburg Area Authority

There was no representative present.

Community Groups

NYCHAPS: Mike Lintal stated they just finished up with a couple of busy months. They had their WWII Day and thankfully Citizens Hose left them use their facility for the dance due to the extreme high heat. The event was well attended and a lot of positive feedback. The Balderdash event last weekend, no issues to report and a winner was crowned. Ag Day is coming up this weekend and the following weekend they will be hosting a pirate fest. He indicated there are a lot of fiber arts classes coming up.

Mr. Lintal stated they are in the process of getting a grant from the South Mountain Partnership to put pathways on the tavern property in order to make it more accessible. It will be a walking trail with wayside signs. They will know by the end of October if they have secured the funding. The pathways will be called the South Mountain Heritage Trail at Dills Tavern and Plantation.

He indicated they had received approval from the PLCB for the distillery, they do not have a license. They are still working on the final checks at the federal level and securing the approval from PLCB. They just have to finalize the financial reports and do an on-site visit.

Mr. Lintal asked if the economic development plan for the Borough was done at the Borough level or the County level. Manager Deibler indicated she didn't know what he was talking about. Council Member Laukemann asked if he read or saw one. Mr. Lintal stated York County has an economic development plan, but couldn't find one at the Borough level. Manager Deibler stated York County does one every year. Mr. Lintal indicated as they grow the profile of the property, they have been approached by some catering companies looking to do events to highlight the tavern and the small town of Dillsburg.

Council Member Laukemann indicated she felt they needed to first understand what zoning district they are in and then go to the planning commission to find out what they can and cannot do in that zoning area. The Borough didn't make the zoning regulations and she doesn't feel NYCHAPS knows what the proper procedures are. Mr. Lintal stated if the parcel is zoned appropriately then they can start the process of discussion. Council Member Laukemann asked if NYCHAPS even knows what their property is zoned. Mr. Lintal stated yes, they are residential urban on the tavern side and mixed use on the Route 15 side. Council Member Laukemann indicated they should go before the PC for approvals. Manager Deibler stated they would need a plan as to what they want to do. Mr. Lintal asked when the PC meets. Manager Deibler indicated they meet the fourth Wednesday of each month except for November and December, when they meet the second Wednesday. She also mentioned that they don't meet if there is nothing on the agenda. Council Member Griffin asked when the information had to be into the Borough Office. Secretary Beitzel stated 15 business days prior to the meeting date.

Senior Center – Scott Shughart asked if Council had any questions. Council Member Griffin asked how they were making out with the County. Mr. Shughart stated better, York County Department of Aging has a new director and they are working with them. Council Member Griffin asked if there are more people taking advantage of the lunches the center is serving. Mr. Shughart stated part of the requirement is serving 30 lunches and they are meeting that quota.

Vice President Kelley asked if the center does scam classes. Mr. Shughart indicated they have but if she knew of someone that would like to make a presentation regarding scams, he would be happy to have them.

Council Member Anderson asked if there has ever been any thought about reimbursing people who deliver meals on wheels for gas. Mr. Shughart indicated they have tried to structure that the volunteers are only delivering one time per month. They are asking the volunteers to donate their time and gas. He indicated the volunteers can take a tax deduction, but it is less than the IRS mileage reimbursement rate. Mr. Shughart indicated they do try to show their appreciation to the volunteers by hosting a banquet, sending them a thank you letter, provided gas cards, etc.

Mr. Shughart stated in the last six months they had served 3,907 daily lunches and delivered 5,667 meals on wheels. Some of the trips taken included: Wine tasting trips, Oaks Museum at Messiah, DuPont mansion in Delaware, and attended a jazz concert. Mr. Shughart indicated some of the service projects included: Pickle soup for PickleFest with the proceeds going to NYCHPAS and was a host site for an Eagle Scout project (building raised garden beds). Some other activities included: a retired teacher does trivia and a musician. Some of the presentations included: food and drug interaction, history of Churchtown, understanding pain, diet and inflammation and caption telephone relay services.

He also stated the York County Department of Aging once a year gives the Senior Center some extra money to do programming in conjunction with Older American month, which include entomologist and players from the Harrisburg Improv Theater. Services to members included: free monthly hearing aid checks and cleaning, monthly visits from a massage therapist, participated in the Farmers Market nutrition voucher distribution, and a 55 Alive Driver refresher class. Some of the exercise programs included: chair exercises, joint program with Messiah Village for aquacize, bowling, and added a chair yoga class.

YCBA & COG

YCBA – Mr. Ryder indicated the next meeting will be held on September 22nd at the Red Lion Community Center and the speakers will be discussing the heroin problems in York County. Mr. Ryder stated the annual banquet will be held on November 12, 2016 at Derry Land Square Saloon and Restaurant.

CapCOG – Mr. Ryder indicated he will be attending the annual picnic at the Armitage Golf Course on September 19th. He indicated only two more meetings, one in October and one in November. He stated salt bids should soon be out.

Solicitor's Report

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

Engineer's Report

Engineer Knoebel wasn't present but did provide the Council and Mayor with an invoice for August, 2016.

Tax Collector Report

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

Borough Staff Report

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

PUBLIC COMMENT

There was none.

CORRESPONDENCE

There was none.

MAYOR'S REPORT

Mayor Hollinger had nothing to report.

PRESIDENT'S REPORT

Vice President Kelley indicated there will be a commissioners meeting at the Carroll Township Building on Thursday, September 15th beginning at 7:00 pm.

COMMITTEE REPORTS

Public Works Committee

- A. Discuss/Take Action – Resolution 2016-9 – Opt-In to York County Regional Pollution Plan - Council Member Anderson stated the Clean Water Act required the U.S. Environmental Protection Agency (EPA) to set limits on the amount of pollutants, known as Total Maximum Daily Loads (TMDLs) that can enter the Chesapeake Bay. EPA required Bay states, including Pennsylvania, to develop Watershed Implementation Plans (WIPs) that will lead to the restoration of the Chesapeake Bay and clean local streams by removing an allocated pollutant load. Pennsylvania has developed a Chesapeake Bay WIP, which sets forth a comprehensive plan for the Commonwealth to achieve the required pollutant reductions mandated by the TMDL, which includes urban stormwater management strategies, as well as draft pollution reduction targets for each county in the Chesapeake Bay Watershed. York County is one of the counties located in the Chesapeake Bay Watershed and municipalities within the York County urbanized area are required to apply for an MS4 permit to reduce pollutants through a stormwater management program, or request a permit waiver. Municipal Separate Storm Sewer System (MS4) permit holders in York County are required to develop Pollutant Reduction Plans (PRPs) and York County is developing a Regional PRP to satisfy 2018 Permit requirements. Participating municipalities will cooperatively identify, fund, implement, and report stormwater “Best Management Practices” projects that will help York County meet required pollutant reductions. Council Member Anderson moved to approve Resolution 2016-9, electing to opt-in to the development & implementation of the York County Regional Pollutant Reduction Plan. Motion was seconded by Council Member Laukemann. – Motion carried

Public Safety Committee

- A. Discuss/Take Action – Resolution 2016-8 – Appoint DEMA & CERT Members - Council Member Fawber stated the Dillsburg Borough Council recognizes the need for a Community Emergency Response Team (CERT) and the Dillsburg Emergency Management Agency (DEMA) in the event of a disaster. Council understands that members of this team are required to complete specific training courses and must continue to stay current with any future training necessary. Numerous area residents completed the required DEMA and/or CERT training and have been

active in DEMA exercises, including POD drills. They have much to offer the community and would like to be active members of DEMA &/or CERT. Council would like to thank the following and officially appoint them to the Dillsburg Emergency Management Agency and/or the Dillsburg CERT Team from October 1, 2016 through September 30, 2017: Tim Hildebrand, Allen Reeves, Eugene Fisler, Beth Tauser, Gary Renecker, Amy Erb, Terri Hildebrand, John Prato, David Hile, Beth Hile, Janelle Brown, Michael DeLuca, Mark Sanderson and Brenda Sanderson. Council Member Fawber moved to adopt Resolution 2016-8 appointing area residents to the Dillsburg Emergency management Agency and/or the Dillsburg Community Emergency Response Team. Motion was seconded by Council Member Griffin. – Motion carried

Administration Committee

- A. Discuss/Take Action –Approval for Municipal Pension Funding - Vice President Kelley stated each year the Borough determines the specific funding necessary to meet its financial obligation for funding of the Non-Uniform Employees’ Pension Fund. The Borough Manager, along with the Actuary, has determined that the Minimum Municipal Obligation (MMO) for 2017 should be \$9,613.00. This funding obligation will be met through a combination of State and Borough funds. The obligation will become part of the Pension Plan calculations for 2017 and will also be considered as a General Fund expense for the Borough Budget. Vice President Kelley moved to approve the specific funding for the 2017 MMO to be paid for the Borough Non-Uniform Employees’ Pension Fund in the amount of \$9,613.00. Motion was seconded by Council Member Griffin. – Motion carried.
- B. Discuss/Take Action – Resolution 2016-7 – Authorizing the submission of an Inter-Municipal application for funding to PennDOT - Council Member Griffin stated the Pennsylvania Department of Transportation, "Penn DOT", offers a Municipal Signal Partnership Program. The Program is called Green Light-Go and provides municipal match Grants to help improve safety and mobility by reducing congestion and improving efficiency of existing traffic signals on state highways. Signals on US Routes 15 and 74 would qualify. The above mentioned signals are owned and maintained by both Dillsburg Borough and Carroll Township and all should be supplied and programmed identically in order to reduce congestion thereby improving safety on state highways. Council Member Griffin moved to approve Resolution 2016-7, authorizing the submission of an Inter-Municipal application for funding to Penn DOT’s Green Light-Go Grant Program which will allow Manager Deibler of Dillsburg Borough to make application to Penn DOT for a multi-municipal Green Light-Go grant for traffic signals on US Routes 15 and 74 with both Carroll Township and Dillsburg Borough as applicants and each local government being financially responsible for the signals located in their municipality. Motion was seconded by Council Member Laukemann. – Motion carried. Council Member Griffin moved to authorize Holly Kelley, Council Vice President, to sign the Inter-Municipal Agreement For Green Light Go Grant Application for the Borough of Dillsburg. Motion was seconded by Council Member Laukemann. – Motion carried.
- C. 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. Alto Maro of 11 South Third Street and Kyle and Tammy Leister of 100 South Second Street have applied for permits 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 applications and found everything in order. Council Member Griffin 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, 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 Council Member Laukemann. – 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 7:42 pm.

Respectfully Submitted,

Debbi L. Beitzel

Debbi Beitzel
Borough Secretary

cc: Borough Council Members
Mayor Hollinger
Tim Knoebel
Mark Allshouse