

DILLSBURG BOROUGH COUNCIL MEETING
December 10, 2019 – 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 Holly Kelley, Vice President Matt Fawber, Mike Gaffney, Jeff Griffin, Mark Ryder and Isaac Tucker. Also present were Borough Manager Karen Deibler and Borough Secretary Debbi Beitzel. Mayor John Richardson, Council Member Dave Baldwin, Borough Engineer Tim Knoebel and Solicitor Mark Allshouse weren't present.

The following visitors were present: Chief Wargo from the Carroll Township Police Department, Scott McClintock from NYCFR, Mary Lou Bytof from the Dillsburg Banner, DAA Representative Brian Radcliffe and Dillsburg Borough Resident Sandy Auxt.

The meeting was called to order by President 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 Vice President Fawber. – Motion carried.

APPROVAL of the MINUTES

November 4, 2019 Committee Meeting – Council Member Griffin moved to approve the Committee Meeting minutes of November 4, 2019 as presented. Motion was seconded by Council Member Ryder. – Motion carried.

November 12, 2019 Council Meeting – Council Member Griffin moved to approve the Council Meeting minutes of November 12, 2019 as presented. Motion was seconded by Council Member Gaffney. – Motion carried.

DEPARTMENT REPORTS

Police Department Report

Chief Wargo reviewed the November 2019 Dillsburg Borough Police Report with Council and Mayor. The report listed the numbers and types of offenses and traffic incidents and a breakdown of hours worked. He indicated for the month of November 2019, there were 61 calls for service, for a year-to-date total of 1,139. There were five (5) traffic accidents in November 2019, for a year-to-date total of 65 and the officers issued a total of 13 traffic citations in November 2019, for a year-to-date total of 272.

Council Member Tucker asked what the found property category consisted of. Chief Wargo stated someone found something and turned it into the police department.

Mayor Richardson asked what the foot patrol was. Chief Wargo indicated Officer Justin Rogerson was the only officer that lists this on an incident report. He doesn't have to because it is also on his daily logs.

Ambulance Service Report

No one was no one present but a report was provided for the month of November 2019 to the Council and Mayor.

Vice President Fawber indicated there is an EMS meeting on Friday, December 13th at 10:00 am. President Kelley asked if the Borough does memberships with them. Vice President Fawber stated yes. President Kelly asked if this significantly reduces the cost of an ambulance. Vice President Fawber indicated there is still a bill which a person has to handle, and anything not covered by insurance, is usually waived.

President Kelley asked if members are still able to go to the hospital of your choice. Vice President stated yes, the only time they don't honor that is when dealing with certain things, such as heart.

Fire Company Report

Chief Scott McClintock reviewed the November 2019 report with Council and Mayor. He indicated for the month of November 2019, there were 39 calls for a year-to-date total of 484. For the month of November 2019 there were eight (8) calls in the Borough, for a year-to-date total of 95.

He indicated fire prevention training continued with the daycares, construction companies, etc.

He indicated they received the report back from ISO. The Borough dropped from a 4 to a 5, and he is trying to setup a meeting with the inspector for more information as to why they dropped.

He indicated the state grants were submitted for both stations. They received an email stating there were some issues with them, and he continues to work with them.

Chief McClintock stated they had three who attended arson investigation training, three attended pride and ownership seminar and five attended chimney fire training.

He mentioned they assisted the Kiwanis's Club with their Christmas tree sales.

Chief McClintock asked Council if they had received the final budget and report from Rob. President Kelley stated no.

He updated Council on the tower truck. The tower truck was out of service due to a blown head gasket. They received it back yesterday and got everything back on it and is now back in service. The bill was \$18,5665.33, they forgot to apply a credit which brought the bill down to \$18,127.83. An email was sent out to all the municipalities requesting some assistance; Carroll Township approved to donate \$7500.00 towards the cost. President Kelley indicated that Council had discussed the cost of bill and Dillsburg Borough will assist with the cost from the apparatus fund.

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 2019 were \$55,422.41. The Profit & Loss Budget vs. Actual Detail Report and a Cash Flow Report were also given to each Council Member and Mayor. Vice President Fawber moved to approve the payment of all bills as presented in the amount of \$55,422.41 pending audit approval. Motion was seconded by Council Member Gaffney. - Motion carried.

Planning Commission Report

There was no representative present.

Dillsburg Area Authority

Brian Radcliffe reported on the November 19th meeting. He indicated they were able to sell 2,665 nitro-nutrient credits through an auction to Knouse Foods for \$4.50 per credit for a total of \$11,992.00.

He indicated there was a necessity for a rate increase, which the board approved last month, and the letters were mailed out. The rate increase will go into effect on January 1, 2020. The current rate is \$6.40 (usage charge) and will increase to \$6.50; on January 1, 2021 it will increase to \$6.60 and then on January 1, 2022 it will increase to \$6.70. They will also be adding a water base charge (per quarter) effective January 1, 2020 of \$18.00, in January 1, 2021 it will be increased to \$24.00 and then in 2022 it will increase \$30.00. The average user will see an increase from \$64.00 to \$83.00. Some of the issues for the increase include: Capital requirements, handling debt service (approx. 250K a year on the water side), capital improvements, tests and maintenance.

He indicated some of the statics are as follows: 205,000 lineal feet of water lines, five storage tanks, five wells, 800 valves, 250 fire hydrants and 2750 meters.

Mr. Radcliffe stated in addition to the normal cost increases, there are some new things regarding flushing the system, they are now required to flush on a rotation basis, on a weekly basis they are required to do water testing, there is an annual \$10,000.00 charge to all the water systems from DEP.

He indicated on the sewer side, the usage rate will remain the same, however the base rate will increase to \$50.00 (per quarter).

President Kelley asked if the increases will give DAA the reserve they need, so that in 2023, the rates are not going up again. Mr. Radcliffe stated that is the expectation.

Council Member Tucker asked when the next maintenance was schedule for the tanks. Mr. Radcliffe stated they are about 15 years out. He indicated the cost to replace a tank would cost approximately \$750,000 to one million dollars.

Community Groups

There were none.

Solicitor's Report

Solicitor Allshouse wasn't present but did provide an invoice for services provided in November 2019 to the Council and Mayor.

Engineer's Report

Engineer Knoebel wasn't present but did provide an invoice for services provided in November 2019 to the Council and Mayor.

Tax Collector Report

Debbi Beitzel provided the Council and Mayor with a written report for November 2019.

Borough Staff Report

Manager Deibler provided the Council and Mayor with a written report for November 2019.

PUBLIC COMMENT

Sandy Auxt, 21 East York Street, provided a report to Council and Staff regarding the police service budget. She asked if everything involved with the police services was included in the expense line item 410 on the 2020 final budget totaling \$208,175.00 or are there some expenses included in other line items. Manager Deibler stated yes, that is the police budget. She indicated for public knowledge that the amount of police protection for the Borough is decreasing by 360 hours a year. She indicated Council Member Baldwin had provided her with the number of hours for Farmers' Fair, which comes out of that contract was 100 hours per year and was staying the same. Ms. Auxt referred to her report and indicated that the residents are eating all of the difference. So effectively, the residents are going from 6.6 hours per day of police coverage to 5.6 hours per day of police coverage and 2.19 hours per shift to 1.86 hours per shift. She stated this was a huge concern to her as a resident; not just for East York Street but for all the Borough. She indicated part of getting the traffic issue under control is the lack of police presence. She suggested that the Borough consider letting Farmers' Fair eat some of the loss of police protection by reducing their hours, because we do need the police presence on the streets. She referred to her report and indicated the Borough is paying \$97.28 per contract hour for police protection and essentially the Borough is paying for police services for Farmers' Fair a total of \$9,727.80. She indicated she isn't saying it isn't needed, but as a resident, her concern is police protection is needed in the Borough.

Ms. Auxt asked if anyone on Council or the Borough Office had any conversations with the Farmers' Fair organization regarding Associated Products picking up the portable toilets at 4:00 am and violating the noise ordinance. President Kelley indicated for that one time a year event we do ask them to get things off the streets as quickly as possible to get business back to normal, therefore they are coming in much earlier than normal. Ms. Auxt stated it's in violation of the noise ordinance for residents in that area. President Kelly stated she understands. Ms. Auxt indicated that Associated Products told her that they would be present during New Year's Eve also. President Kelley stated she didn't know if the location spot was going to be the same for New Year's Eve. Council Member Griffin stated no, and it would be picked up on their next business day. Ms. Auxt asked if they were still going to be picked up at 4:00 in the morning. Council Member Griffin stated the portable toilet wouldn't be located in her area.

Ms. Auxt stated her next issue was something that was brought up during the Committee meeting with regards to expenses and nonessential items, that someone's relative was not appreciating that the Dill Pickle on

Harrisburg Pike was gone and that someone was going to put up a bronze dill pickle up in front of PNC Bank. She indicated in the event that Wessels or whomever putting up the money (\$4-6K) for this and the Borough chipping in, what expense would this come out of. Someone said general expenses. Manager Deibler stated everything would be donated and Vice President Fawber stated the Borough was not paying for it. He indicated if Wessels or whomever can't pay for it, it won't get done.

Vice President Fawber stated as far as the police, those hours are contracted hours and the Borough does frequently go over and receives an overtime bill. He indicated this was the budget, however the yearly expense could exceed it. He stated the Borough has cut hours but as far as coverage, it's still there and if they need to go over it the Borough would pay extra for it. Ms. Auxt indicated she has a conversation with the police, and they stated they rarely go over it. Vice President Fawber indicated to Ms. Auxt she was more than welcome to go to the Borough Office and look at the bills. He also stated she was more than welcome to join Council; we could use new people. Council Member Tucker stated one of the reasons they reduced hours was they weren't needed, and that it wasn't about coverage. Ms. Auxt stated it's totally out of touch with reality with reducing police presence in the Borough and as a resident of East York Street and the out of control situation that is there that needs to be reined in; part of this involves having a police present. Vice President Fawber stated that is not going to change even if the Borough adds other hours. He stated the Borough is not going to have a person sit and monitor how many trucks go up and down. Ms. Auxt stated that wasn't what she was asking for. Vice President Fawber stated according to her 57 emails, that was exactly what she was asking for. He indicated the Borough is doing something about the trucks and only have the ability to monitor certain things; if 1,000 cars go up that road, there is technically nothing the Borough can do. It's a road that taxpayers pay for. Ms. Auxt stated she was talking about the speeding issues and overweight commercial/construction vehicles, that the Borough isn't prioritizing funds so that ordinances that are in place can be enforced. President Kelley thanked Ms. Auxt for her time.

CORRESPONDENCE

There was none.

MAYOR'S REPORT

Mayor Richardson congratulated the town and DABA for attending the Light-Up night and thanked them for a nice job of decorating the tree.

He also thanked Jeff Griffin for his 20 years of serving on Borough Council and for all he did for the Borough of Dillsburg.

PRESIDENT'S REPORT

President Kelley indicated 2019 closes in a few weeks and an end of an era for Jeff Griffin with 20 years of serving on Borough Council and welcomes Chris Del Vecchio.

She stated the Tree Lighting was a success. She mentioned the Holiday/Volunteer gathering was set for tomorrow and everyone should bring a donation for New Hope Ministries.

She wished everyone a Merry Christmas a Happy New Year.

She mentioned NYCFR would be escorting Santa around town on Friday beginning at 4:30 pm.

COMMITTEE REPORTS

Public Works Committee

Neither Council Member Ryder nor Council Member Tucker had anything to report.

Public Safety Committee

- A. Discuss/Take Action – Volunteer Fire Company's Workers Comp Insurance – Vice President Fawber stated the Borough must pay for the Workers Compensation Insurance covering the Northern York County Fire Rescue. The premium is based upon the population served, which consists of more than the actual Dillsburg Borough residents. Neighboring municipalities are also in need of the services provided by Northern York County Fire Rescue and their served population is included in the total population for the Workers

Compensation premium. Dillsburg Borough intends to sign an agreement with every municipality that requires service from Northern York County Fire Rescue requiring their portion of the premium be paid in full to Dillsburg Borough. Vice President Fawber moved to authorize the Council President to sign any and all these Municipal Workers Compensation Insurance premium agreements. Motion was seconded by Council Member Gaffney. – Motion carried.

Administration Committee

- A. Discuss/Take Action – Resolution 2019-12 -2020 Appointments – Council Member Griffin stated the Borough of Dillsburg needs persons who are willing to serve their community. Each year Council reviews for any upcoming openings on Committees and Authorities that serve the Borough and considers appointments for those positions. Council would like to recognize people who have responded to the need for volunteers and appoint those persons to serve by adopting Resolution 2019-12. Council Member Griffin moved to adopt Resolution 2019-12 appointing the following to serve the Borough of Dillsburg:
1. Timothy Keirn to a one-year term on the Vacancy Board (01/01/20 – 12/31/20)
 2. Jeffrey Beitzel to a three-year term on the Zoning Hearing Board (01/01/20 - 12/31/22)
 3. Kristin Omlor to a three-year term on the Logan Park Authority Board (01/01/20 – 12/31/22)
 4. Beth Aughenbaugh to a two-year term on the Zoning Hearing Board (01/01/20 - 12/31/21)
 5. R. Brian Radcliffe to a five-year term on the Planning Commission Board (01/01/20 – 12/31/24)
- Motion was seconded by Council Member Gaffney. – Motion carried.
- B. Discuss/Take Action –2020 Final Budget – Council Member Gaffney stated the 2020 Proposed Budget was reviewed and adopted by Council at the November 12th Council Meeting and was put on public display between November 13th and today. Further review and discussion resulted in no major changes. The final budget consists of Total Estimated Revenues of \$1,105,860.00 and Total Estimated Expenses of \$1,105,150.00 and a one half-mill real estate tax increase (from 2.37 to 2.87...\$50.00 increase/\$100,000.00). While real estate tax income in the Borough has been relatively the same since 2006, expenses, because of inflation and new government programs and laws, have increased. In 2006, the Borough spent about \$4,000.00 on stormwater. It is estimated that the Borough will spend over \$35,000.00 in 2020 because of the new government’s MS4 regulations and Chesapeake Bay program and more regulations and requirements are to come. Worker’s Comp insurance has increased over the years because of additional benefits and changed calculations per the government. There is talk about adding even more benefits and additional reasons that would be considered under Workers Comp Insurance which will again increase fees. It has recently been discovered that the Borough’s aged stormwater system is in need for some major upgrades. The Borough must complete over \$60,000.00 of those upgrades next year. As for inflation, it has affected most of the expenses necessary to run the Borough (like oil, gas, electricity, postage, etc.). These are just a few of the increases to the Borough. Council Member Gaffney moved to adopt the 2020 Budget for the Borough of Dillsburg as presented with projected Revenue of \$1,105.860.00 and projected Expenses of \$1,105.150.00 and a one half-mill real estate tax increase. (from 2.37 to 2.87 - \$50.00 increase/\$1000,000.00). Motion was seconded by Council Member Griffin. – Motion carried.
- C. Discuss/Take Action – Ordinance 2019-2 – The Tax Ordinance for 2020 - Council Member Gaffney 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 2020 rates will be: Real Estate - 2.87 mills and Occupation Assessment Tax - 1200 mills. Council Member Gaffney moved to adopt Ordinance 2019-2 fixing 2020 tax rates for the non-exempt real property at 2.87 mills and the occupational assessment at 1200 mills. Motion was seconded by Council Member Griffin. – Motion carried.
- D. Discuss/Take Action – 2020 Pet Permits - Council Member Griffin 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 fowls outdoors. Jill Janney of 220 South Baltimore Street, Kyle Leister of 100 South Second Street, Zachary Heikes of 14 South Second Street, Melissa Krumrine of 121 Gettysburg Street, Jackie and Minsoo Yoon of 21 Pheasant Ridge Road, John and Crystal Patterson of 7 Wayside Court, Paige Donato of 145C South Second Street, Renee King-Cunningham and Kevin Cunningham of 111 Gettysburg Street, Mark & Lisa Johnson of 101 Hollow Lane 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 and Secretary have reviewed the applications and has found everything in order. Council Member Griffin moved to approve the applications as submitted and authorize the Borough Secretary to notify the applicants of the approvals and process the permits with an expiration date of December 31, 2020. Motion was seconded by Council Member Gaffney. – Motion carried.

OLD BUSINESS

There was none.

NEW BUSINESS

Council Member Ryder reminded everyone about the Colonial Candlelight Christmas Service at the Old Monaghan Church beginning at 7:30 pm, this event is free and open to the public.

Council Member Ryder thanked Jeff Griffin for his service.

Council Member Griffin stated since all employees have worked to maximize income and to keep expenses to a minimum, Council approved incentive payments to our employees in the amounts discussed at the executive session on Tuesday, December 3, 2019.

ADJOURNMENT

Since there was no further business, Council Member Griffin moved to adjourn the regular meeting. Motion was seconded by Council Member Ryder. – Motion carried. The regular meeting was adjourned at 7:47 pm.

Respectfully Submitted,

Debbi L. Beitzel

Debbi Beitzel
Borough Secretary

cc: Borough Council Members
Mayor Richardson
Tim Knoebel
Mark Allshouse