

DILLSBURG BOROUGH COUNCIL MEETING
December 14, 2021 – MINUTES
7:00 PM

The Dillsburg Borough Council held their monthly business meeting at the Dillsburg Borough Office on the above-mentioned date. Council Members attending were President Holly Kelley, Charles Deeble, Chris Del Vecchio, Isaac Tucker, and Mike Gaffney. Council Member Dave Baldwin joined the meeting via facetime. Also, present were Mayor John Richardson, Borough Manager Karen Deibler and Borough Secretary Debbi Beitzel. Vice President Matt Fawber, the Borough Solicitor and the Borough Engineer weren't present.

The following visitors were present: Chief Thomas Wargo from Carroll Township Police Department, Hector Morales from NYCFR, Mary Lou Bytof from the Dillsburg Banner, Kelly Falck from Dillsburg Heart & Soul, and Dillsburg Borough Residents Jennifer Gaffney and Patrick Wolfkill.

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 Gaffney moved to approve the agenda as presented. Council Member Deeble seconded the motion. - Motion carried.

APPROVAL of the MINUTES

November 1, 2021, Committee Meeting – Council Member Gaffney moved to approve the Committee Meeting minutes of November 1, 2021, as amended. Council Member Del Vecchio seconded the motion. - Motion carried.

November 9, 2021, Council Meeting – Council Member Gaffney moved to approve the Council Meeting minutes of November 9, 2021, as presented. Council Member Baldwin seconded the motion. - Motion carried.

DEPARTMENT REPORTS

Police Department Report

Chief Wargo reviewed the November 2021 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 2021, there were 228 calls for service, for a year-to-date total of 2,154. There were seven traffic accidents in November 2021, for a year-to-date total of 64 and the officers issued 43 traffic citations in November 2021, for a year-to-date total of 234.

Manager Deibler asked what a customer problem was. Chief Wargo indicated its when a customer is causing a problem at a business.

Council Member Tucker indicated a gentleman fell on the sidewalk at Quay Park and was surprised no one showed up for 25 minutes. He asked if this was odd. Chief Wargo stated not

necessarily, because since COVID they stopped responding to ambulance calls unless they were needed. They could have also been on another call.

President Kelley indicated the Borough is sending out a snow letter describing where they should park, the 36" sidewalk path and the enforcement of such. She asked Chief Wargo if he had any issues with enforcing the Borough's ordinances. Manager Deibler indicated it was talked about that the Borough handle this and call the tow company, but our attorneys said the Borough can't because it's a motor vehicle on a public street, therefore the police have to call. Chief Wargo indicated it comes down to if we are available. Manager Deibler stated currently the officers try to locate the people and then ask them to move their vehicles, she indicated she is tired of that because the people who do follow the rules are upset. Chief Wargo disagrees, he thinks the best thing to do is to run the tags and try to locate the people and ask them to move their vehicles. President Kelley stated it's great when the residents follow the rules and move their vehicles, for those that don't and if they are home can move them when they are contacted by the police officers, those that are unable to be located is when the officers have to intervene and call the towing company. Manager Deibler indicated she feels that if they are towed, they might think twice about it the next time. The attitude is that the police aren't going to have it towed away anyways.

Ambulance Service Report

No one was present nor was a report provided for the month of November 2021.

Fire Company Report

Hector Morales reviewed the November 2021 report with Council and Mayor. He indicated for the month of November 2021, there were 49 for a year-to-date total of 505. For the month of November there were six calls in the Borough, for a year-to-date total of 80.

He indicated last month they held a bus rescue class, they attended Mr. William Ryder's funeral, they took Santa around Dillsburg and are preparing for Pickle drop.

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 2021 were \$79,951.15. The Profit & Loss Budget vs. Actual Detail Report and a Cash Flow Report were also given to each Council Member and Mayor. Council Member Gaffney moved to approve the payment of all bills as presented in the amount of \$79,951.15 pending audit approval. Council Member Del Vecchio seconded motion. - Motion carried.

Planning Commission Report

There was no representative present.

Dillsburg Area Authority

There was no representative present.

Community Groups

There were no community groups present.

Solicitor's Report

The Borough Solicitor wasn't present but did provide the Council and Mayor with an invoice for services provided in November 2021.

Engineer's Report

Engineer Knoebel wasn't present but did provide the Council and Mayor with an invoice for services provided in November 2021.

Tax Collector Report

Debbi Beitzel provided the Council and Mayor with a written report for November 2021.

Borough Staff Report

Manager Deibler provided the Council and Mayor with a written report for November 2021.

PUBLIC COMMENT

Kelly Falck from the Dillsburg Heart & Soul. They are a community group dedicated to finding out what people love about the Northern area and what they might hope to see happen here in the future. They have no political agenda, they are just here to listen and ask questions, gather all the information together and then find the common themes and values and turn it back over to the community. She was hired back in January 2021 to be the project coordinator. They are funded through the South Mountain Partnership and their local sponsor is the Dillsburg Arts Council. They attend many community events in the area. She presented posters with the results of the two questions. She indicated they have a team of about 10-12 and on February 6, 2022, they will hold a community summit at the high school to discuss more of the data that was collected.

President Kelley asked how they solicit members. Ms. Falck indicated everyone is welcome and they are on social media.

President Kelley asked where the funding comes from to hire more people. Ms. Falck indicated the funding comes from the South Mountain Partnership, who gave them a grant. She is the only paid person on the team. President Kelley asked if the school district is giving them any funding. Ms. Falck stated no, but they have allowed us to go into the classrooms.

President Kelley asked when they develop the questions to ask the people in the community, how many questions are you asking and how did you adapt the questions differently for the adult population. Ms. Falck indicated for the elementary kids they ask two questions, what do they love and what do they hope to see, which are the two main questions they ask everyone. For the longer interviews, they ask five questions, the two main ones, then how long have you lived here, what brought you here and what would you miss if you left here.

President Kelley asked who has accessed to the data and who keeps the data. Council Member Tucker stated anyone can get access. Ms. Falck indicated she keeps the data.

CORRESPONDENCE

There was none.

MAYOR'S REPORT

Mayor Richardson had nothing to report.

PRESIDENT'S REPORT

President Kelley thanked Council Member Gaffney for his services on Council.

COMMITTEE REPORTS

Public Works Committee

- A. Discuss/Take action – Partial Payment for New Building - Council Member Tucker stated in January of 2021, the Borough contracted Gordian, a cooperative purchasing network, for a price proposal. The proposal was \$2,444,176.25. Council reviewed the proposal and agreed that the price proposal is complete and fair. Council accepted the proposal and signed a contract with Lobar Associates to perform the work. A request for a third partial payment has been received by the Borough in the amount of \$285,971.93 for sitework, concrete and masonry work, and electrical work. Council Member Tucker moved to authorize that a partial payment in the amount of \$285,971.93 for sitework, concrete and masonry work, and electrical work be paid. Council Member Del Vecchio seconded the motion. – Motion carried.

Public Safety Committee

Council Member Baldwin had nothing to report.

Administration Committee

- A. Discuss/Take action – 2022 Pet Permits - Council Member Deeble 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, Zachary Heikes of 14 South Second Street, Jackie and Minsoo Yoon of 21 Pheasant Ridge Road, John and Crystal Patterson of 7 Wayside Court, Renee King-Cunningham and Kevin Cunningham of 111 Gettysburg Street, Mark & Lisa Johnson of 101 Hollow Lane, Louie DeNofrio of 10 East Harrisburg Street, Ralph and Bonnie Sadler of 251 Harrisburg Pike, and Nichole Bartlett of 100 Chalet Avenue 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 Deeble 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, 2022. Council Member Gaffney seconded the motion. – Motion carried.
- B. Discuss/Take Action – Resolution 2021-7 - 2022 Fee Schedule – Council Member Gaffney 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 Borough's charges at low rates and all the Borough's fees and charges will stay at 2020 rates. There are a few increases to the contracted inspection fees. Council Member Gaffney moved to adopt Resolution 2021-7 establishing the Borough Fee Schedule as of January 1, 2022. Council Member Deeble seconded the motion. – Motion carried.
- C. Discuss/Take Action – 2022 Final Budget – Council Member Deeble stated the 2022 Proposed Budget was reviewed and adopted by Council at the November 9th Council Meeting and was put on public display between November 10th and today. Further reviewed and discussion resulted in no major changes. The Final Budget consists of Total Estimated Revenues of \$1,316,810.00 and Total Estimated Expenses of \$1,316,135.00. Expenses include

contributions of \$21,750.00, streetlight fees of \$57,500.00, road work expenses of \$79,800.00 and \$313,775.00 in expenses for Public Safety. This Final Budget will not create a necessity for a real estate or occupational assessment tax increase. The 2022 Budget is now ready for adoption at this time. Council Member Deeble moved to adopt the 2022 Final Budget for the Borough of Dillsburg as presented with projected Revenue of \$1,316,810.00 and Total Estimated Expenses of \$1,316,135.00. Council Member Gaffney seconded the motion. – Motion carried.

- D. Discuss/Take Action – Resolution 2021-9 - Appointing Auditor – Council Member Gaffney stated as Council Members are aware, the Borough appoints an Auditor each year to independently audit all Borough Accounts. Resolution 2021-9 was developed to appoint Kochenour, Earnest, Smyser and Burg of York, Pennsylvania as the Auditor for the Borough of Dillsburg for the fiscal year 2022. Council Member Gaffney moved adopt Resolution 2021-9 appointing the Auditor for the fiscal year 2022. Council Member Deeble seconded the motion. – Motion carried.
- E. Discuss/Take Action – Resolution 2021-10 - 2022 Appointments – Council Member Deeble 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 2021-10. Council Member Deeble moved to adopt Resolution 2021-10 appointing the following to serve the Borough of Dillsburg:
1. Lisa Richardson to a one-year term on the Vacancy Board (01/01/22 – 12/31/22)
 2. Greg Wonders to a three-year term on the Zoning Hearing Board (01/01/22 - 12/31/24)
 3. Beth Aughenbaugh to a four-year term on the Planning Commission Board (01/01/22 - 12/31/25)
 4. Heidi Tucker to a four-year term on the Zoning Hearing Board (01/01/22 – 12/31/25) as Alternate.
- Council Member Gaffney seconded the motion. – Motion carried.
- F. Discuss/Take Action – Ordinance 2021-3 – The Tax Ordinance for 2022 - Council Member Gaffney stated each year the Borough enacts a Tax Ordinance fixing the tax rates for Real Estate and Occupation Assessment Taxes for the coming year. The 2022 rates will be: Real Estate - 2.87 mills and Occupation Assessment Tax - 1200 mills. Council Member Gaffney moved to adopt Ordinance 2021-3 fixing 2022 tax rates for the non-exempt real property at 2.87 mills and the occupational assessment at 1200 mills. Council Member Deeble seconded the motion. – Motion carried.

OLD BUSINESS

Manger Deibler provided the addresses for those that signed up for the door decorating contest to Council and Mayor.

Manger Deibler indicated the carpet and paint samples, and furniture catalogs were available for Council to look at.

NEW BUSINESS

Hector Morales indicated they will be having special speakers coming to the steering committee in January.

ADJOURNMENT

Since there was no further business, Council Member Gaffney moved to adjourn the regular meeting. Motion was seconded by Council Member Tucker. – Motion carried. The regular meeting was adjourned at 7:43 pm.

Respectfully Submitted,

Debbi L. Beitzel

Debbi Beitzel
Borough Secretary

cc: Borough Council Members
Mayor Richardson
Tim Knoebel
Salzman Hughes, PC