

DILLSBURG BOROUGH COUNCIL MEETING
January 8, 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, Dave Baldwin, Mike Gaffney, Jeff Griffin, Isaac Tucker and Mark Ryder. Also present were Mayor John Richardson, Borough Manager Karen Deibler and Borough Secretary Debbi Beitzel. Borough Engineer Tim Knoebel and Solicitor Mark Allshouse weren't present.

The following visitors were present: Chief Wargo from the Carroll Township Police Department, Carla Snyder from NYCFD, Mary Lou Bytof from the Dillsburg Banner, Planning Commission Representative Allen Reeves, Chris Hoover from Hoover Engineering, Doug Riley, Ron Lucas, Sam McKinney, Greg Weaver, Greg Wonders, Christine Demas, Lisa Horton, Mike Lintal, Murray Small and Mr. & Mrs. William Cook from NYCHAPS, Senator Mike Regan, William Sieg from Sen. Regan's office, Delvyn Cunningham and Dillsburg Borough Residents Jim Burgess and Larry Klase.

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

APPROVAL of the MINUTES

December 4, 2018 Committee Meeting – Council Member Griffin moved to approve the Committee Meeting minutes of December 4, 2018. Motion was seconded by Council Member Ryder. – Motion carried.

December 11, 2018 Council Meeting – Council Member Griffin moved to approve the Council Meeting minutes of December 11, 2018. Motion was seconded by Vice President Fawber. – Motion carried.

DEPARTMENT REPORTS

Police Department Report

Chief Wargo reviewed the December, 2018 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 December 2018, there were 71 calls for service, for a year-to-date total of 1,344. There were five (5) traffic accidents in December 2018, for a year-to-date total of 95 and the officers issued a total of 11 traffic citations in December 2018, for a year-to-date total of 238.

President Kelley stated she was looking over the overtime report. She indicated the Borough always tries to have the Trick-or-Treat event night the same time other municipalities does and asked if this was better or worse for the officers. Chief Wargo indicated having it the same day makes it easier for scheduling the officers.

President Kelley asked if there were any issues with the Pickle Drop. Chief Wargo indicated they had no problems. He stated you couldn't see the fireworks because of the fog, and everyone was gone by 12:30pm. He indicated they had one intoxicated woman on Gettysburg Street, and she was taken to the hospital.

Ambulance Service Report

No one was present but a report was provided for the month of December, 2018 to the Council and Mayor.

Fire Company Report

Northern York County Fire Rescue (Station 15) – Carla Snyder reviewed the December, 2018 report with Council and Mayor. She indicated for the month of December 2018, there were 32 calls for a year-to-date total of 564. There were 89 calls in the Borough for the year.

She indicated in the month of December, they did the Santa Run, the Pickle Drop and brought Santa to the Christmas Tree Lighting.

She indicated on January 31, 2019, they are hosting an advanced training class for mass casualties called “Stop the Bleed”. They are also having their annual blood donor packaging training before their company meeting, which is a requirement.

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 December 2018 were \$62,919.05. 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. Motion was seconded by Council Member Griffin. President Kelley and Council Member Baldwin abstained. - Motion carried.

Planning Commission Report

Allen Reeves reported on the December 19, 2018 meeting. He indicated they reviewed a sketch plan for the Dusan Bratic property along Route 15 for the relocation of the Ace Hardware Store. There has been considerable effort on their site plan. There are three entrances being proposed on the plan; one from Second Street, one from Beaver Street and the other from Route 15. PC Chairman Reeves stated they will be relocating the existing entry at the office building and then shift it and use a combined entry off of Route 15. He indicated the plan was just a preliminary look to see if the PC liked the idea.

PC Chairman Reeves indicated they reviewed the NYCHAPS plans, which is before the Council tonight.

Dillsburg Area Authority

There was no representative present.

Community Groups

There were none present.

Solicitor’s Report

Solicitor Allshouse wasn’t present but did provide the Council and Mayor with a report for services provided in December, 2018.

Engineer’s Report

Engineer Knoebel wasn’t present but did provide the Council and Mayor with an invoice for services provided in December, 2018

Tax Collector Report

Debbi Beitzel provided the Council and Mayor with a written report for taxes paid in December, 2018.

Borough Staff Report

Manager Deibler provided the Council and Mayor with a written report for December, 2018.

PUBLIC COMMENT

James Burgess, 116 Greenbriar Lane, reviewed the doorbell truck data with Council and Mayor. He indicated he had eight days' worth of data (the week of December 10th and the first three days of January) there were 102 dump trucks. The average was 12 dump trucks per day. The highest number of trucks since he started collecting the data was on January 2nd with a total of 29 dump trucks. He indicated he started collecting the data back in 2018 and for those 21 days in 2018, there were 152 dump trucks and the average was seven per day.

CORRESPONDENCE

There was none.

MAYOR'S REPORT

Mayor Richardson had nothing to report.

PRESIDENT'S REPORT

President Kelley stated she hoped we would skip over winter and go straight to spring.

COMMITTEE REPORTS

Public Works Committee

- A. Discuss/Take Action – Rogele Payment for Gettysburg Street - Council Member Ryder stated in April of 2017 the Borough entered into an intergovernmental cooperation agreement and in August 2017 entered into a Memorandum of Understanding with DAA for the joint road work maintenance of Gettysburg Street. This afternoon, the Borough received payment requests from Rogele Inc. for work done between October 26, 2018 and November 30, 2018 in the amount of \$103,721.64. Council Member Ryder moved to table this request until Council has time to carefully review the invoice and have any questions answered. Motion was seconded by Council Member Tucker. – Motion carried.
- B. Discuss/Take Action – NYCHAPS Lot 2 Subdivision/Land Development Waiver Request - Council Member Ryder stated at the January, March and December 2018 Planning Commission Meetings it was decided that NYCHAPS should request a waiver from Dillsburg Borough Council which will need to be reviewed and voted on. NYCHAPS has requested in writing 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 Ryder moved to approve the NYCHAPS 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 Tucker. – Motion carried.
- C. Discuss/Take Action – Discussion/Approval of Preliminary/Final Reverse Subdivision & Land Development Plan – NYCHAPS Lot 2 - Council Member Tucker stated the Preliminary/Final Reverse Subdivision and Land Development Plan for NYCHAPS for their second property located at 250 N. Rte. 15 was submitted to the Borough of Dillsburg. The Plans were reviewed by the Borough Planning Commission and it was recommended that Council conditionally approve the combined Preliminary/Final Lot 2 Land Development and Reverse Subdivision Plan from NYCHAPS. Recording of the Plan will not occur until all comments are met.

Planning Commission Comments:

Zoning Ordinance Comments (27)

(Comments of the engineer regarding zoning are subject to review or interpretation of the Zoning Officer and Borough Solicitor.)

1. Sheet 7 contains the lighting plan. There are 0.5 foot-candles of illumination shown at the southern property line. The Ordinance limits illumination to no more than 0.25 foot-candles off the property line. (509.2.D(2)(d))
2. Relative to Use, the prior plan showed Vendor areas to be used for the Dillsburg Farmers Market. The revised plan does not show the same Vendor areas however the Farmer's Market is used in part as a basis for calculation of required parking spaces. The plan should clarify the proposed use. - ** Engineer Hoover stated that there will not be additional permanent spots of any kind (stone, cement pad, brick, etc.) on the NYCHAPS property.
3. The plan proposes to combine 2-lots of differing zoning designation. The Borough should have its Solicitor review and comment relative to the Zoning & Subdivision Ordinance requirements. (303) - **A Deed of Consolidation is needed which notes the two (2) distinct zoning areas and is subject to the review and approval of the Borough Solicitor.
4. Additional Screening should be provided along the south side of the proposed Parking Lot at a minimum to extend beyond the end of the RU zoning property to the south. (474.E, 474.F)

Subdivision Ordinance Comments

5. The following waivers to the Subdivision & Land Development Ordinance have been requested;
 - a. 403 – the requirement to submit a separate Preliminary Plan - **Completed.
6. York County Planning reviewed the initial plan submission dated January 3, 2018 in which the proposed development was on a lot separate and distinct from the Tavern property. We had previously commented that York County should be consulted to determine if they are required to review the revised plan due to the proposed change in lot configuration. (404.P) – ** York County will review. York County comments must be taken into account by NYCHAPS and Council must take comments into consideration before final approval.
7. Plan signatures, professional seals, and owner's acknowledgments are required to be executed. (402.A.6, 404.M)
8. A Traffic Impact Study or Analysis is required in accordance with Section 402.A(21) and per Condition Number 10 of the PennDOT Highway Occupancy Permit issued for the existing Joint Access Driveway. An updated TIS/TIA should be provided to account for the proposed additional traffic or sufficient documentation from PennDOT indicating that this condition is not applicable or has been satisfied and that no studies are required. (402.A(21) - **Satisfied.
9. Approval of the Erosion Control Plan by York County Conservation District. (403.D(4))

10. Approval of Dillsburg Area Authority for proposed water and sewer. (503) - ** Formal written documentation required from Dillsburg Area Authority.
11. Bonding of the related improvements is required along with any applicable security/development agreement required by the Solicitor. An estimate should be provided for review. (404.N) - ** Received January 3, 2019.
12. A note reflecting the requirements of Section 405.E should be placed on the plan.

Stormwater Management Comments

13. From review of the revised stormwater management plan and report we note the following:
 - a. Demonstrate that the spillway is designed to convey the 100-year storm. - **See revised Storm Water Plan dated October 30, 2018.
 - b. Show elevations that water is to flow around the Distillery Building and into the storm pond. - **See revised Storm Water Plan dated October 30, 2018.
 - c. There is a 3:1 slope leading into the storm pond immediately along the sidewalk. A barrier/fence may be desirable for safety of visitors. - **See revised Storm Water Plan dated October 30, 2018.
 - d. An O & M Agreement will need to be executed and recorded with the plan. - **Received January 3, 2019.

York County Conservation District Comments

14. ** York County Conservation District comments must be taken into account by NYCHAPS and Council must take comments into consideration before final approval.

Council Member Tucker moved to approve the Preliminary/Final Reverse Subdivision/Land Development Plan for the NYCHAPS Lot 2 subject to the conditions as outlined above and completion of all outstanding items required by other agencies, such as DAA, YCPC, York Conservation, etc. Dillsburg Borough Council will sign the plan for recording only after all conditions have been met and all other signatures have been obtained. Motion was seconded by Council Member Ryder. President Kelley indicated once all the outstanding items are checked off and satisfied Council will sign the plan and move forward – Motion carried.

Public Safety Committee

- A. Discuss/Take Action – 2019 Fire Police Authorization – Vice President Fawber stated Dillsburg Area 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. Vice President Fawber moved to authorize the Dillsburg Area Fire Police to voluntarily assist with traffic situations and concerns during, and pertaining only to, the following 2019 Dillsburg Borough events if requested and pre-approved by event sponsor: Dillsburg Youth

Baseball Parade, Picklefest, Memorial Day Parade, Annual Tree Lighting and Pickle Drop. Motion was seconded by Council Member Baldwin. – Motion carried.

Administration Committee

Neither Council Member Griffin nor Council Member Gaffney had anything to report.

OLD BUSINESS

There was none.

NEW BUSINESS

There was none.

ADJOURNMENT

Since there was no further business, Vice President Fawber moved to adjourn the regular meeting. Motion was seconded by Council Member Ryder. – Motion carried. The regular meeting was adjourned at 7:22 pm.

Respectfully Submitted,

Debbi L. Beitzel

Debbi Beitzel
Borough Secretary

cc: Borough Council Members
Mayor Richardson
Tim Knoebel
Mark Allshouse