

**DILLSBURG BOROUGH COUNCIL MEETING**  
**November 10, 2020 – 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, Vice President Matt Fawber, Chris Del Vecchio, Mike Gaffney, Isaac Tucker and Mark Ryder. Council Member Dave Baldwin joined the meeting via Facetime. Also present were Mayor John Richardson, Borough Manager Karen Deibler and Borough Secretary Debbi Beitzel. Borough Engineer Tim Knoebel and Solicitor Mark Allhouse weren't present.

The following visitors were present: None.

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

Vice President Fawber moved to approve the agenda as presented. Motion was seconded by Council Member Ryder. – Motion carried.

APPROVAL of the MINUTES

October 6, 2020 Committee Meeting – Vice President Fawber moved to approve the Committee Meeting minutes of October 6, 2020 as presented. Motion was seconded by Council Member Tucker. – Motion carried.

October 13, 2020 Council Meeting – Vice President Fawber moved to approve the Council Meeting minutes of October 13, 2020 as presented. Motion was seconded by Council Member Tucker. – Motion carried.

DEPARTMENT REPORTS

Police Department Report

Chief Wargo wasn't present but did provide the October 2020 Dillsburg Borough Police Report with Council and Mayor.

Council Member Tucker asked if there were any issues with Trick-or-Treat. President Kelley stated none that she was made aware of.

Ambulance Service Report

No one was present but a report was provided for the month of September 2020.

Fire Company Report

No one was present but a report was provided for the month of October 2020.

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 October 2020 were \$50,887.50. 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 \$50,887.50 pending audit approval. Motion was seconded by Council Member Tucker. - Motion carried.

Planning Commission Report

Manager Deibler indicated they did meet but tabled the plan from Bob Ruth Ford until November 18th. President Kelley asked what they were doing. Manager Deibler stated they are going to extend the Miller building and make it a second repair shop.

Dillsburg Area Authority

There was no representative present.

Community Groups

There were no community groups present.

Solicitor's Report

Solicitor Allshouse wasn't present but did provide an invoice for services provided in October 2020 to the Council and Mayor.

President Kelley asked if they would see Solicitor Allshouse anymore. Manager Deibler stated he was asked to come to the December meeting.

Vice President Fawber asked if the interview with the solicitors went well and if they felt comfortable with them. President Kelly indicated it was extremely helpful having them in person answering questions; it was a natural conversation. They were personable, responsive to the questions and they have a depth of personnel behind them.

Engineer's Report

Engineer Knoebel wasn't present but did provide an invoice for services provided in October 2020 to the Council and Mayor.

Council Member Baldwin asked what Winfield charge was for. Manager Deibler indicated someone wanted to talk about possibly buying the Winfield property. The charge was reimbursed to the Borough by the interested party.

Tax Collector Report

Debbi Beitzel provided the Council and Mayor with a written report for October 2020.

Borough Staff Report

Manager Deibler provided the Council and Mayor with a written report for October 2020.

President Kelley asked if there were any updates with the Pickle Committee. Manager Deibler indicated they meet but can't have anything regarding the Pickle Drop because the school and church are closed to them. President Kelley asked if there were any projections as to what May will bring. Manager Deibler indicated they are planning on it.

PUBLIC COMMENT

There was none.

CORRESPONDENCE

There was none.

MAYOR'S REPORT

Mayor Richardson indicated he performed a wedding.

## PRESIDENT'S REPORT

President Kelley indicated she received the approval permit from PennDOT to hold the Light-up Night event. She stated they will decorate the tree the Sunday after Thanksgiving.

## COMMITTEE REPORTS

### Public Works Committee

Neither Council Member Tucker nor Del Vecchio had anything to report.

### Public Safety Committee

- A. Discuss/Take Action – Resolution 2020-8 – Animal Control Officer & Shelter - Vice President Fawber stated as Council Members are aware, the Borough of Dillsburg must provide for animal control services to ensure the safety, health and welfare of its residents and must also provide for the shelter and care of stray and/or injured or abused animals in the Borough. For 2021, the charge stayed the same for the SPCA for a total of \$1,320.46. Michelle Klugh, of Klugh Animal Control Services located in York, PA was appointed the Borough Animal Control Officer last year and has provided excellent service to the Borough. Vice President Fawber moved to adopt Resolution 2020-8 reappointing Michelle Klugh of Klugh Animal Control Services located in York, PA, as the Animal Control Officer and the SPCA of York County, located in York, PA, as the Animal Shelter for the Borough of Dillsburg in 2021. Motion was seconded by Council Member Baldwin. – Motion carried.

### Administration Committee

- A. Discuss/Take Action – Resolution 2020-7 - 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 2020-7 was developed to appoint Kochenour, Earnest, Smyser and Burg of York, Pennsylvania as the Auditor for the Borough of Dillsburg for the fiscal year 2021. Council Member Gaffney moved adopt Resolution 2020-7 appointing the Auditor for the fiscal year 2021. Motion was seconded by Council Member Ryder. – Motion carried.
- B. Discuss/Take Action - Resolution 2020-10 – 2021 Meeting Schedule - Council Member Ryder stated as Council Members are aware, each year we develop a Meeting Schedule for the coming year and adopt the Schedule by Resolution. The Schedule of Meetings is distributed and advertised in the local newspaper. Please note that all meetings will be held in the Dillsburg Borough Office, 151 South Baltimore Street. Council Member Ryder moved to adopt Resolution 2020-10 setting the 2021 meeting schedule for the Borough of Dillsburg. Motion was seconded by Council Member Gaffney. Council Member Baldwin asked if there would be any consideration in making the Committee Meeting and the Council Meeting begin at 6:30 pm. It was agreed to just let them as they are. – Motion carried.
- C. Discuss/Take Action – Resolution 2020-11 - 2021 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 2020-11 establishing the Borough Fee Schedule as of January 1, 2021. Motion was seconded by Council Member Ryder. – Motion carried.
- D. Discuss/Take Action –2021 Proposed Budget – Council Member Ryder stated the 2021 Proposed Budget has been prepared and was reviewed by Council at their recent Committee Meeting. The Proposed Budget consists of Total Estimated Revenues of \$1,139,160.00 and Total Estimated Expenses of \$1,138,735.00. Expenses include contributions of \$21,750.00, streetlights fees of \$47,500.00, road work expenses of \$78,300.00 and \$310,725.00 in expenses for Public Safety. This proposed budget will not create a necessity for a real estate or occupational assessment tax increase. The 2021 Proposed Budget will be placed on public display from now until the December 8, 2020 Council Meeting at

which time formal action by Council will be taken. Council Member Ryder moved that the 2021 Proposed Budget be approved and adopted as presented, and that any revisions be prepared for the 2021 Final Budget, to be voted on at the December 8, 2020 meeting of Borough Council. Motion was seconded by Council Member Gaffney. – Motion carried.

#### OLD BUSINESS

President Kelley asked how the phone calls were going in regard to the appointments. Manager Deibler indicated there still needs to be calls made because no one has told her anything different. President Kelly stated they need to know by the December workshop meeting, so we can vote on it before the end of the year.

Council Member Del Vecchio asked what the status was on the sidewalks and if we received any approval from PennDOT. Manager Deibler stated no.

Council Member Del Vecchio asked President Kelley how her pipe project was going. President Kelley stated good so far.

#### NEW BUSINESS

Manager Deibler stated the Borough received a letter from DEP stated they would like to send letters out to all the residents in our municipality and offer them free radon kits. She indicated all we had to do was to supply them with the addresses. President Kelley asked Manager Deibler if she felt the letter was well written. Manager Deibler stated yes.

Council Member Baldwin stated since all employees have worked to maximize income and to keep expenses to a minimum, he moved that Council provide incentive payments to our employees in the amounts discussed at the executive session on Monday, November 2, 2020. Motion was seconded by Vice President Fawber. – Motion carried.

Vice President Fawber asked if everything was in order with the gift cards for the volunteers. Manager Deibler stated she would get them and have them for the first committee meeting.

Council Member Tucker indicated he had a meeting with Eric Saunders, Director of New Hope, and they have clients (not in the Borough) that are currently living in tents and are looking for some temporary housing for them.

#### 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 7:30 pm.

Respectfully Submitted,

*Debbi L. Beitzel*

Debbi Beitzel  
Borough Secretary

cc: Borough Council Members  
Mayor Richardson  
Tim Knoebel  
Mark Allshouse