

DILLSBURG BOROUGH COUNCIL MEETING
November 9, 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, Vice President Matt Fawber, 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. The Borough Solicitor and the Borough Engineer weren't present.

The following visitors were present: Sergeant John Schreiner from Carroll Township Police Department, Carla Snyder from NYCFR, and Mary Lou Bytof from the Dillsburg Banner.

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

President Kelley added #17, Executive Session to discuss personnel, with no reason to come back into regular session. Vice President Fawber moved to approve the agenda as amended. Council Member Gaffney seconded the motion. - Motion carried.

APPROVAL of the MINUTES

October 5, 2021, Committee Meeting – President Kelley noted on the back page NUCHAPS should be NYCHAPS. Vice President Fawber moved to approve the Committee Meeting minutes of October 5, 2021, as amended. Council Member Tucker seconded the motion. - Motion carried.

October 12, 2021, Council Meeting – Vice President Fawber moved to approve the Council Meeting minutes of October 12, 2021, as presented. Council Member Baldwin seconded the motion. - Motion carried.

DEPARTMENT REPORTS

Police Department Report

Sergeant Schreiner reviewed the October 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 October 2021, there were 228 calls for service, for a year-to-date total of 1,926. There were fourteen traffic accidents in October 2021, for a year-to-date total of 57 and the officers issued 28 traffic citations in October 2021, for a year-to-date total of 191.

President Kelley asked if he knew what the six suspicious persons might have been or what constitutes a suspicious person. Sergeant Schreiner indicated someone in the neighborhood or someone lurking around a building that a person might not recognize. Sometimes they will encounter the person and other times they get there, and the person has already gone.

Council Member Tucker asked if there were any issues with Farmers' Fair. Sergeant Schreiner stated he didn't work it, but he didn't think so.

Ambulance Service Report

No one was present but a report was provided for the month of October 2021.

Fire Company Report

Carla Snyder reviewed the October 2021 report with Council and Mayor. She indicated for the month of October 2021, there were fifty calls for a year-to-date total of 456. For the month of October there were twelve calls in the Borough, for a year-to-date total of 74.

Carla Snyder indicated last month they were talking about the man hours that it takes for someone to start in the fire service to where they are actually able to go into a building and fight a fire. Their newest member Noah, who just started his last mod, which will give him permission to go into a burning building, is already at 105 hours.

She stated two weeks ago they had a SCBA refresher course, and it was a huge turnout. It was about four hours long. It was absolutely the best SCBA class they had in a very long time. They created a fantastic maze, where a person had to go through the maze totally blind folded and find a dummy/homeowner, then bring in another set of firefighters to bring the homeowner back out. Then there was another scenario where they had someone trapped under a bunch of chairs and they did a mayday and pulled them out. She stated everyone who attended really enjoyed themselves and it was good to practice in a controlled situation.

She indicated the bus rescue class started this evening, again on Thursday night and then Sunday will be when they actually will be cutting the bus. They invited everyone to attend. President Kelley asked what time the bus cut was because DEMA was holding a first aid event to attend. Ms. Snyder stated it was from 8am to 4pm.

Manager Deibler asked what the two investigations outside were. Ms. Snyder stated it depends, one of them was a just a loud noise that someone heard and the other one was smoke in the area. There was no smoke anywhere. Manager Deibler asked if someone calls 911 stating there was a loud noise, you have to respond. Ms. Snyder stated yes.

Ms. Snyder indicated she has a bill and had some questions. She asked if there was a set dollar amount in which they can submit bills to be paid. Manager Deibler indicated last year it was set up for \$15,000.00 of miscellaneous bills and then money towards the apparatus fund. Ms. Snyder submitted a bill in the amount of \$8,892.65 for the truck's annual aerial certification and inspection. Council Member Deeble asked if the bill could go towards the apparatus fund. Someone stated yes. Vice President Fawber moved to pay the fire truck bill out of the apparatus fund in the amount of \$8,892.65. Council Member Del Vecchio seconded the motion. – Motion carried.

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 2021 were \$59,097.07. 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 \$59,097.07 pending audit approval. Council Member Gaffney 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 and provided no services in October 2021.

Engineer's Report

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

Tax Collector Report

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

Borough Staff Report

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

PUBLIC COMMENT

President Kelley asked if there were any updates regarding the truck parking on West Church Street and North Second Street. Manager Deibler indicated they have been watching the situation.

CORRESPONDENCE

There was none.

MAYOR'S REPORT

Mayor Richardson indicated he presented a proclamation to the Lions Club and met with Cub Scout Troop #39. He mentioned to them in the future to become a Junior Council Person because it would look good on their resume.

PRESIDENT'S REPORT

President Kelley mentioned that they will be decorating the town Christmas Tree on Sunday, November 28th at 10:00am if anyone is interested in helping.

COMMITTEE REPORTS

Public Works Committee

- A. Discuss/Take action – Columbia Gas Agreement - Council Member Del Vecchio stated during the planning stage for the new building, it was agreed that natural gas would be the heat source. Columbia Gas provides natural gas services in the Borough. The gas lines must soon be installed. Council Member Del Vecchio moved to authorize Council President Kelley to

complete and sign the line extension agreement with Columbia Gas. Vice President Fawber seconded the motion. – Motion carried.

Public Safety Committee

- A. Discuss/Take action – Authorizing the submission of application for funding to FEMA – Vice President Fawber stated NEMA, DEMA, the ambulance service, and an emergency/support center will be part of the new Borough building. Things like generators, cots, chairs, tables, and other emergency equipment will be needed. Every year, FEMA provides Hazardous Mitigation Assistance Grants for municipalities to use for emergency services. Vice President Fawber moved to authorize the submission of application for funding through the FEMA Hazardous Mitigation Assistance Grant. Council Member Baldwin seconded the motion. – Motion carried.

Administration Committee

- A. Discuss/Take action – Fowl Permit - Council Member Deeble 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. Dianne and James Sloan of 10 S Second Street have applied for a permit 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 application and found everything in order. Council Member Deeble moved to approve the application 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, 2022, with the understanding that Council may withdraw a 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 a 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. Council Member Gaffney seconded the motion. – Motion carried.
- B. Review/Discuss – Ordinance 2021-2 - Amending Various Provisions of Chapter 27, entitled “Zoning” to provide for, among other things, definitional amendments, additional regulatory criteria for Medical Marijuana dispensaries, medical marijuana growers/processors and permitting hanging signs - Council Member Gaffney stated at this time there will be no discussion or vote on this ordinance. The Borough received comments from both York County Planning Commission and the Dillsburg Planning Commission. These comments should be addressed. The ordinance will be reviewed, amended, and re-advertised in the future.
- C. Review/Discuss – 2022 Proposed Budget – Council Member Deeble stated the 2022 Proposed Budget has been prepared and was reviewed by Council at their recent Committee Meeting. The proposed budget consists of Total Estimated Revenues of \$1,316,810.00 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 emergency services. This proposed budget will not create a necessity for a real estate or occupational assessment tax increase. The 2022 proposed budget will be placed on public display from now until the December 14, 2021, Council Meeting at which time formal action

by Council will be taken. Council Member Deeble moved that the 2022 proposed budget be approved and adopted as presented, and that any revisions be prepared for the 2022 final budget, to be voted on at the December 14, 2021, meeting of Borough Council. Council Member Gaffney seconded the motion. – Motion carried.

- D. Discuss/Take Action – Resolution 2021-8 – 2022 Meeting Schedule – Council Member Gaffney 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 meeting will be held at the Borough Office building. Council Member Gaffney moved to adopt Resolution 2021-8 setting the 2022 meeting schedule for the Borough of Dillsburg. Council Member Deeble seconded the motion. – Motion carried.

OLD BUSINESS

There was none.

NEW BUSINESS

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 listed in executive document 21. Motion was seconded by Vice President Fawber. – Motion carried.

ADJOURNMENT

Since there was no further business, Vice President Fawber moved to adjourn the regular meeting. Motion was seconded by Council Member Del Vecchio. – Motion carried. The regular meeting was adjourned at 7:34 pm.

Respectfully Submitted,

Debbi L. Beitzel

Debbi Beitzel
Borough Secretary

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