

DILLSBURG BOROUGH COUNCIL MEETING
June 14, 2022 – 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 Matt Fawber, Vice President Holly Kelley, Charles Deeble, Chris Del Vecchio, and Patrick Wolfkill. Council Member Dave Baldwin joined the meeting via facetime and Council Member Tucker joined the meeting by phone. Also, present were Mayor John Richardson, Borough Manager Karen Deibler and Borough Secretary Debbi Beitzel. The following people weren't present: Borough Solicitor and the Borough Engineer.

The following visitors were present: Carla Snyder from NYCFR and Mary Lou Bytof from the Dillsburg Banner.

The meeting was called to order by President Fawber at 7:00 PM followed by the Pledge of Allegiance to the flag and the invocation.

APPROVAL of the AGENDA

Vice President Kelley added to Item #15 New Business, Sidewalks and move Item #13, Administration Committee between 5 & 6. Council Member Baldwin moved to approve the agenda as amended. Council Member Del Vecchio seconded the motion. - Motion carried.

APPROVAL of the MINUTES

May 3, 2022, Committee Meeting – Council Member Wolfkill moved to approve the Committee Meeting minutes of May 3, 2022, as presented. Council Member Deeble seconded the motion. - Motion carried.

May 10, 2022, Council Meeting – Council Member Del Vecchio moved to approve the Council Meeting minutes of May 10, 2022, as presented. Council Member Baldwin seconded the motion. - Motion carried.

DEPARTMENT REPORTS

Police Department Report

The May 2022 Dillsburg Borough Police Report was provided to 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 May 2022, there were 177 calls for service, for a year-to-date total of 931. There were ten traffic accidents in May 2022, for a year-to-date total of 39 and the officers issued 14 traffic citations in May 2022, for a year-to-date total of 115.

Ambulance Service Report

No one was present but a report was provided for the month of May 2022 to Council and Mayor. President Fawber indicated Dwayne left him an email indicating there was going to be an issue not having a hose bib in their garage. There is one outside and they can use the wash bay in the shop area.

Fire Company Report

Carla Snyder thanked the Borough Council for all their continued support. She reviewed the May 2022 report with Council and Mayor. He indicated for the month of May 2022, there were 43 calls for a year-to-date total of 202. For the month of May there were seven (7) calls in the Borough, for a year-to-date total of 28.

Some events they participated in last month were, PickleFest, May Fair, the Memorial Day Parade, Touch-A-Truck, and every other Wednesday, they have been doing in-house training.

Last month, they cleared three of their members for interior firefighting and are now allowed to go into burning buildings.

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 May 2022 were \$127,084.40. The Profit & Loss Budget vs. Actual Detail Report and a Cash Flow Report were also given to each Council Member and Mayor. Vice President Kelley moved to approve the payment of all bills as presented in the amount of \$127,084.40 pending audit approval. Council Member Wolfkill seconded motion. - Motion carried.

Planning Commission Report

There was no representative present.

Dillsburg Area Authority

There was no representative present.

Community Groups

There were none.

Solicitor's Report

The Borough Solicitor wasn't present nor provided the Council and Mayor with a report for services provided in May 2022.

Engineer's Report

Engineer Knoebel wasn't present but did provide the Council and Mayor with an invoice for services provided in May 2022.

Tax Collector Report

Debbi Beitzel provided the Council and Mayor with a written report for May 2022.

Borough Staff Report

Manager Deibler provided the Council and Mayor with a written report for May 2022.

PUBLIC COMMENT

There was none.

CORRESPONDENCE

Secretary Beitzel asked if anyone was interested in going to the YCBA Picnic in the Park on June 23rd.

MAYOR'S REPORT

Mayor Richardson had nothing to report.

PRESIDENT'S REPORT

President Fawber indicated the building looks good and the basketball hoops are in. Manager Deibler stated the hoops are in, but not on the blacktop where they wanted them. She asked if Council wanted to look at them and let her know if they want them moved.

COMMITTEE REPORTS

Public Works Committee

A. Discuss/Take action – Partial Payment for New Building – Council Member Deeble 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 was complete and fair. Council accepted the proposal and signed a contract with Lobar Associates to perform the work. Throughout the building process, Council approved \$71,224.00 of change orders which included ceiling fans for the community room and many specific requirements for the ambulance. A request for the eighth partial payment has been received by the Borough in the total amount of \$183,926.60 for the balance of electrical work, finishes, fireproofing, plumbing, and landscaping. Council Member Deeble moved to authorize that a partial payment in the amount of \$183,926.60 for the balance of electrical work, finishes, fireproofing, plumbing, and landscaping. Council Member Del Vecchio seconded the motion. – Motion carried.

Public Safety Committee

Council Member Baldwin nor Council Member Tucker had anything to report.

Administration Committee

- A. Discuss/Take action – System for Award Management (SAM) Entity Administrator – Vice President Kelley stated in 2021, Dillsburg Borough Council instructed Borough Manager Deibler to administer and follow through with all facets Covid-19 ARPA Local Fiscal Recovery Funds Grant Program. This included applying for a UEI # and setting up an account in the System for Award Management (SAM). At this time, the United States Treasury Department is requesting that this administrative position be formally designated. Vice President Kelley moved to formally appoint Dillsburg Borough Manager Karen Deibler as the Borough's Entity Administrator for the System for Award Management. Council Member Wolfkill seconded the motion. – Motion carried.
- B. Discuss/Take Action – Bids for Purchase of 10 N. Route 15 – Council Member Wolfkill stated an invitation to bid for the purchase of 10 N. Route 15 was placed in the Banner on May 5, 2022, and May 12, 2022. Sealed bids were accepted by the Borough until 4:00pm on Friday, June 3, 2022, and were opened on Tuesday, June 7, 2022, at the regularly scheduled and advertised Council Committee meeting. Two (2) offers to purchase were received: 1. A bid of \$50,159.00 from D & K Holdings, LLC and 2. A bid of \$325,100.00 from eci Properties, L.P. Council Member Wolfkill

moved to accept the bid received from eci Properties, L.P. in the amount of \$325,100.00 with the stipulation that payment be made, and all paperwork be completed on or before August 14, 2022. – Vice President Kelley seconded the motion. – Motion carried.

- C. Discuss/Take Action – Bids for Purchase of 151 S. Baltimore Street – Council Member Wolfkill stated an invitation to bid for the purchase of 151 Baltimore Street was placed in the Banner on May 5, 2022, and May 12, 2022. Sealed bids were accepted by the Borough until 4:00pm on Friday, June 3, 2022, and were opened on Tuesday, June 7, 2022, at the regularly scheduled and advertised Council Committee meeting. One (1) offer to purchase was received: 1. A bid of \$125,600.00 from Charles A. Bickel. Council Member Wolfkill moved to accept the bid received from Mr. Bickel in the amount of \$125,600.00 with the stipulation that payment be made, and all paperwork be completed on or before August 14, 2022. – Vice President Kelley seconded the motion. Council Member Baldwin opposed. - Motion carried 6-1.

OLD BUSINESS

There was none.

NEW BUSINESS

- A. Discuss/Take action – Sidewalk, Curb, ADA Ramp Repairs, S Baltimore Street, CDBG Grant - Council Member Del Vecchio stated Dillsburg Borough has received a CDBG Grant for \$134,172.00 through York County to repair sidewalks, curbs, and/or ADA ramps on S. Baltimore Street from York Street to the Borough's south boundary. The Borough must put the project out for bid. Council Member Del Vecchio moved to authorize KPI Technology to compile the information, create a bid item document and advertise the project for bid. Council Member Deeble seconded the motion. Manager Deibler indicated they applied for this grant two years ago and since then the cost have doubled, therefore they won't be able to do everything. – Motion carried.

Council Member Baldwin indicated they should develop a policy to rent out the community room.

ADJOURNMENT

Since there was no further business, Council Member Baldwin moved to adjourn the regular meeting. Vice President Kelley seconded the motion. – Motion carried. The regular meeting was adjourned at 7:28 pm.

Respectfully Submitted,

Debbi L. Beitzel

Debbi Beitzel
Borough Secretary

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