

DILLSBURG BOROUGH COUNCIL MEETING
September 13, 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 phone. Also, present were Mayor John Richardson, Borough Manager Karen Deibler and Borough Secretary Debbi Beitzel. The following people weren't present: Council Member Isaac Tucker, the Borough Solicitor, and the Borough Engineer.

The following visitors were present: Chief Thomas Wargo from Carroll Township Police Department, Marie Chomicki from the Dillsburg Banner, DARC Representative Jay Young, Dillsburg Senior Center Representative Scott Shughart and Jim Burgess from Heart & Soul.

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

President Fawber added 13C – Appointment to Planning Commission to the agenda. Council Member Baldwin moved to approve the agenda as amended. Vice President Kelley seconded the motion. - Motion carried.

APPROVAL of the MINUTES

August 1, 2022, Committee Meeting – Council Member Del Vecchio moved to approve the Committee Meeting minutes of August 1, 2022, as presented. Vice President Kelley seconded the motion. - Motion carried.

August 9, 2022, Council Meeting – Council Member Wolfkill moved to approve the Council Meeting minutes of August 8, 2022, as presented. Council Member Baldwin seconded the motion. - Motion carried.

DEPARTMENT REPORTS

Police Department Report

Chief Wargo reviewed the August 2022 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 August 2022, there were 207 calls for service, for a year-to-date total of 1,520. There were five traffic accidents in August 2022, for a year-to-date total of 53 and the officers issued 42 traffic citations in August 2022, for a year-to-date total of 206.

Vice President Kelley asked about the three reckless driving incidents. Chief Wargo indicated one was a call for Fairview Township, one was on South Baltimore Street and Harrisburg Pike and the other was on North Baltimore Street.

He indicated they are about 80% ready for Farmers' Fair.

Chief Wargo indicated last night at the Carroll Township meeting awards were given to Officer Rogerson and Officer Martinez for performing CPR on an 87-year old male who went into cardiac arrest

at the Giant Store. He is alive and is in rehab. The man's daughter was also present at the meeting and personally thanked everyone.

Council Member Del Vecchio indicated with the upcoming Farmers' Fair event were the police preparing for any type of catastrophe. Chief Wargo described to the Council how they are prepared.

Ambulance Service Report

No one was present but a report was provided to Council and Mayor for the month of August 2022. President Fawber asked if there was any word on the contract. Manager Deibler stated no. President Fawber indicated they are trying to get the lease, but it seems to be on the bottom of their list with the merger. Vice President Kelley asked if they are continuing to park at the location on York St. President Fawber stated yes, but the workers are ready to move into our building. They have started moving some things in. Vice President Kelley stated she doesn't think they should move anything in until the Borough has a contract.

Fire Company Report

Chris Del Vecchio reviewed the August 2022 report with Council and Mayor. He indicated for the month of August 2022, there were 34 calls for a year-to-date total of 306. For the month of August there were five calls in the Borough, for a year-to-date total of 43.

He stated they went down to Michigan BBQ on Sunday, September 11th, flew a big flag with other fire departments and a couple of their firefighters went to Art Fitness and climbed 110 floors on the Stairmaster in full gear.

They are preparing for Farmers' Fair and Fire Prevention starting next month for the kids, so they will be going out to the schools.

He mentioned they will be signing the contract for the purchase of the new engine. If they don't do it before November 1st, the price will go up about \$70K due to inflation. They have decided to go with the small engine which is a \$40K savings and because the smaller one will meet their needs.

He indicated the paid fire personnel is going well and will be starting orientation next week. They have a handful of good applicants and will implement that the beginning of October.

Mr. Del Vecchio indicated that he passed his Firefighters 1 test, which means he is now certified to fight fires anywhere in the country.

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 August 2022 were \$140,150.91. 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 \$140,150.91 pending audit approval. Council Member Wolfkill seconded the motion. Council Member Baldwin abstained - Motion carried.

Planning Commission Report

There was no representative present. Manager Deibler indicated there will be a PC meeting on September 28th to discuss the subdivision of the R&S property.

Dillsburg Area Authority

There was no representative present.

Community Groups

Senior Center – Scott Shughart updated Council and Mayor on the latest activities. He mentioned they resumed on-site dining, one day a week in February, expanded to two days a week in March, and five days a week in April. Meals on Wheels remains to one day a week delivery with seven frozen meals provided. He indicated all the Senior Centers received American Rescue Plan Act funding from the County Commissioners which helped. He indicated since March they served 2,766 daily lunches and delivered 5,480 meals on wheels. He indicated the cost to drive and deliver meals on wheels to remote areas is becoming more of a challenge to the volunteers. They are only receiving \$1.83 per meal in compensation. He thanked Council for their support.

Dillsburg Arts Council – Jay Young updated Council and Mayor on the latest activities. He provided Council and Mayor with a written report. He indicated he received a \$2000 grant to bring back the Heritage Education Program in the schools. They will be doing a Living History Program in April. DCED and DCNR want to come to Dillsburg and spend the day in Dillsburg and tour the town to see what is going on; it will be the end of October. He thanked Council for their support.

Solicitor's Report

The Borough Solicitor wasn't present but did provide the Council and Mayor with a written report for services provided in August 2022.

Engineer's Report

Engineer Knoebel wasn't present but did provide the Council and Mayor with a written report for services provided in August 2022.

Tax Collector Report

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

Borough Staff Report

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

PUBLIC COMMENT

There was none.

CORRESPONDENCE

There was none.

MAYOR'S REPORT

Mayor Richardson had nothing to report.

PRESIDENT'S REPORT

President Fawber had nothing to report.

COMMITTEE REPORTS

Public Works Committee

- A. Discuss/Take action – Release Improvement Bond for 84 Lumber Company – Council Member Deeble stated in 2017, 84 Lumber presented a plan to make changes, which included an addition, to the 84 Lumber property located at 301 North Route 15 in the Borough. The plan was approved and

recorded on York County. 84 Lumber has recently decided not to follow through with the plans and has withdrawn them. 84 Lumber Company has requested the cancellation of their Improvement Bond #106641120 with Travelers Casualty and Surety Company of America in the amount of \$56,695.10 since the project has been withdrawn. Council Member Deeble moved to authorize the cancellation of the Improvement Bond with Travelers Casualty and Surety Company of American in the amount of \$56,695.10 since the project has been withdrawn. Motion was seconded by Council Member Del Vecchio. – Motion carried.

- B. Discuss/Take Action – MS4 Permit – Council Member Del Vecchio stated the Borough must submit renewal applications to the PA Department of Environmental Protection Agency for the National Pollution Discharge Elimination System (NPDES) Phase II Municipal Separate Storm Sewer Systems (MS4) General Permits (PAG-13). Council Member Del Vecchio moved to authorize KPI Technology representatives to complete the application for the Borough, Manager Deibler to sign all necessary paperwork for the Borough and checks to be written for all applications and renewal fees. Motion was seconded by Council Member Deeble. – Motion carried.

Public Safety Committee

- A. Discuss/Take action – Resolution 2022-2 – Animal Shelter and Officer - Council Member Baldwin 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 2023, the charge stayed the same for the SPCA for a total of \$1,320.46. Michelle Klugh Moore, of Klugh Animal Control Services located in York, PA has been the Borough’s Animal Control Officer for the past three years and has provided excellent service to the Borough. Council Member Baldwin moved to adopt Resolution 2022-5 re-appointing Michelle Klugh Moore, 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 for 2023. Motion was seconded by Vice President Kelley. – Motion carried.

Administration Committee

- A. Discuss/Take action – Fowl Permit – Vice President Kelley 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. Angela and Michael Group of 15 West Harrisburg Street have applied for a permit to raise chickens and ducks. 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. Vice President Kelley moved to approve the application as submitted and authorize the Borough Manager to notify the applicants of the approval and process the permit 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 therefore and be ordered to remove such fowl within a specified time. Motion was seconded by Council Member Wolfkill. – Motion carried.
- B. Discuss/Take Action – Pension MMO – Council Member Wolfkill stated each year the Borough determines the specific funding necessary to meet its financial obligation for funding of the Non-

Uniform Employees' Pension Fund. The Borough Manager, along with the Actuary, has determined that the Minimum Municipal Obligation (MMO) for 2023 should be \$13,437.00. This funding obligation will be met through a combination of State and Borough funds. The obligation will become part of the Pension Plan calculations for 2023 and will also be considered as a General Fund expense for the Borough Budget. Council Member Wolfkill moved to approve the specific funding for the 2023 MMO to be paid for the Borough Non-Uniform Employees' Pension Fund in the amount of \$13,437.00. Motion was seconded by Vice President Kelley. – Motion carried.

- C. Discuss/Take Action – Appointment to Planning Commission Council Member Wolfkill stated because of a recent resignation there is currently a vacancy on the Dillsburg Planning Commission. Council has reviewed the names of available persons and has selected Craig Zack of 117 Greenbriar Lane in the Borough to fill the vacant position. Council Member Wolfkill moved to appoint Craig Zack to the vacant position on the Planning Commission to fill the remainder of the 4-year term that expires on December 31, 2025. Motion was seconded by Vice President Kelley. – Motion carried.

OLD BUSINESS

There was none.

NEW BUSINESS

Vice President Kelley indicated the YCBA event that is being held on September 22nd at the Maple Shade Barn, she would like to see the tour of the building be held before the meeting. She will follow up with Council Member Tucker. She provided Council and Mayor with a brief job description for the Manager's position. As soon as she gets any feedback from Council, she will get this posted. She would like all the applicants to have their responses back by October 3rd. President Fawber asked to have all their comments back to Vice President Kelley by September 15th.

President Fawber indicated to Mr. Burgess who was in attendance representing Dillsburg Heart & Soul regarding the newsletter, Council is trying to limit it to the organizations that the Borough provides funding for.

ADJOURNMENT

Since there was no further business, Council Member Del Vecchio moved to adjourn the regular meeting. Vice President Kelley seconded the motion. – Motion carried. The regular meeting was adjourned at 7:54 pm.

Respectfully Submitted,

Debbi L. Beitzel

Debbi Beitzel
Borough Secretary

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