

**DILLSBURG BOROUGH COUNCIL MEETING**  
**November 7, 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, Isaac Tucker, and Patrick Wolfkill. Council Member Dave Baldwin joined the meeting via phone. Also, present were Borough Manager Karen Deibler and Borough Secretary Debbi Beitzel. The following people were not present: Mayor John Richardson, the Borough Solicitor, and the Borough Engineer.

The following visitors were present: Farmers' Fair President Al Kauffman and Joshua Lang.

The meeting was called to order by President Fawber at 7:03 PM followed by the Pledge of Allegiance to the flag and the invocation.

APPROVAL of the AGENDA

Vice President Kelley moved item 13D to 15B and added 15A an excessive session with a need to come back into regular session. Council Member Deeble moved to approve the agenda as amended. Council Member Baldwin seconded the motion. - Motion carried.

APPROVAL of the MINUTES

October 4, 2022, Committee Meeting – Council Member Baldwin indicated there was one correction needed and President Fawber indicated the date was incorrect. Vice President Kelley moved to approve the Committee Meeting minutes of October 4, 2022, as amended. Council Member Deeble seconded the motion. - Motion carried.

October 11, 2022, Council Meeting – Vice President Kelley moved to approve the Council Meeting minutes of October 11, 2022, as presented. Council Member Wolfkill seconded the motion. - Motion carried.

DEPARTMENT REPORTS

*Police Department Report*

Chief Wargo wasn't present but did provide the October 2022 Dillsburg Borough Police Report to Council and Mayor. The report listed the numbers and types of offenses and traffic incidents and a breakdown of hours worked.

*Ambulance Service Report*

No one was present nor was a report provided to Council and Mayor for the month of October 2022.

*Fire Company Report*

Chris Del Vecchio reviewed the October 2022 report with Council and Mayor. For the month of October 2022, there were 38 calls for a year-to-date total of 372. For the month of October 2022 there were 11 calls in the Borough, for a year-to-date total of 59.

He indicated the paid personnel are doing well. President Fawber asked how it was working. Mr. Del Vecchio stated its awesome; they have some enthusiastic guys, and they are adding some things to the rigs.

He indicated they had a heavy truck rescue training with two days of lectures and one day for the volunteers to become heavy rescue certified.

Vice President Kelley asked how many calls were being missed now that they have the paid staff. Mr. Del Vecchio stated they aren't missing any calls, but it's been slow during the day. Manager Deibler asked about the two back-to-back AFA on Beaver Street are they going off without any fires. Mr. Del Vecchio stated no, the one was a lady cooking on the stove and burned something and thought the other one was something that malfunctioned. Manager Deibler asked about the two calls on South Second Street. Mr. Del Vecchio indicated one was a hard-wired fire alarm and the medical call of which he was unsure.

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 2022 were \$344,923.22. 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 \$344,923.22 pending audit approval. Council Member Wolfkill seconded the motion. Vice President Kelley abstained - Motion carried.

Planning Commission Report

There was no representative present.

Dillsburg Area Authority

There was no representative present.

Community Groups

Al Kauffman indicated the Fair was excellent, they had excellent weather and an excellent turnout. He indicated there were only a few issues which have been addressed within the fair association. President Fawber presented a check to him for the yearly Borough donation.

Solicitor's Report

The Borough Solicitor wasn't present nor was a report provided for services in October 2022.

Engineer's Report

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

Tax Collector Report

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

Borough Staff Report

Manager Deibler provided the Council and Mayor with a written report for October 2022. Vice President Kelley asked about the Borough sign. Council Member Wolfkill provided a picture and indicated they would like to install it next week.

PUBLIC COMMENT

There was none.

CORRESPONDENCE

President Fawber read a thank you note from the Eichelberger family regarding naming the community room after their mother, Barbara.

## MAYOR'S REPORT

Mayor Richardson wasn't present.

## PRESIDENT'S REPORT

President Fawber had nothing to report.

## COMMITTEE REPORTS

### Public Works Committee

Council Member Deeble nor Council Member Del Vecchio had anything to report.

### Public Safety Committee

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

### Administration Committee

- A. Discuss/Take Action – Resolution 2022-7 - 2023 Meeting Schedule - Vice President Kelley 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. Vice President Kelley moved to adopt Resolution 2022-7 setting the 2023 meeting schedule for the Borough of Dillsburg. Council Member Wolfkill seconded the motion. – Motion carried.
- B. Discuss/Take Action – Proposed 2023 Budget – Council Member Wolfkill stated the 2023 Proposed Budget has been prepared and was reviewed by Council at their recent Committee Meeting. The proposed budget consists of Total Estimated Revenues of \$1,951,960.00 and Total Estimated Expenses of \$1,951,405.00. Expenses include contributions of \$15,250.00, streetlight fees of \$48,850.00, road work expenses of \$165,500.00 and \$412,500.00 in expenses for emergency services. This proposed budget will not create a necessity for a real estate or occupational assessment tax increase. The 2023 proposed budget will be placed on public display from now until the December 13, 2022, Council Meeting at which time formal action by Council will be taken. Council Member Wolfkill moved that the 2023 proposed budget be approved and adopted as presented, and that any revisions be prepared for the 2023 final budget, to be voted on at the December 13, 2022, meeting of Borough Council. Vice President Kelley seconded the motion. – Motion carried.
- C. Discuss/Take Action – Resolution 2022-8 – Appointments - Vice President Kelley stated the Borough of Dillsburg needs persons who are willing to serve their community. Each year Council reviews for any upcoming openings on Committees and Authorities that serve the Borough and considers appointments for those positions. Council would like to recognize people who have responded to the need for volunteers and appoint those persons to serve by adopting Resolution 2022-8. Vice President Kelley moved to adopt Resolution 2022-8 appointing the following to serve the Borough of Dillsburg:
  1. Claude W Foreman to a four-year term on the Zoning Hearing Board (01/01/23 - 12/31/26)
  2. Brian Seip to a five-year term on the Planning Commission Board (01/01/23 - 12/31/27)
  3. Lisa Richardson to a one-year term on the Vacancy Board (01/01/23 – 12/31/23)Council Member Wolfkill seconded the motion. – Motion carried.

## OLD BUSINESS

There was none.

## NEW BUSINESS

Secretary Beitzel shared some pictures of possible suspects for the recent vandalism to the bathrooms. The police were called, and videos are being provided. There was a young man recorded urinating on the

building and charges will be brought forth. President Fawber indicated if nothing gets done, they need to have a meeting with the chief. Council Member Del Vecchio suggested the whole premises be closed from dusk to dawn. There were no decisions made on closing the park.

Vice President Kelley indicated they were going to turn over the website this evening however she couldn't give the go ahead with that because if we change who hosts it, from Go Daddy to the Triscari Group there is a \$180.00 a year maintenance fee. Vice President Kelley moved to change who host the website to the Triscari Group in the amount of \$180.00 a year for the maintenance fee and allow her to move forward with coordinating this with Kurt Baldwin and Triscari. Council Member Tucker seconded the motion. – motion carried.

- A. The regular meeting was adjourned at 7:38 pm to move into Executive Session for the reason of talking with the new Borough Manager. The regular meeting resumed at 7:55 pm.
- B. Borough Manager Replacement - Vice President Kelley stated the Borough's current Manager, Karen Deibler, will be retiring and a replacement is needed. The Administration Committee advertised for the position and received eleven (11) applications. Five (5) of those applicants were interviewed by the Administration Committee. Three (3) of those were interviewed a second time with President Fawber and Manager Deibler in attendance. Vice President Kelley moved to hire Joshua D Lang for the Manager's position at a salary of \$60,000.00 per year, including all benefits as addressed in the Employee Manual, to serve for an indefinite term at the pleasure of Council once all background checks are completed and the Borough secures the required bonds. Council Member Wolfkill seconded the motion. Council Member Baldwin opposed. – Motion carried.

#### ADJOURNMENT

Since there was no further business, Vice President Kelley moved to adjourn the regular meeting. Council Member Del Vecchio seconded the motion. – Motion carried. The regular meeting adjourned at 8:02 pm.

Respectfully Submitted,

*Debbi L. Beitzel*

Debbi Beitzel  
Borough Secretary

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