

DILLSBURG BOROUGH COUNCIL MEETING
December 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, Isaac Tucker, and Patrick Wolfkill. Also, present were Mayor John Richardson, Borough Manager Karen Deibler, Manager Josh Lang, and Borough Secretary Debbi Beitzel. The following people were not present: Council Member Dave Baldwin, the Borough Solicitor, and the Borough Engineer.

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. Cole Weaver of Weavers of Wellsville signed in but realized he didn't need to be there.

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 moved to approve the agenda as presented. Council Member Tucker seconded the motion. - Motion carried.

APPROVAL of the MINUTES

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

November 7, 2022, Council Meeting – Council Member Wolfkill moved to approve the Council Meeting minutes of November 7, 2022, as presented. Council Member Tucker seconded the motion. - Motion carried.

DEPARTMENT REPORTS

Police Department Report

Sergeant John Schreiner reviewed the November 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 November 2022, there were 184 calls for service, for a year-to-date total of 2,082. There were five traffic accidents in November 2022, for a year-to-date total of 73 and the officers issued 29 traffic citations in November 2022, for a year-to-date total of 278.

The Council has some questions regarding the calls for service, all questions were answered.

Ambulance Service Report

No one was present but a report was provided to the Council and Mayor for the month of November 2022.

Fire Company Report

Carla Snyder reviewed the November 2022 report with the Council and Mayor. For the month of November 2022, there were 45 calls for a year-to-date total of 417. For the month of November 2022 there were 7 calls in the Borough, for a year-to-date total of 66.

She indicated they have a new junior member; she is in high school and ready to get started. Ms. Snyder went over the requirements for the junior program.

She indicated the Santa Run will take place on Saturday, December 17th and starts at 1:00 pm and usually lasts until after dark. The route is on their Facebook page.

She indicated the tower truck is still out for repairs and will not be available for the Pickle Drop.

They had elections their elections: Hector Morales is Fire Chief; Wilbur Stough is Deputy Chief; Keith Kuykendall and herself are assistant chiefs and Junior Officers are appointed.

Council Member Del Vecchio indicated there has been a Go Fund Me page started for the victims of the fire on Siddonsburg Road.

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 November 2022 were \$91,537.12. 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 \$91,537.12 pending audit approval. Council Member Deeble 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

There were none.

Solicitor's Report

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

Engineer's Report

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

Tax Collector Report

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

Borough Staff Report

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

PUBLIC COMMENT

There was none.

CORRESPONDENCE

Secretary Beitzel read a thank you note from the Wellsville Frontier Days for allowing them to place their rodeo signs within the Borough.

MAYOR'S REPORT

Mayor Richardson congratulated Manager Deibler for all the years she has put in and thanked her for her service.

PRESIDENT'S REPORT

President Fawber indicated he attended the Tree Lighting and thanked Manager Deibler for all she has done for the Borough.

COMMITTEE REPORTS

Public Works Committee

- A. Discuss/Take Action – Weavers/Rands Group Subdivision Waiver Request – Council Member Deeble stated at the October 26, 2022, Planning Commission meeting it was agreed that the Weavers/Rands Group Subdivision Waiver Request should be reviewed and voted on by Borough Council. Weavers has requested that Dillsburg Borough Council waive the following requirements: Chapter 22, Section 403 pertaining to preliminary plan application. A waiver was requested to allow the plan to be reviewed as a Preliminary/Final Plan. Council Member Deeble moved to approve the Weavers/Rands Group request to waive the requirement, per Borough Code Chapter 22, Section 403 and allow the plan to be reviewed as a Preliminary/Final Plan. Council Member Del Vecchio seconded the motion. – Motion carried.
- B. Discuss/Take Action – Weavers/Rands Group Subdivision Review/Approval – Council Member Deeble stated the Preliminary/Final Subdivision Plan for the Weaver/Rands Group was submitted to the Dillsburg Borough Council for review and action. The Borough Planning Commission reviewed the Plan at the October 26, 2022, Planning Commission meeting and recommended approval with the conditions as outlined in the memorandum from Borough Engineer Timothy R. Knoebel, P.E. of KPI Technology and completion of all outstanding items required by YCPC. Council Member Deeble moved to approve the Preliminary/Final Subdivision Plan for the Weaver/Rands Group subject to the conditions as outlined in the memorandum from Borough Engineer Timothy R. Knoebel, P.E. of KPI Technology and completion of all outstanding items required by YCPC. Dillsburg Borough Council will sign the plan after all conditions have been met and all fees have been paid. Council Member Del Vecchio seconded the motion. – Motion carried.

Public Safety Committee

Council Member Tucker had nothing to report.

Administration Committee

- A. Discuss/Take Action – Resolution 2022-9 – DARC Creative Community Grant – Council Member Wolfkill stated the Dillsburg Arts and Revitalization Council would like to expand their community activities and assist in the effective implementation of a “placemaking” environment. To accomplish

this, The Dillsburg Arts and Revitalization Council is trying to obtain assistance and funding through the Creative Communities Initiative. The Borough has reviewed the plan and deemed this to be important and beneficial to the residents and economy of the Borough and the surrounding communities in the Northern York County School District. The Borough supports this project and pledges at least 10% of the matching funds. Council Member Wolfkill moved to adopt Resolution 2022-9 supporting the Dillsburg Arts Council efforts in obtaining funding through the Creative Communities Initiative and pledging 10% of matching funds. Vice President Kelley seconded the motion. – Motion carried.

B. Discuss/Take Action – Resolution 2022-10 -2023 Appointments – Vice President Kelley stated the Borough of Dillsburg needs individuals who are willing to serve their community. Each year the Council reviews any upcoming openings for Committees and Authorities that serve the Borough and considers appointments for those positions. The Council would like to recognize people who have responded to the need for volunteers and appoint these individuals to serve by adopting Resolution 2022-10. Vice President Kelley moved to adopt Resolution 2022-10 appointing the following to serve the Borough of Dillsburg:

1. Dillon Wolfe to a four-year term on the Logan Park Authority Board (01/01/23 - 12/31/26)
2. Christina Burrows to a four-year term on the Logan Park Authority Board (01/01/23 to 12/31/26)

Council Member Wolfkill seconded the motion. – Motion carried.

C. Discuss/Take Action – Resolution 2022-11 – 2023 Fee Schedule - Council Member Wolfkill stated various ordinances provide for the assessment and collection of fees to recoup the cost for professional services provided by the Borough. The Council has worked to keep the fees at low rates and all fees and charges will stay the same as the 2022 rates. Council Member Wolfkill moved to adopt Resolution 2022-11 establishing the Borough Fee Schedule as of January 1, 2023. Vice President Kelley seconded the motion. – Motion carried.

D. Discuss/Take Action – Resolution 2022-12 – Appointing Auditor – Vice President Kelley stated as Council Members are aware, the Borough appoints an Auditor each year to independently audit all Borough Accounts. Resolution 2022-12 was developed to appoint Kochenour, Earnest, Smyser and Burg of York, Pennsylvania as the Auditor for the Borough of Dillsburg for the fiscal year 2023. Vice President Kelley moved to adopt Resolution 2022-12 appointing the Auditor for the fiscal year 2023. Council Member Wolfkill seconded the motion. – Motion carried

E. Discuss/Take Action – Codification Project – Council Member Wolfkill stated the recommendation of the Borough Manager and after speaking with each vendor, recommends approving American Publishing Corporation to Complete the Dillsburg Codification project. The Borough Manager believes they will provide more efficient account management services, they have a quicker timeline, and overall, they cost less than the other vendor. Council Member Wolfkill moved to adopt American Publishing Corporation to complete the Dillsburg Borough Codification project. This project will be funded by \$10,000 Community Development Block Grant funds and the remaining project funded by the Borough. Vice President Kelley seconded the motion. – Motion carried.

F. Discuss/Take Action – Ordinance 2022-1 – Medical Marijuana & Hanging Signs – 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. Vice President Kelley stated the

Borough of Dillsburg seeks to promote the general health, safety, and welfare of the community by adopting and implementing an amendment to the Zoning Ordinance providing for regulatory criteria for medical marijuana dispensaries and medical marijuana growers/processors. The Borough is also addressing requests for 'hanging' signs. Vice President Kelley moved to adopt Ordinance 2022-1, 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 Wolfkill seconded the motion. – Motion carried.

- G. Discuss/Take Action – 2023 Final Budget – Council Member Wolfkill stated the 2023 Proposed Budget was reviewed and adopted by Council at the November 7th Council Meeting and was put on public display between November 8th and today. Further review and discussion resulted in a small change to increase the cost of estimated codification fees to actual. The Final Budget consists of Total Estimated Revenues of \$1,966,960.00 and Total Estimated Expenses of \$1,966,405.00. Expenses include contributions of \$15,250.00, streetlight fees of \$48,850.00, roadwork expenses of \$165,500.00 and \$412,500.00 in expenses for Public Safety. This Final Budget will not create a necessity for a real estate or occupational assessment tax increase. The 2023 Budget is now ready for adoption at this time. Council Member Wolfkill moved to adopt the 2023 Final Budget for the Borough of Dillsburg as presented with projected Revenue of \$1,966,960.00 and Total Estimated Expenses of \$1,966,405.00. Council Member Tucker seconded the motion. – Motion carried.
- H. Discuss/Take Action – Ordinance 2022-2 – The Tax Ordinance for 2023 – Vice President Kelley stated each year the Borough enacts a Tax Ordinance fixing the tax rates for Real Estate and Occupation Assessment Taxes for the coming year. The 2023 rates will be: Real Estate - 2.87 mills and Occupation Assessment Tax - 1200 mills. Vice President Kelley moved to adopt Ordinance 2022-23 fixing 2023 tax rates for the non-exempt real property at 2.87 mills and the occupational assessment at 1200 mills. Council Member Wolfkill seconded the motion. – Motion carried.
- I. Discuss/Take Action – 2023 Pet Permits – Council Member Wolfkill stated Chapter 2 of the Code of the Borough of Dillsburg states that residents must have a permit in order to keep more than four (4) dogs and cats, in aggregate number, more than six (6) months of age or older and/or to keep or raise fowl outdoors. Mark & Lisa Johnson of 101 Hollow Lane, Louie and Kathy DeNofrio of 10 East Harrisburg Street, Jackie and Minsoo Yoon of 21 Pheasant Ridge Road, Ralph and Bonnie Sadler of 251 Harrisburg Pike, Dianne and James Sloan of 10 South Second Street, Angela and Michael Group of 15 West Harrisburg Street, and Jill and Rick Janney of 220 South Baltimore Street have applied for pet permits. All requested forms, information and necessary fees have been supplied to the Borough. The Manager and Secretary have reviewed the applications and have found everything in order. Council Member Wolfkill moved to approve the applications as submitted and authorize the Borough Secretary to notify the applicants of the approvals and process the permits with an expiration date of December 31, 2023. Vice President Kelley seconded the motion. – Motion carried.

OLD BUSINESS

Lease Agreement – President Fawber indicated the lease agreement with Penn State Health Life Lion LLC will be effective as of January 1, 2023. Council Member Deeble moved to approve the lease agreement between the Borough of Dillsburg and Penn State Health Life Lion LLC as presented. Vice President Kelley seconded the motion. – Motion carried.

Hall Rental Agreement – Vice President Kelley moved to approve the Hall rental agreement as presented. Council Member Deeble seconded the motion. – Motion carried.

There was some discussion on how the process was going to be handled. Secretary Beitzel indicated it will be handled through the website, phone calls, etc. The event calendar is actually on the website. Mayor Richardson stated they should not be able to reserve it on the website, they should fill out the form and wait for an approval and then have Secretary Beitzel add it to the website. Secretary Beitzel will contact the website designer and see if the Borough can be the only people to reserve the hall. Council Member Del Vecchio has a concern with people hanging things on the walls. He was wondering if hooks could be placed on the wall for them to hang decorations so that the walls don't get damaged. Vice President Kelley indicated it's in the contract that things couldn't be hung on the walls.

Vice President Kelley reminded Council to go around and judge the submission of the lights by the end of the week.

NEW BUSINESS

Vice President Kelley indicated on Saturday morning the VFW is hosting Breakfast with Santa.

Vice President Kelley stated since all employees have worked to maximize income and to keep expenses to a minimum, she moved that Council provide incentive payments to our employees in the amounts listed in executive document 22. Council Member Deeble seconded the motion. – Motion carried.

There were comments on how nice the sign looks, now that the lights have been adjusted.

Council Member Del Vecchio stated the clock on the Borough Building is wrong. Manager Deibler indicated she will talk with Mike Kistler about it.

ADJOURNMENT

Since there was no further business, Vice President Kelley moved to adjourn the regular meeting. Council Member Deeble seconded the motion. – Motion carried. The regular meeting adjourned at 8:05 pm.

Respectfully Submitted,

Debbi L. Beitzel

Debbi Beitzel
Borough Secretary

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