

DILLSBURG BOROUGH COUNCIL MEETING
February 14, 2023 – 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. Dave Baldwin and Isaac Tucker joined the meeting via zoom. Also, present were Mayor John Richardson and Borough Secretary Debbi Beitzel. The following people were not present: Borough Solicitor and the Borough Engineer.

The following visitors were present: Chief Thomas Wargo from Carroll Township Police Department, Carla Snyder from NYCFR, Mary Lou Bytof from the Dillsburg Banner, Jim Burgess from Dillsburg Heart & Soul, and visitors Doug Klinefelter and Laura Kauffman.

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

APPROVAL of the AGENDA

Vice President Kelley added 14B: Borough Manager and called for an excessive session to discuss personnel with no need to come back into regular session. Vice President Kelley moved to approve the agenda as amended. Council Member Baldwin seconded the motion. - Motion carried.

APPROVAL of the MINUTES

January 3, 2023, Committee Meeting – Council Member Del Vecchio moved to approve the Committee Meeting minutes of January 3, 2023, as presented. Vice President Kelley seconded the motion. - Motion carried.

January 10, 2023, Council Meeting – Council Member Wolfkill moved to approve the Council Meeting minutes of January 10, 2023, as presented. Council Member Deeble seconded the motion. - Motion carried.

DEPARTMENT REPORTS

Police Department Report

Chief Wargo reviewed the January 2023 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 January 2023, there were 173 calls for service. There were three traffic accidents in January 2023 and the officers issued 14 traffic citations in January 2023.

President Fawber asked if they were doing more traffic stops. Chief Wargo indicated there were 38; 14 were citations and the rest were warnings.

Council Member Deeble asked if they have a license plate reader. Chief Wargo indicated they have two and just received a grant and will be getting two more.

Mayor Richardson stated between fire calls and ambulance calls; the officers are busy. Chief Wargo indicated they do get a lot of ambulance calls; 911 calls are up and a lot of welfare checks and dealing with mental health issues.

Vice President Kelley asked what the status was on the missing/lost person. Chief Wargo indicated she had been found.

Ambulance Service Report

No one was present nor was a report provided to Council and Mayor for the month of January 2023 due to some CAD system upgrades and administrative issues.

Fire Company Report

Carla Snyder reviewed the January 2023 report with Council and Mayor. For the month of January 2023, there were 44 calls and 8 of them were in the Borough.

She indicated they have a new member that recently joined, and he is an experience firefighter.

She stated the junior program is going extremely well. They will be starting their essential classes next month.

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 January 2023 were \$105,118.32. 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 \$105,118.32 pending audit approval. Council Member Wolfkill seconded the motion. - Motion carried.

Planning Commission Report

Secretary Beitzel indicated there would be a meeting on February 22nd to discuss the Winfield and Weaver properties.

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 January 2023.

Engineer's Report

Engineer Knoebel wasn't present but did provide the Council and Mayor with a written report for services provided in January 2023.

Tax Collector Report

Debbi Beitzel provided the Council and Mayor with a written report for January 2023, which included reports for all the unpaid real estate and per capita taxes for 2022.

Borough Staff Report

Secretary Beitzel provided the Council and Mayor with a written report for January 2023.

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 – Final Lot Consolidation for Bickel Properties - Council Member Del Vecchio stated the Final Reverse/Consolidation Subdivision Plan for Charles A Bickel & Bickel Properties LLC, was submitted to the Borough of Dillsburg. The Plans were reviewed by the Borough Planning Commission and recommended for approval subject to satisfying any remaining comments on the Borough Engineer’s letter dated January 24, 2023. The owner's acknowledgement and related certifications by the surveyor are required to be executed by all parties on the final plan prior to recording. (402.A 6. 404.M). A deed of consolidation should be recorded in conjunction with the plan. The Borough will sign the plans for recording once all conditions have been met. Council Member Del Vecchio moved to approve the Final Reverse/Consolidation Subdivision Plan for Charles A Bickel & Bickel Properties LLC, subject to satisfying any remaining comments on the Borough Engineer’s letter dated January 24, 2023. Council Member Deeble seconded the motion. – Motion carried.

Public Safety Committee

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

Administration Committee

- A. Discuss/Take Action – Fowl Permit – Council Member Wolfkill 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. Tyler & Maria Davis of 26 Belair Drive has 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 Wolfkill moved to approve the application as submitted and authorize the Borough Secretary to notify the applicant of the approval with the understanding that Council may withdraw the 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 the 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. Vice President Kelley seconded the motion. – Motion carried.

- B. Discuss/Take Action – New Borough Manager – Vice President Kelley stated on January 11, 2023, Borough Council received and accepted a written resignation letter from Joshua Lang. His last day as Borough Manager was January 24, 2023. The Administrative Committee spoke with the applicants and presented those candidates to the full council for second interviews. All Council Members had the opportunity to speak with the candidates. Vice President Kelley moved to hire Laura Kauffman for the Manager’s position at the salary of \$57,000 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 provided and the Borough secures the required bonds. Council Member Wolfkill seconded the motion. – Motion carried.

OLD BUSINESS

There was none.

NEW BUSINESS

There was none.

ADJOURNMENT

Since there was no further business, Council Member Baldwin moved to adjourn the regular meeting and went into executive session. Vice President Kelley seconded the motion. – Motion carried. The regular meeting adjourned at 7:24 pm.

Respectfully Submitted,

Debbi L. Beitzel

Debbi Beitzel
Borough Secretary

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