

**DILLSBURG BOROUGH COUNCIL MEETING**  
**March 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, Chris Del Vecchio, Isaac Tucker, and Patrick Wolfkill. Also, present were Borough Manager Laura Kauffman and Borough Secretary Debbi Beitzel. The following people were not present: Council Member Dave Baldwin, Council Member Charles Deeble, Mayor John Richardson, the Borough Solicitor, and the Borough Engineer.

The following visitors were present: Sergeant Dave Smith from Carroll Township Police Department, Mary Lou Bytof from the Dillsburg Banner, John Gartside, Elisha Riggins and Judy Bailey representing SMTG.

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

APPROVAL of the AGENDA

President Fawber added Public Safety to the agenda. Vice President Kelley moved to approve the agenda as amended. Council Member Tucker seconded the motion. - Motion carried.

APPROVAL of the MINUTES

February 7, 2023, Committee Meeting – Vice President Kelley moved to approve the Committee Meeting minutes of February 7, 2023, as submitted. Council Member Wolfkill seconded the motion. - Motion carried.

February 14, 2023, Council Meeting – Vice President Kelley moved to approve the Council Meeting minutes of February 14, 2023, as submitted. Council Member Del Vecchio seconded the motion. - Motion carried.

PUBLIC COMMENT

Elisha Riggins, Judy Bailey, and John Gartside representing the South Mountain Trolley Greenway addressed the Council. They were requesting a letter of support from the Borough for them to proceed with a study to see if a trail can even be done. Vice President Kelley asked what the funding would be used for. Ms. Riggins indicated for the design and engineering study. Council Member Tucker moved to approve the Borough Manager send an approval letter to the Cumberland Valley Rails-to-Trails Council for the study of a trail connector from Coover Park and Mountain Road including potential improvements to stream crossing within Coover Park. Council Member Del Vecchio seconded the motion. – Motion carried.

## DEPARTMENT REPORTS

### Police Department Report

Sergeant Smith Wargo reviewed the February 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 February 2023, there were 168 calls for service, for a year-to-date total of 341. There were seven traffic accidents in February 2023, for a year-to-date total of 10 and the officers issued 20 citations in February 2023, for a year-to-date total of 34.

Council Member Tucker asked what type of scams were going around. Sergeant Smith indicated it runs in spurts, there were some where a loved one was in jail, the IRS calling, etc. Manager Kauffman asked if the police department gives presentations to the Senior Center to educate the seniors. Sergeant Smith indicated if they were invited, they could come up with something.

Council Member Wolfkill asked what the foot patrol calls included. Sergeant Smith indicated foot patrols are recorded as incidents. Manager Kauffman asked if business checks were included in foot patrols. Sergeant Smith stated yes.

### Ambulance Service Report

No one was present nor was a report provided to Council and Mayor for the month of February 2023.

### Fire Company Report

Chris Del Vecchio reviewed the February 2023 report with Council and Mayor. He indicated for the month of February 2023, there were 41 calls for a year-to-date total of 85. For the month of February 2023 there were six calls in the Borough, for a year-to-date total of 13.

He represented the Borough at the annual banquet and the Borough received a plague, which was given to the Borough Manager.

He indicated they have a couple of new members and have been very busy.

President Fawber stated the Borough had committed the first quarter payment be paid this month. He indicated the office needs some sort of documentation to explain why the payment was made.

Manager Kauffman asked if the businesses in the Bourgh have Knox boxes. Council Member Del Vecchio stated not all of them.

### 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 February 2023 were \$71,624.82. 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 \$71,624.82 pending audit approval. Council Member Tucker seconded the motion. - Motion carried.

Planning Commission Report

Secretary Beitzel indicated there would be a meeting on Wednesday, March 22<sup>nd</sup> to discuss the Weavers Meat Market project.

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 February 2023.

Engineer's Report

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

Tax Collector Report

Debbi Beitzel provided the Council and Mayor with a written report for February 2023.

Borough Staff Report

Manager Kauffman provided the Council and Mayor with a written report for February 2023. She stated that Ryan Picarelli from KPI contacted PennDOT because some of the sidewalk needed HOP permits and the cost will double. So, they are just going to shift to the sidewalks that don't need the permits. She will be connecting with some Boy Scouts troops to see if they would like to help removing some brick sidewalk as a scout project.

She stated Brian went to Battery Plus and purchased a solar battery for the lights at the park and he also went to Advance Auto to have the current batteries checked, there was voltage. He will continue to check to see if there is some other issue.

MAYOR'S REPORT

Mayor Richardson wasn't present.

PRESIDENT'S REPORT

President Fawber had nothing to report.

COMMITTEE REPORTS

Public Works Committee

- A. Discuss/Take Action – Purchase of Mower - Council Member Del Vecchio stated there were discussions regarding the cost of purchasing a mower versus paying a company to mow the Borough property. It was determined that it would be more cost efficient to purchase a mower for the Borough. Three mowers were reviewed, the Exmark 60" Laser E-Series Zero Turn, the

Ferris 60", and the Kubota Z700 series. Comparing warranties, maintenance, and fuel costs helped make the decision on purchasing the EXmark from Messicks. Council Member Del Vecchio moved to approve the purchase of the Exmark 60" Lazer E-Series Zero Turn from Messick's Farm Equipment at the cost of \$10,638.20. Vice President Kelley seconded the motion. – Motion carried.

#### Public Safety Committee

Council Member Tucker had nothing 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. Jennifer Rabenstein of 239 Gettysburg Street has applied for a permit in order to raise egg laying chicken 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. Jonathan Mark Dorsey of 403 Harrisburg Pike has applied for a permit in order to raise egg laying hens. 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 applications and 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 approval with the understanding that Council may withdraw the permits 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 permits would be withdrawn, the applicants 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.

#### OLD BUSINESS

Manager Kauffman indicated the Borough needs to approve the local sponsor personnel/consulting staffing and the wage rate for the Chestnut Street project. The wage rate is \$32.29 per hour. The grant will cover the cost.

President Fawber asked about the stream cleanup project. Manager Kauffman indicated Justin from ARC wants to know what species of plants the Borough would like over in that area. President Fawber stated whatever is a native to Pennsylvania.

Vice President Kelley asked if there were any updates on the clock. Manager Kauffman stated it has been fixed.

#### NEW BUSINESS

Secretary Beitzel indicated there is a lot of interest in renting the Community Hall but because of the high insurance liability amount, we lose the people interested. President Fawber will talk with John Richardson about the issue and revisit the amount.

Manager Kauffman asked if there was any more thoughts on a laptop for Brian. It was noted to contact Kurt Baldwin.

ADJOURNMENT

Since there was no further business, Vice President Kelley moved to adjourn the regular meeting. Council Member Tucker seconded the motion. – Motion carried. The regular meeting adjourned at 8:14 pm.

Respectfully Submitted,

*Debbi L. Beitzel*

Debbi Beitzel  
Borough Secretary

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