

DILLSBURG BOROUGH COUNCIL MEETING
May 9, 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, Vice President Holly Kelley, Chris Del Vecchio, Isaac Tucker, Charles Deeble, and Patrick Wolfkill. Dave Baldwin joined the meeting via phone. Also, present were Mayor John Richardson, Borough Manager Laura Kauffman, and Borough Secretary Debbi Beitzel. The following people were not present: President Matt Fawber, Borough Engineer, and the Borough Solicitor.

The following visitors were present: Chief Thomas Wargo from Carroll Township Police Department, Mary Lou Bytof from the Dillsburg Banner, and Chris Caba from YCPC.

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

APPROVAL of the AGENDA

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

APPROVAL of the MINUTES

April 4, 2023, Committee Meeting – Council Member Del Vecchio moved to approve the Committee Meeting minutes of April 4, 2023, as submitted. Council Member Tucker seconded the motion. - Motion carried.

April 11, 2023, Council Meeting – Council Member Deeble moved to approve the Council Meeting minutes of April 11, 2023, as submitted. Council Member Wolfkill seconded the motion. - Motion carried.

PUBLIC COMMENT

Chris Caba from York County Planning Commission presented an overview of their 2025 transportation improvement program. There was an answer/question period after his presentation.

DEPARTMENT REPORTS

Police Department Report

Chief Wargo reviewed the April 2023 Dillsburg Borough Police Report with the 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 April 2023, there were 148 calls for service, for a year-to-date total of 652. There were six traffic accidents in April 2023, for a year-to-date total of 20 and the officers issued 13 citations in April 2023, for a year-to-date total of 61.

Chief Wargo indicated there was a burglary at Millennium Pizza; it was an ex-employee and charges will be filed.

Vice President Kelley asked if they were ready for the Picklefest. Chief Wargo stated yes.

Ambulance Service Report

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

Fire Company Report

There was a report provided to the Council and Mayor for the month of April 2023.

Mr. Del Vecchio reported that Saturday, May 13th would be the final exterior class for four of the Junior Members and three will continue into the interior classes. The fire department will be participating in Picklefest and participating in the South Mountain Elementary School Mayfair.

Council Member Del Vecchio indicated he attended the Met Ed Live Wire Electrical emergency education training on behalf of the Borough Council.

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 April 2023 were \$86,462.13. The Profit & Loss Budget vs. Actual Detail Report and a Cash Flow Report were also given to each Council Member and Mayor. Council Member Wolfkill moved to approve the payment of all bills as presented in the amount of \$86,462.13 pending audit approval. Council Member Tucker seconded the motion. Vice President Kelley abstained. - Motion carried.

Planning Commission Report

Nothing to report.

Dillsburg Area Authority

There was no representative present.

Community Groups

There were none.

Solicitor's Report

A report was provided to the Council and Mayor for services in April 2023.

Engineer's Report

A report was provided to the Council and Mayor for services in April 2023.

Tax Collector Report

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

Borough Staff Report

Manager Kauffman provided the Council and Mayor with a written report for April 2023.

MAYOR'S REPORT

Mayor Richardson had nothing to report.

PRESIDENT'S REPORT

President Fawber wasn't present. There was discussion regarding the Banners at the square. Secretary Beitzel will investigate this issue.

COMMITTEE REPORTS

Public Safety Committee

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

Public Works Committee

- A. Time Extension for the Winfield Preliminary Plan – Council Member Deeble stated Mellott Engineering has requested a time extension for the Winfield Preliminary Plan. The time extension shall be until July 12, 2023. Council Member Deeble moved to approve Mellott Engineering's request for a time extension on the Winfield Preliminary Plan until July 12, 2023. Council Member Del Vecchio seconded the motion. – Motion carried.
- B. Bids for S. Baltimore Street Sidewalk Project – Manager Kauffman indicated no bids were received and Engineer Knoebel suggested the Council authorize them to re-advertise the project for a re-bid. Council Member Deeble moved to authorize KPI to re-advertise the project for re-bid. Council Member Tucker seconded the motion. – Motion carried.
- C. Penn Waste Bid for 2024 – Manager Kauffman reminded the Council to look over the previous contract from Penn Waste and let her know if there is anything to add or change to the bid proposal. The bid would need to be advertised no later than July.

Administration Committee

- A. CSDatum & Permit Manager programs for Borough Employees – Manager Kauffman provided the proposal for CSDatum and Permit Manager. It was reviewed thoroughly last week at the Committee Meeting but was asked to put on the agenda this week for further discussion. Vice President Kelley moved to move forward with the agreement with CSDatum and Permit Manager programs and allow the Borough Manager to accept the agreement for the seven years as proposed. Council Member Tucker seconded the motion. – Motion carried.

OLD BUSINESS

- A. Job Order for Dillsburg Borough North Baltimore Street Lamp Post Design – Manager Kauffman indicated she had to reopen the project with Lobar because it got cancel. She has a new application to open to do the HOP application and needs a signature. – Motion carried.

NEW BUSINESS

Secretary Beitzel indicated she received a contract from Verdin Company for the clock at the square. The annual maintenance fee agreement is \$720, which doesn't include any parts. She asked if Council would like to proceed. Council Member Deeble requested permission from the Council to look at it himself. The Council granted permission to look at it.

ADJOURNMENT

Since there was no further business, Council Member Del Vecchio moved to adjourn the regular meeting at 8:01pm. Council Member Tucker seconded the motion. – Motion carried.

Respectfully Submitted,

Debbi L. Beitzel

Debbi Beitzel
Borough Secretary

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