**DILLSBURG BOROUGH COUNCIL MEETING**

August 8, 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, Charles Deeble, Isaac Tucker, and Patrick Wolfkill. Dave Baldwin joined the meeting via phone. Also, present were Borough Engineer Picarelli, Mayor John Richardson, Borough Manager Laura Klinefelter, and Borough Secretary Debbi Beitzel. The following person wasn’t present: The Borough Solicitor.

The following visitors were present: Sergeant Dave Smith from Carroll Township Police Department, Carla Snyder from NYCFR, Mary Lou Bytof from the Dillsburg Banner, Jay Young from DARC, Bob Ingham from Logan Park Authority, Betty Markle from New Hope Ministries, Tracy Emig from Dillsburg Senior Center, and Public Works Supervisor Brian Gayman.

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

Vice President Kelley moved to approve the agenda as submitted. Council Member Baldwin seconded the motion. - Motion carried.

APPROVAL of the MINUTES

July 5, 2023, Committee Meeting – Council Member Wolfkill moved to approve the Committee Meeting minutes of July 5, 2023, as submitted. Council Member Del Vecchio seconded the motion. - Motion carried.

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

# PUBLIC COMMENT

There was none.

DEPARTMENT REPORTS

*Police Department Report*

Sergeant Smith reviewed the July 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 July 2023, there were 161 calls for service, for a year-to-date total of 1,142. There were nine traffic accidents in July 2023, for a year-to-date total of 49 and the officers issued 20 citations in July 2023, for a year-to-date total of 115.

He indicated they had some problems with juveniles ringing doorbells. They were able to identify them and are taking the appropriate actions with the juveniles and their parents.

The Council had some questions regarding some of the calls. Sergeant Smith answered all their questions.

Sergeant Smith thanked all that helped with the National Night Out event and stated everything went well and indicated Officer John Shapley did a tremendous job organizing it all.

*Ambulance Service Report*

No one was present but a report was provided to the Council and Mayor for the month of June 2023.

*Fire Company Report*

Carla Snyder reviewed the July 2023 report with the Council and Mayor. She indicated for the month of July 2023, there were 38 calls for a year-to-date total of 288. For the month of July 2023 there were nine calls in the Borough, for a year-to-date total of 57.

They participated in the National Night Out event and are starting preparations for Farmers’ Fair.

They have two junior members who have completed their interior qualifications.

*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 July 2023 were $80,045.28. 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 submitted in the amount of $80,045.28 pending audit approval. Council Member Wolfkill seconded the motion. - Motion carried.

# Planning Commission Report

There was nothing to report.

*Dillsburg Area Authority*

There was no representative present.

*Community Groups*

**New Hope Ministries** – Betty Markle reviewed and discussed the happenings at New Hope Ministries. They are having their back-to-school event on Monday, August 14th and have over 160 children signed up. The need for food is growing as well as help with electric bills and rent. One of their newest programs is Homelessness and Housing, which is helping. The center served over 413 families and 1,072 individuals in the first quarter, which was a 14% increase. They need personal items.

**DARC –** Jay Young provided the Council and Mayor with a schedule of events listing until the end of December and reviewed and discussed the happenings of the DARC. The two big things which stand out are the Chalk the Walk event which continues to grow and the Hymn sing. He indicated he’s been researching the cemetery and they run the Heritage education program for the school district. He wanted to involve the cemetery somehow in the program, so they did the Living History program. Eleven fourth graders put together a presentation of anywhere from 1 1/2 to 3 minutes and dressed like the people they were representing. There were over 100 people that attended the event. They received a grant to help reorganize the Arts Council. He’s been doing this for 25 years. They hired a private company, and the grant will cover that and give us some new ideas, like how to grow, to get leadership, those kinds of things. He thanked the Council for their support and indicated the money the Borough gives to them doubles because it was used for matching grants. This has allowed them to get a lot of nice grants because it shows community support. Manager Klinefelter asked if he still did the facade grant. Mr. Young said he could. They always want to give him $50,000 and he can’t spend it.

**Senior Center** – Tracy Emig reviewed and discussed the happenings at the Senior Center. When she last came in January, they were at 20 meals per day, they are now between 30-40 meals per day. They are still working on their social media presence. They are working on trying to make some building improvements. On certain days they burst out of the parking lot and are looking for more information to provide more handicap spaces. They are also looking into getting the spaces along Second Street back that were designated as handicap parking in the past because the blue paint is faded and there is no sign. Engineer Picarelli indicated they can't decide to just paint handicap spaces, it would have to be within the ADA specifications.

**Logan Park Authority** – Bob Ingham reviewed and discussed the happenings at Logan Park. They had some problems with children vandalizing the bathrooms, they had little league uniforms on and were identified. The Kiwanis Club installed a free little library at the park. Upcoming projects include installing a 16 X 20 pavilion by the barn, putting in new hydrants and building a pathway through the woods down by the creek.

*Solicitor’s Report*

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

# Engineer’s Report

A report was provided to the Council and Mayor for services in July 2023. Engineer Picarelli talked about the change order for the South Baltimore Street Project. He indicated the original grant for the CDBG project was $134,000 to do the sidewalk replacement; Kinsley was the low bid at $91,100 to do the three sections of sidewalk, as part of the project. He stated the requirement of the CDBG funding is if the money is not used, you lose it. Public Works Supervisor Gayman was able to identify some other sidewalks in the Borough that could use some attention and worked out the additional sidewalk projects with Kinsley. They finished up today with the last section of sidewalk between 223 through 237 South Baltimore Street and will do the finish work shortly. Vice President Kelley moved to move forward with the contract change order with Kinsley. Council Member Tucker seconded the motion. – Motion carried.

Vice President Kelley asked the status of Orchard Drive. Manager Klinefelter indicated Tyler from Salzmann & Hughes sent over the agreement today to Yingst Homes on Friday and hasn’t heard back from them, so he's waiting to get a response from them.

# Tax Collector Report

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

# Borough Staff Report

Manager Klinefelter provided the Council and Mayor with a written report for July 2023.

# MAYOR'S REPORT

Mayor Richardson has nothing to report.

PRESIDENT'S REPORT

President Fawber had nothing to report.

# COMMITTEE REPORTS

###### Public Safety Committee

###### Council Members Baldwin and Tucker had nothing to report.

Public Works Committee

###### Council Members Del Vecchio and Deeble had nothing to report.

*Administration Committee*

###### A. Resolution 2023-7 – Extending term of agreement for the York County Regional Chesapeak Bay Pollutant Reduction Plan - Council Member Wolfkill stated the municipality is a party to an Intergovernmental Cooperation Agreement for the Implementation of the York County Regional Chesapeak Bay Pollutant Reduction Plan. The term of this agreement shall be amended, since it shall end on December 31st, 2025, accordance with the amendment attached, exhibit A and incorporated by reference here, and all participants approving this amendment may participate for such a time period unless the participants opt out or is terminated prior to the end thereof. The resolution shall take effect immediately upon adoption. Council Member Wolfkill moved to adopt Resolution 2023-7. Vice President Kelley seconded the motion. – Motion carried.

B. Approve Change Order for South Baltimore Street – See discussion and motion under the engineer’s report.

C. Approve rental of Skid Loader from Golden Rental – Council Member Wolfkill moved to approve the rental of a skid loader bobcat rental for a four week period beginning August 31, 2023, in the amount of $2,866.05 and approve the invoice for the rental of the required equipment. Council Member Deeble seconded the motion. – Motion carried. Vice President Kelley abstained. Manager Klinefelter indicated this was for the alley project on Quay Alley. The stone will be borrowed from Carroll Township and replenished when the Borough stone comes in.

D. Approve purchase of stone for alley project – Vice President Kelley moved to purchase stone for the alley project not to exceed $5,500. 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, Vice President Kelley moved to adjourn the regular meeting at 8:15pm. Council Member Baldwin 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