**DILLSBURG BOROUGH COUNCIL MEETING**

July 11, 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, and Patrick Wolfkill. Dave Baldwin joined the meeting via phone. Also, present were Mayor John Richardson, Borough Manager Klinefelter, and Borough Secretary Debbi Beitzel. The following people were not present: Council Member Isaac Tucker, the Borough Engineer, and the Borough Solicitor.

The following visitors were present: Chief Thomas Wargo from Carroll Township Police Department, Fire Chief Hector Morales from NYCFR, Mary Lou Bytof from the Dillsburg Banner, Chad Laughman and Mike Kistler from Lobar Associates.

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 amended (moved 14A after Public Comment). Council Member Wolfkill seconded the motion. - Motion carried.

APPROVAL of the MINUTES

June 6, 2023, Committee Meeting – Vice President Kelley moved to approve the Committee Meeting minutes of June 6, 2023, as submitted. Council Member Baldwin seconded the motion. - Motion carried.

June 13, 2023, Council Meeting – Council Member Del Vecchio moved to approve the Council Meeting minutes of June 13, 2023, as amended due to an incorrect date on the minutes. Council Member Baldwin seconded the motion. - Motion carried.

# PUBLIC COMMENT

There none.

DEPARTMENT REPORTS

*Police Department Report*

Chief Wargo reviewed the June 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 June 2023, there were 160 calls for service, for a year-to-date total of 981. There were 12 traffic accidents in June 2023, for a year-to-date total of 40 and the officers issued 18 citations in June 2023, for a year-to-date total of 95.

They discussed the guy who hit the rock in front of the building. Chief Wargo stated they must collaborate with Farmers Fair to get more lighting in the alleys by the ball fields and behind Ace. They always have issues back there on Friday and Saturday. He mentioned that he had a conversation with a resident on Second Street about speeding and failing to stop at the stop sign. He ran the numbers, and for Dillsburg Borough for 2022, the number was 611 and for this year, they are at 229. At that intersection, the officers issued two citations in April, two citations in May, two citations and one warning in June and so far in July they have issued three citations. The situation is being addressed. Manager Klinefelter is going to investigate repainting or potentially getting one of those flashing red lights. Mayor Richardson suggested a white STOP on the street. President Fawber stated Manager Klinefelter it would be cheaper than a light, but she said the special paint is expensive.

Mayor Richardson asked how National Night Out preparations were going. Chief Wargo indicated Officer John Shapley is dedicating all this week to the event.

*Ambulance Service Report*

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

*Fire Company Report*

Fire Chief Morales reviewed the June 2023 report with the Council and Mayor. He indicated for the month of June 2023, there were forty-five calls for a year-to-date total of 253. For the month of June 2023 there were eight calls in the Borough, for a year-to-date total of thirty-eight.

He mentioned they had 79 hours of training. President Fawber asked how the parttime paid staff is going. Fire Chief Morales indicated it was going well and had no issues regarding coverage. They talked about going with weekend coverage, but no decision has been made.

He thanked all those that went to Scott McClintock’s funeral. President Fawber mentioned the Ryder Williams Foundation will be hosting a pig roast on Saturday, July 22nd. Their goal is to profit between $4,000-$5,000.00.

Fire Chief Morales provided an update on the new truck.

*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 June 2023 were $93,291.25. 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 $93,291.25 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*

Dillsburg Garden Club Recognition – President Fawber stated the Dillsburg Borough Council would like to thank the Dillsburg Garden Club for the generous donation of a large watering container for the Boroughs use. The Dillsburg Garden Club for many years has partnered with the Borough to plant and maintain the flowerpots that are on display in the Borough each year. When it was discovered earlier this year that the machine the Borough used to water the plants could no longer be used, the Garden Club approved the purchase of a watering device to ensure the plants would continue to thrive. A special thanks to Nancy Putt for working as the liaison for the Borough and the Garden Club to make this happen.

*Solicitor’s Report*

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

# Engineer’s Report

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

# Tax Collector Report

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

# Borough Staff Report

Manager Klinefelter provided the Council and Mayor with a written report for June 2023. She mentioned that she printed out the pictures from the inlet at Citizens Bank, which is collapsing. She will be calling PennDOT to see what the procedures are.

President Fawber stated the overgrowth on the alley by the old Jackson home needs to be worked on. Mayor Richardson stated some were cut, but it is still over the alley.

Council Member Deeble indicated the sidewalk drains are filling up with weeds. President Fawber asked the manager to see if the Public Works department could look at them.

# MAYOR'S REPORT

Mayor Richardson indicated he was invited to A. Duie Pyle event which was a very impressive fourth generation freight forwarder. The fourth generation owner lived in Dillsburg out on Greenhouse Road and went to Dickinson.

PRESIDENT'S REPORT

President Fawber stated he already mentioned the Pig roast.

# COMMITTEE REPORTS

###### Public Safety Committee

###### Council Member Baldwin had nothing to report.

Public Works Committee

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

*Administration Committee*

###### A. Resolution 2023-5 – 2023 Fee Schedule Amended – Council Member Wolfkill stated various ordinances provide for the assessment and collection of fees in order to recoup the cost for professional services provided by the Borough. The Council has worked to keep the fees at 2022 rates. However, an increase must be put in place for any property owner who begins construction of a structure or performs work which requires a building permit prior to obtaining such permit and a permit deposit must be added to ensure final inspection is completed and the permit is returned to Borough. Council Member Wolfkill moved to adopt Resolution 2023-5 amending the Borough Fee Schedule. Vice President Kelley seconded the motion. – Motion carried.

OLD BUSINESS

**North Baltimore Street light Project -** Mike Kistler and Chad Laughman from Lobar Associates to discuss the status of the North Baltimore Street lighting project. They have been working on the design for the placement of the ten lights and the seven junction boxes that would be placed for Farmers Fair. A plan outlining the placement of those lights and junction boxes has been provided. Mayor Richardson asked where the power would be coming from. Mr. Laughman indicated he met with the electrician and they’re still trying to figure out from where to draw the power. He met with Mr. Tucker, and he had informed them about the existing meter and the ideal solution would be to tie into that. Power for the lights will be off the existing light controls at the square. They will be digging in the street. Vice President Kelley asked how they are doing with PennDOT. Mr. Kistler indicated it was a process. Vice President Kelley asked if they could get there, without paving the entire street. Mr. Kistler stated he didn’t know how much of that they were going to be made to do. President Fawber stated they were under the understanding if they didn't exceed a certain width, they're fine. If they went over, they would have to do the whole street. Mr. Kistler indicated there hasn’t been a determination made as far as what the width is. The goal is to stay as narrow as possible. Vice President Kelly asked if they were allowed to bore it instead of digging it, then they wouldn't have to disturb the paving and that would be their argument. Mr. Kistler stated he didn’t have that answer. Mr. Laughman stated it would cost more because you’d have to have a bore pit at each light. Mr. Kistler stated if PennDOT comes back and tells them they’ll have to pave the whole street as the restoration of the work the Borough is doing. Their position would be to come back to the Borough and decide whether they would want to run this behind the curb on the sidewalk like it was done on the south side and revisit this conversation; their electrical design won't change, it's just a matter of where it will feed from. Mr. Laughman asked the Borough if they would have to get permission from the building owner to do anything for that meter, since it's already in place. Mayor Richardson indicated he thinks permission was already given to Farmers Fair to put the meter in. Vice President Kelley asked about the billing. Someone indicated the only thing that would be hooked on that would be for Farmers Fair, therefore it would be their responsibility. President Fawber asked what the next steps are. Mr. Kistler indicated the next action for Borough would be the placement of the lights. He indicated the Borough knew their neighbors here in town, and they wanted to make sure that they didn't find out later that they shouldn't have put a light in front of their residence. They have them spaced out from a standpoint of what works photometrically with the lighting spread evenly down the street. Mayor Richardson indicated he didn’t see any problems on the east side. President Fawber stated he would do it because they want it to be aesthetically nice, but the reason is for safety purposes. Vice President Kelley suggested the Borough take things to the neighbors and show them the plan that has been engineered appropriately with photometrics in mind, safety in mind and get their approval. President Fawber indicated he feels the Borough should just make the residents aware of what they are planning to do. Mayor Richardson asked if they wanted the Borough to connect with the residents. Mr. Kistler stated they can do it, but typically it would be best to come from the Borough. Manager Klinefelter stated she was fine with that, but she thinks she will get the question, when was this going to happen? Mr. Kistler stated they are at the mercy of PennDOT, so probably in 2024. President Fawber asked if a resident has a brick sidewalk, and you're going through the street for the conduit how will they handle the disturbance or how are you going to handle this. Mayor Richardson asked if they were going to put a concrete pad there for the light center to stand on. Mr. Kistler stated, correct. He indicated there would be a three foot by three foot concrete pad with the anchor bolt sticking out of it and then the light pole base is probably 18 inches. Mayor Richardson asked if they could color the concrete red. Mr. Laughman stated they could make a tight sauna tube to whatever the bases of the light and then we can just cut the brick back in around that base and just restore it. The council agreed. President Fawber stated they will commit to reaching out to the property owners. Mr. Kistler indicated the Borough might want to send letters to all the property owners, because they will potentially be shutting down the area. Manager Klinefelter indicated she will take care of sending the letters out. Council Member Baldwin asked if after the lamp posts are in, will the overhead lights be taken out. President Fawber stated that was a good question and they will have to find that out.

NEW BUSINESS

Manager Klinefelter indicated Council should have received the email from a resident regarding the cats and a letter they received from us for feeding them. She wanted to confirm what the Council stance was on the free roaming cats. The resident has outdoor cats and she's feeding them. Council Member Deeble stated she needs to keep them in her yard. Manager Klinefelter stated it is in the ordinance that it is up to the Council to decide if they would trap cats. She had tried to call the SPCA, but they haven’t responded. President Fawber stated the issue is, they have put in place that the Borough doesn’t want people feeding cats. We even asked if they don't feed their own cats outdoors. While the Borough can't control that, it just brings more cats in. He thinks the Borough needs to continue letting the residents know they don’t want people feeding stray cats. We just continue doing what we currently are doing.

ADJOURNMENT

Since there was no further business, Vice President Kelley moved to adjourn the regular meeting at 7:59pm. Council Member Deeble 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