**DILLSBURG BOROUGH COUNCIL MEETING**

June 13, 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, and Charles Deeble. Dave Baldwin and Manager Kauffman joined the meeting via phone. Also, present were Mayor John Richardson and Borough Secretary Debbi Beitzel. The following people were not present: Council Members Isaac Tucker and Patrick Wolfkill, the Borough Engineer, and the Borough Solicitor.

The following visitors were present: Patrolman Terry Williams from Carroll Township Police Department, Mary Lou Bytof from the Dillsburg Banner, NEMA Representatives Tim Hildebrand, Terri Hildebrand, Jeff Griffin, Herb Bomberger and Dave Schreffler and Borough Residents Stacey Ryder and Jared Newcomb.

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 Del Vecchio seconded the motion. - Motion carried.

APPROVAL of the MINUTES

 May 2, 2023, Committee Meeting – Council Member Baldwin moved to approve the Committee Meeting minutes of May 2, 2023, as submitted. Council Member Deeble seconded the motion. - Motion carried.

 May 9, 2023, Council Meeting – Council Member Deeble moved to approve the Council Meeting minutes of May 9, 2023, as submitted. Vice President Kelley seconded the motion. - Motion carried.

# PUBLIC COMMENT

 Stacey Ryder of 110 S. Second Street mentioned three concerns. 1. The traffic on Second Street is becoming worse and with school being out, kids are in the street. People are not stopping at the three-way stop sign and there's more traffic on the street because of the construction on Route 15. She has seen so many close calls with cars and trucks that come from Gettysburg Street. Because there are cars parked on both sides of the street, it makes it difficult for large trucks to make their turn. She feels there is going to be a fatality at the intersection because kids skateboard down the street or ride their bikes down the street and don't stop at the stop signs. The police need to start writing tickets for stop sign violations and speeding violations. The speed limit is 25mph MPH and no one obeys it. It's getting more dangerous and ridiculous. 2. She asked where the crosswalk signs were, there are none on Second Street. 3. The house at 107 S. Second Street, there is no one living in it. The owner is not taking care of the outside, the siding is falling off, but the grass is being mowed. That house is becoming a nuisance. President Fawber indicated he can have Brian look but if the grass is cut and they aren’t violating any ordinances, there isn’t much the Borough can do. Ms. Ryder asked if a letter could be sent indicating a code violation. Secretary Beitzel indicated the Borough doesn’t have an ordinance for ugliness. As far as the intersection issue, President Fawber stated he’ll commit to talking to the chief on that one.

 Terri Hildebrand, 105 N Baltimore Street stated to speaking about the comment about the Borough can't enforce ugliness. She recalls when the code officer came around and took pictures of their garage and because they didn't have siding on it, they were asked to repair it. Council Member Del Vecchio stated it was a code violation. Tim Hildebrand stated it was an ugly garage, but he thinks the code issues were because it had exposed wood and there were holes in it.

 Ms. Hildebrand indicated the other point she wanted to make was referring to an article in the banner from May 18th where she saw that the Borough talked about repairing the alleys and she understood that the COVID money was voted to go to a software program. She wanted to know what was happening with the alleys. Vice President Kelley indicated they were different things, so they are looking at the cost of repairing the alleys. There is a list of alleys that need to be addressed. They have had some quotes that have come back to address those specific alleys that are in the worst condition, but the software program didn’t take over any kind of funding for the alleys. The budget was two different items and aren't connected. They are still going to be doing the alleys. It's just a matter of prioritizing and making sure that the Borough has the monies allocated. Because the other thing about the alleys, is they need to make sure that we're not just addressing those alleys that need repaired, but it also comes back to the discussion of those of the trash pickup. And we don't want to fix an alley that is then going to be hurt again by the trash trucks. The Borough is looking at both at the same time so that we don't spend that money repairing an alley that has a dumpster on it that would then in three years need to be repaired again. So we're looking at it in totality. Ms. Hildebrand asked if the Borough was addressing the issues with the dumpster pickups first before repairing an alley. Vice President Kelley indicated it must go hand in hand because the Borough doesn’t want to fix an alley and then have it broken up in three years down the road because of the trash trucks. Council Member Deeble stated the trash trucks are destroying the alleys and the alleys were never designed to have that heavy traffic on them. So, if the Borough spends $140,000 to rebuild the alleys the way they were and in five years the Borough’s alleys will be back in the shape they are now. Ms. Hildebrand asked what the timeline was, how long the residents were going to have to wait to have the alleys repaired. Council Member Deeble indicated they talked with the solicitor regarding this issue. The Borough can’t tell the property owners they can’t have a dumpster unless they give them a year’s notice. Council Member Deeble stated regarding the conversation they had with the solicitor, there's a substantial difference between using the funding that's available to fix the roads and the alleys; the funding for the alleys cannot use liquid fuels tax money for any repairs. It's a state and county law. So, the funding must come out of a different budget because alleys are considered service roads.

DEPARTMENT REPORTS

*Police Department Report*

Police officer Williams reviewed the May 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 May 2023, there were 169 calls for service, for a year-to-date total of 821. There were eight traffic accidents in May 2023, for a year-to-date total of 28 and the officers issued 16 citations in May 2023, for a year-to-date total of 77.

Vice President Kelley asked to expand on the two reckless driving incidents. Police officer Williams indicated he didn’t have the details in front of him. Vice President Kelley was just wondering if he had the street location. Police officer Williams stated it would be in the instant reporting system. Vice President Kelley asked if he had any details behind the 21 ambulance calls, like do they when they're going out on an ambulance call. Police officer Williams indicated on a 911 emergency call, they always notify the police that an ambulance is going to a certain address in the Borough and making them aware of the incident. They will then use their discretion to determine if they need to go or not. If an ambulance gets there and they need police assistance, they'll let them know. Since COVID, they don’t always go to every single ambulance call because there's no need for them to be there.

Vice President Kelley asked how long the speed indicator sign in Logan Road was going to be there and what's the next place in interest. Police officer Williams indicated Sergeant Smith usually takes care of where to place it. He likes to just mix it up. As far as how long, typically they'll leave it there until the battery dies. Vice President Kelley asked if this owned by Carroll Township owns. Police officer Williams stated it was donated to the Police Department.

*Ambulance Service Report*

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

*Fire Company Report*

There was a report provided to the Council and Mayor for the month of May 2023. Mr. Del Vecchio stated Hector apologizes for not being here because he got called into work at Hershey and Carla is at flight attendant school in Georgia for five more weeks. He mentioned the paid staff is doing well. They are doing some upkeep and maintenance at both stations. They have one member who's going through interior class and two juniors that will be going through interior class next month.

Ms. Ryder asked about the three fire calls within two days out on Trinity Drive. Mr. Del Vecchio stated it was near the homes and the residents aren’t allowed to smoke on the premises, so, they go across the street and throw their cigarettes in the mulch, causing fires.

*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 May 2023 were $80,924.01. 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 $80,924.01 pending audit approval. Council Member Deeble seconded the motion. Vice President Kelley and Council Member Baldwin abstained. - Motion carried.

# Planning Commission Report

Secretary Beitzel stated there would be a Planning Commission meeting on Wednesday, June 28th at 7:00 pm and on the agenda is Winfield and Rita’s.

*Dillsburg Area Authority*

There was no representative present.

*Community Groups*

Tim Hildebrand, the Emergency Management coordinator for NEMA, which is the Northern York County Unified EMA. He has been the coordinator for a little over 2 years. They are a government agency, the reason for being is for disaster preparedness. He provided a list of updates to the Council and Mayor. This is like what we see at York County OEM and FEMA. The common thread running through all those EMA's is NIMS and the ICS systems. ICS was developed by firefighters in California who were chasing wildfires from county to county, and they needed a way to maintain unifying command. They are compliant with NIMS and ICS.

Mr. Hildebrand indicated things to look for are the fact that they’re building relationships in Northern York County which includes Messiah University, organizations like New Hope, Dillsburg Senior Center, and several places of worship. What they've done so far is they’ve created warming and cooling stations. They control who goes, they interview, and then call these folks up and go to town.

They are focused on their simple three-step plans and they're on their new website, thanks to Messiah for giving them an intern. These plans that they’re developing are on their website which is dedicated to public education. Their plan is to try and get our seniors to be as self-reliant as possible in emergencies and disasters. The reason for doing that is, as we know, in disasters, there's not enough first responders.

They received an award from York County OEM, the continuous improvement award. They have a staff of about twelve people and they’re going to have an opportunity to work closer with York County this summer. They came up a couple of months ago and did some training on a new communication app in our EOC. They liked it, they liked what they saw, they liked what we're doing and that was why they received an award.

He indicated he needed help on a few issues: 1. When the Borough was going to get a generator. He commented it would be a disaster for this area if they're without power in this building. 2. Sharing internet expenses. The Borough came to him after they moved in to help. He came to the meeting in February and stated they needed a motion from the Borough that tells his board which meets every other month what the Borough wants. He asked for a motion and a revised quote. They received the quote but haven’t seen the motion yet. 3. Rumor that Council would like to move into their room. They helped design that room and they’re utilizing it per the design. He stated they can discuss the specs that they use, the dimensioning, things like that, but moving forward, there needs to be some sort of understanding that they're going to be in that room. He stated they can't schedule things with York County, if they can't be in there and he will start scheduling. Mr. Hildebrand indicated the most troublesome issues are the shared expenses, make a motion tonight that tells them that the Borough will bill them to help with the expenses. So, he can prove to his board that it was discussed. He stated to President Fawber he would like to hear a motion regarding shared expenses and a memo of understanding from council that they remain in that room. Council Member Del Vecchio stated it's not a rumor and that he had a particularly good discussion with the Borough Manager. Mr. Hildebrand indicated he did and told her they weren’t moving. President Fawber stated when they did this, they were brand new at this. He indicated that room doesn't really get used. Mr. Hildebrand stated it does, they worked on a website and were here every Wednesday for at least two hours over two months. President Fawber asked if they were in the conference room. Mr. Hildebrand said no, they were in the NEMA room. President Fawber asked if they were in the conference room, why couldn't they get that same amount of stuff done. His issue was space. Council Member Del Vecchio indicated he was trying to figure out who's building this was. Ms. Hildebrand stated it was the taxpayers. President Fawber indicated he understood that, but Council is in charge. Mr. Hildebrand stated this was what they needed to be able to do and they need to practice this, and the conference room isn't big enough. President Fawber stated they need to look at this because to your point, which the taxpayer thing Council also has a responsibility. He continued to say when this building was built, it was brand new to everybody some information we got, was right on spot, some of it was not even close to being accurate and now we're trying to figure out the mistakes we made. He stated he wasn’t comfortable saying anything now, but the issue had come up for discussion. He didn’t want NEMA leaving here thinking that the Borough was moving in or that NEMA was staying in the room. Borough Council needs to figure out exactly how to maximize it so that the people that pay for this building when they attend the meetings don’t have to stand out in the hallway. Having a spacious room that’s not being used. Mr. Hildebrand interrupted and indicated to stop saying it's not being used; it is being used and that comment is inaccurate. President Fawber stated we'll agree to disagree. Mr. Hildebrand stated he has plans to use the room more. President Fawber asked in the event of an emergency, where would NEMA be. Mr. Hildebrand indicated that room. President Fawber stated NEMA was going to be in that room, NEMA wouldn't be at the event, so if there's something out there, all the NEMA people will be in that room. Mr. Hildebrand stated if they must stand up to the EOC, then we're going to try and get as many of their people in there to fill those workstations; right now, we only have five stations at the Sports and Learning Center room they had eight. He wants to add computers, but they doubled in price. Council Member Del Vecchio asked if they were saying that the room still isn't big enough for them. Mr. Hildebrand indicated they wanted something bigger, and he has the documents that were submitted to Dillsburg Borough. They asked for 30 by 40 because the room they were in at the Sports and Learning was 25 by 39. So, we figured 30 by 40 and were told that wasn't possible and they accepted that. There were things they asked for like the generator, wanted an exterior entrance (they got that), they wanted to be tied into the Community room because they felt in a big disaster, that’s where the press was going to be. They needed to communicate so they wanted a radio room (they got that). We gave the Borough the specs and dimensions and the room is 30 by 31. They lost the storage they were told they could have. So, all the stuff that was in the storage closet is now in their room. The effective space for this ICS organization is down to about 20 by 25. He suggested taking the two vacant offices and taking the wall out and moving the meetings in there; there would be an additional 150 square feet. He continued saying that the generator was not for EMA, it was for the rental, the EMT, the office people and the Public Works crew. Disaster preparedness must be shared. He must collaborate with the Council, whether they like it or not, because they're going to make decisions together. It wasn’t going to be him making decisions, it would be a joint effort. Mr. Bomberger indicated there's a misconception about how that room will be used in an emergency; think of it as a command center. So, there are several people with different stations responsible for helping with county and so forth so, it's a regularly active one. It's not something that you would go on the road. They can request CERT team members to go out and help if there's destruction of damage control, that type of thing, if somebody were lost, they would be dispatched in that regard, but that's CERT not EMA per say. Mr. Hildebrand indicated CERT is an asset that they can use. It's not necessarily their CERT, but Franklin Township has an excellent CERT crew, and they could call them and use them as an asset, if needed. Council Member Del Vecchio asked how many of their guys have their NIMS certifications. Mr. Hildebrand stated he didn't know where he was with that and if spent his time taking the 200, 300, and 400 level courses, he wouldn't be doing the things that really count. Council Member Del Vecchio thought he would need that to do what he’s doing. Mr. Hildebrand didn't think so. Council Member Del Vecchio indicated he had to take them for the fire department, and he doesn’t come close to what they're doing. Mr. Bomberger indicated it depends on what level you're operating on most of us have the certifications needed, if higher than that, then you become qualified to be the coordinator and that type of thing. Vice President Kelley stated she thought that certification discussion is different than what we're here talking about as far as space requirements.

President Fawber indicated the three things that were mentioned, the generator is in the works, they have COVID money that we're trying to figure out what they are allowed to use it for. The Borough would like to use the money for it because we house EMS here. This is something that the Council wants to do this year. There are also issues, like finding the right one for the size of the building, might not be available and more important places to purchase it from. As far as the internet expense he will investigate that. Mr. Hildebrand indicated the Borough Manager is aware of this, and within a day the invoice was in his mailbox, but what he was looking for was a simple motion by Council that would put their board at ease. Is one person asking for money or is it the Council? He has a treasurer for NEMA who an accountant and they are getting these questions.

Mr. Hildebrand indicated as elected officials, there is a seat for them in that EOC and that’s how important this relationship is and if we're going to be. Council Member Del Vecchio interrupted and stated they never said it wasn't important. Mr. Hildebrand stated he wasn’t saying that, but if we're at odds with each other over essential things that they helped design, and now it’s like, oh, well, that room doesn’t get used, which is not true. He indicated he was serious about getting tight with York County. They're the link to PEMA and FEMA and they know better than he does where he stands with his certifications. Their involvement rate out of the whole county, which has 67 municipalities, is 20%. President Fawber asked Borough Manager Kauffman if she heard about the internet expenses issue. Manager Kauffman stated she did and in theory Council doesn’t need do but if it makes them feel better, yes, you can make a motion that we're going to charge them for it. The council asked if there was an amount. Secretary Beitzel stated $400.00 a year. Mr. Hildebrand indicated they haven't changed the fees they charge the other five municipalities for years. President Fawber stated they don’t provide NEMA with a building. Mr. Hildebrand stated if this is going to be referred to in the future, this motion should say something like equal to or less than the current name of fee, and that way the Borough will be covered long term. Vice President Kelley moved to invoice NEMA for internet usage at the Borough building that's equal to or less than $400.00 billed annually beginning 2023. Council Member Del Vecchio seconded the motion – Motion carried.

*Solicitor’s Report*

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

# Engineer’s Report

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

# Tax Collector Report

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

# Borough Staff Report

Manager Kauffman didn’t provide the Council and Mayor with a written report for May 2023.

# MAYOR'S REPORT

Mayor Richardson had nothing to report.

PRESIDENT'S REPORT

President Fawber had nothing to report.

# COMMITTEE REPORTS

###### Public Safety Committee

###### Council Member Baldwin had anything to report.

Public Works Committee

1. Bids for Tree Removal by pavilion – President Fawber stated there are some dead trees by the pavilion that need to be cut down. They are too big for the Public Works department to manage. Brian will investigate putting out bids out for the job.
2. Bids for S. Baltimore Street Sidewalk Project – Council Member Deeble an Invitation to Bid for the South Baltimore Street Sidewalk Project was placed on PennBid and were opened on June 12th at 10:30am. Nine (9) offers to purchase were received:
3. $91,100.00 from Kinsley Construction, Inc
4. $92,840.00 from Rogele, Inc
5. $98,360.00 from Kee-ta Quay Construction Co
6. $115,125.00 from JVI Group, Inc
7. $130,982.00 from CPA Pavement Services, Inc
8. $137,400.00 from Detraglia Excavating, Inc
9. $149,959.75 from Concrete Service Division, LLC
10. $165,500.00 from Porter Construction & Concrete
11. $179,375.00 from Lobar Site Development Corp

Councill Member Deeble moved to accept the bid received from Kinsley Construction Inc in the amount of $91,100.00. Vice President Kelley seconded the motion. – Motion carried.

*Administration Committee*

###### Vice President Kelley had anything to report.

OLD BUSINESS

There was none.

NEW BUSINESS

Secretary Beitzel indicated she received a request from the Dillsburg Library to use the Community room on June 24th as a location in case of rain. It was agreed that they would have to pay for the rental fee.

ADJOURNMENT

Since there was no further business, Council Member Del Vecchio moved to adjourn the regular meeting at 8:13pm. Vice President Kelley 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