**DILLSBURG BOROUGH COUNCIL MEETING**

September 12, 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, Charles Deeble, and Patrick Wolfkill. Dave Baldwin joined the meeting via phone. Also, present were Mayor John Richardson, Borough Manager Laura Klinefelter, and Borough Secretary Debbi Beitzel. The following people weren’t present: Council Members Chris Del Vecchio and Isaac Tucker, The Borough Solicitor, and the Borough Engineer.

The following visitors were present: Hector Morales and Mark Snyder from NYCFR.

PUBLIC HEARING

Discuss/Take Action – Ordinance 2023-1 – Pension Plan Amendment – President Fawber stated the Borough of Dillsburg previously established the Borough of Dillsburg Non-Uniformed Employees’ Pension Plan for the benefit of its full-time, non-uniformed employees. To continue its compliance with the state law, Dillsburg Borough desires to enact an amendment to the Plan recognizing the revised definition of spouse under the laws of the Commonwealth of Pennsylvania. President Fawber moved to adopt Ordinance 2023-1 amending the Borough of Dillsburg’s Non-Uniformed Employees’ Pension Plan and stating that the Chief Administrative Officer (CAO) of the Borough of Dillsburg Non-Uniformed Employees’ Pension Plan, Council Member Holly Kelley, as the agent of the Employer, is authorized and directed to execute the amendment of the Plan. The motion was seconded by Council Member Wolfkill. - Motion carried.

The meeting was called to order by President Fawber at 7:03 PM followed by the invocation and the salute to the flag.

APPROVAL of the AGENDA

Council Member Wolfkill moved to approve the agenda as submitted. The motion was seconded by Council Member Baldwin. - Motion carried.

APPROVAL of the MINUTES

August 2, 2023, Committee Meeting – Council Member Baldwin moved to approve the Committee Meeting minutes of August 2, 2023, as submitted. The motion was seconded by Council Member Wolfkill. - Motion carried.

August 8, 2023, Council Meeting – Council Member Wolfkill moved to approve the Council Meeting minutes of August 8, 2023, as submitted. The motion was seconded by Council Member Deeble. - Motion carried.

# PUBLIC COMMENT

There was none.

DEPARTMENT REPORTS

*Police Department Report*

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

*Ambulance Service Report*

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

*Fire Company Report*

Hector Morales reviewed the August 2023 report with the Council and Mayor. He indicated for the month of August 2023, there were 21 calls for a year-to-date total of 309. For the month of August 2023 there were three calls in the Borough, for a year-to-date total of 60.

They are preparing and getting ready for the Farmers’ Fair. They filed for a grant through the state for more equipment. They received an EFG grant for a ventilation system at Station 1. They are waiting on the prints to review for the new engine. They informed the Borough they have cameras at both stations.

President Fawber informed Mr. Morales and Mr. Snyder that the Borough is unable to charge for parking during Farmers’ Fair to benefits the fire department due to it being a public building.

Council Member Deeble asked what the status was on the Franklintown station. Mr. Snyder indicated they are planning on fixing it up and keeping it for now.

*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 August 2023 were $108,280.66. 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 $108,280.66 pending audit approval. The motion was seconded by Council Member Deeble. - Motion carried.

# Planning Commission Report

There was 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 August 2023. President Fawber asked what the status was on Orchard Drive. Manager Klinefelter stated they were meeting with the developer and Yingst homes on Monday, September 18th.

# Engineer’s Report

A report was provided to the Council and Mayor for services in August 2023. President Fawber asked what the status was on Rita’s. Manager Klinefelter stated they were going before the ZHB this month.

# Tax Collector Report

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

# Borough Staff Report

Manager Klinefelter provided the Council and Mayor with a written report for August 2023. She indicated the golf cart died and she will be looking for another one, because it gets used every day.

# MAYOR'S REPORT

Mayor Richardson has nothing to report.

PRESIDENT'S REPORT

President Fawber had nothing to report.

# COMMITTEE REPORTS

###### Public Safety Committee

###### A. Discuss/Take action – Setting Trick-or-Treat – Council Member Baldwin stated each year the Borough tries to designate the last Thursday of October as the official date of the Trick-or-Treat festivities within the Borough. Council Member Baldwin moved to set the official 2023 date and time of Trick-or-Treat in the Borough of Dillsburg for Thursday, October 26, 2023, from 6:00 pm until 8:00 pm. The motion was seconded by Council Member Deeble. – Motion carried.

B. Discuss/Take Action – Emergency flashing sign for fire department – There was a lengthy discussion regarding this issue. Council Member Deeble moved to postpone the approval of an emergency flashing sign for the fire department until more information can be obtained. The motion was seconded by Vice President Kelley. – Motion carried.

Public Works Committee

###### A. Discuss/Take action – Street Line Painting - Council Member Deeble stated members of the CAPCOG joined together in the bidding process for line painting. The bid was awarded to D.E. Gemmill. Council Member Deeble moved to authorize Council President Fawber to sign the necessary line painting/pavement markings contract on behalf of the Borough of Dillsburg. The motion was seconded by Council Member Wolfkill. – Motion carried.

B. Discuss/Take Action – Time Extension for the Winfield Preliminary Plan - Council Member Deeble stated Brandon Fox is requesting a time extension to be granted for the Winfield Preliminary Subdivision and Land Development Plan. This time extension shall be until November 15, 2023. Council Member Deeble moved to approve the request for a time extension on the Winfield Preliminary Plan until November 15, 2023. The motion was seconded by Council Member Baldwin. – Motion carried.

C. Discuss/Take Action – South Baltimore Final Invoice – Vice President Kelley moved to pay Kinsley $122,027.49 and retaining 5% of the total bill which is $6,422.51 for a few repairs. The motion was seconded by Council Member Wolfkill. – Motion carried.

*Administration Committee*

###### A. Discuss/Take action – Resolution 2023-5 – 2023 Fee Schedule Amended – Council Member Wolfkill stated currently renting the Community Room within the Borough has a minimum two hour rental requirement. This amendment to the resolution will remove the two hour requirement Monday through Thursday. Council Member Wolfkill moved to adopt Resolution 2023-5 amending the Borough Fee Schedule. The motion was seconded by Council Member Deeble. – Motion carried.

###### B. Discuss/Take Action – PLGIT/Prime Account - Council Member Wolfkill stated the Borough is looking to move money from the general fund checking to a money market type account with PLGIT due to their competitive investment rates. Council Member Wolfkill moved to approve opening an account with PLGIT and transferring funds to an investment fund. The motion was seconded by Vice President Kelley. – Motion carried.

OLD BUSINESS

There was none.

NEW BUSINESS

###### A. Discuss/Take action – LSA Application (Alley Construction) President Fawber moved to approve for the Borough Manager Klinefelter to apply for a LSA program application for alley construction. The motion was seconded by Council Member Baldwin. – Motion carried.

###### B. Discuss/Take Action – LSA Application (Generator) Council Member Wolfkill moved to approve for the Borough Manager Klinefelter to apply for a LSA program application for a generator. The motion was seconded by Vice President Kelley. – Motion carried.

ADJOURNMENT

Since there was no further business, Council Member Deeble moved to adjourn the regular meeting to executive session at 7:53pm. The motion was seconded by Council Member Tucker. – Motion carried.

Respectfully Submitted,

Debbi L. Beitzel Debbi Beitzel

Borough Secretary

cc: Borough Council Members

Mayor Richardson

Manager Klinefelter

Tim Knoebel

Salzman Hughes, PC