

**DILLSBURG BOROUGH COUNCIL MEETING**  
**October 10, 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, Chris Del Vecchio, Isaac Tucker, and Patrick Wolfkill. Also, present were Borough Manager Laura Klinefelter, and Borough Secretary Debbi Beitzel. The following people weren't present: Mayor John Richardson, Council Member Dave Baldwin, the Borough Solicitor, and the Borough Engineer.

The following visitors were present: Chief Thomas Wargo from Carroll Township Police Department, Mary Lou Bytof from the Dillsburg Banner, Sue Rizzo, Eric & Zack Semke.

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. The motion was seconded by Council Member Wolfkill. - Motion carried.

APPROVAL of the MINUTES

September 5, 2023, Committee Meeting – Vice President Kelley moved to approve the Committee Meeting minutes of September 5, 2023, as submitted. The motion was seconded by Council Member Del Vecchio. - Motion carried.

September 12, 2023, Council Meeting – Council Member Deeble moved to approve the Council Meeting minutes of September 12, 2023, as submitted. The motion was seconded by Council Member Tucker. - Motion carried.

PUBLIC COMMENT

Zack Semke from Boy Scout Troop 38 presented his Eagle Scout Project to Borough Council. He would like to put a Storybook Trail throughout the Community Park, which consists of 4X4 posts along the trail with pages from the storybook. This would promote the library and the goal is to encourage kids to read. The Council was onboard but wanted to see a plan before officially giving the go ahead.

DEPARTMENT REPORTS

Police Department Report

Chief Wargo reviewed the September 2023 Dillsburg Borough Police Report with the Council. The report listed the numbers and types of offenses and traffic incidents and a breakdown of hours worked. He indicated for the month of September 2023, there were 163 calls for service, for a year-to-date total of 1,483. There were eight traffic accidents in September 2023, for a year-to-date total of 64 and the officers issued 20 citations in September 2023, for a year-to-date total of 149.

He indicated York County teamed up with WellSpan and they now have a Co-Responder program. Carroll Township, Fairview Township and Newberry Township are getting a Co-Responder, and the gentlemen will begin on October 16<sup>th</sup>. There is no charge to the municipalities and the cost is being picked by WellSpan. Fairview Township will be providing an office for the person because it's located in the middle. He will have the ability to ride with the officers.

The Council had some questions regarding some of the calls. Chief Wargo answers what he can and informs the Council he will check the others out and get back to them.

Ambulance Service Report

No report.

Fire Company Report

Chris Del Vecchio reviewed the September 2023 report with the Council. He indicated for the month of September 2023, there were 26 calls for a year-to-date total of 335. For the month of September 2023 there were four calls in the Borough, for a year-to-date total of 64.

He indicated the paid staff are working out well and they are preparing for the Farmers' Fair. They had some training sessions in a vacant house on Ore Bank Road. They have gotten some new members and continue to do some building upgrades.

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 September 2023 were \$146,837.82. 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 \$146,837.82 pending audit approval. The motion was seconded by Council Member Del Vecchio. Vice President Kelley abstained. - 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 September 2023.

Engineer's Report

A report was provided to the Council and Mayor for services in September 2023. Manager Klinefelter indicated the Borough held a 5% retaining fee for the South Baltimore Street Sidewalk

project due to a few repairs needing done, those repairs have been completed and KPI would like that retaining fee released. Council Member Tucker moved to release the retaining fee of 5% to Kinsley. The motion was seconded by Council Member Del Vecchio. – Motion carried

#### Tax Collector Report

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

#### Borough Staff Report

Manager Klinefelter provided the Council and Mayor with a written report for September 2023. She mentioned the emails that were sent regarding the inlet and Senate Bill 191. She indicated Quay Alley is being paved the week of October 23<sup>rd</sup>.

#### MAYOR'S REPORT

Mayor Richardson wasn't present.

#### PRESIDENT'S REPORT

President Fawber thanked Manager Klinefelter for doing a great job on the budget. He looked at the work the Public Works Department did and stated they did a good job.

#### COMMITTEE REPORTS

##### Public Safety Committee

A. Discuss/Take action –Resolution 2023-10 - 2024 Animal Control Services – Council Member Tucker stated as Councilmembers are aware, the Borough of Dillsburg must provide for animal control services to ensure the safety, health and welfare of its residents and must also provide for the shelter and care of stray and/or injured or abused animals in the Borough. For 2024, the charge increased for the SPCA for a total of \$1,876. Michelle Klugh, of Klugh Animal Control Services located in York, PA has been the Borough's Animal Control Officer for the past five years and has provided excellent service to the Borough. For 2024, the charge is \$250. Council Member Tucker moved to adopt Resolution 2023-10 re-appointing Michelle Klugh Moore, of Klugh Animal Control Services located in York, PA, as the Animal Control Officer and the SPCA of York County, located in York, PA, as the Animal Shelter for the Borough of Dillsburg for 2024. The motion was seconded by Council Member Wolfkill. – Motion carried.

##### Public Works Committee

There was nothing to report.

##### Administration Committee

A. Discuss/Take Action – Proposed 2024 Budget – Vice President Kelley stated the 2024 Proposed Budget has been prepared and was reviewed by the Council at their recent Committee Meeting. The Proposed Budget consists of Total Estimated Revenues of \$1,771,364.05 and Total Estimated Expenses of \$1,768,782.14. Expenses include contributions of \$15,250.00, streetlamp construction of \$110,000.00, road work expenses of \$80,000.00 and \$423,856.05 in expenses for Emergency Services. This Proposed Budget will not create a necessity for a real estate or occupational assessment tax increase. The 2024 Proposed Budget will be placed on

public display from now until November 14, 2023, Council Meeting at which time formal action by Council will be taken. Vice President Kelley moved that the 2024 Proposed Budget be approved and adopted as presented, and that any revisions be prepared for the 2024 Final Budget, to be voted on at the November 14, 2023, meeting of Borough Council. The motion was seconded by Council Member Wolfkill. - Motion carried.

- B. Discuss/Take Action – Pension MMO – Council Member Wolfkill stated each year the Borough determines the specific funding necessary to meet its financial obligation for funding of the Non-Uniform Employees’ Pension Fund. The Borough Manager, along with the Actuary, has determined that the Minimum Municipal Obligation (MMO) for 2024 should be \$10,247.00. This funding obligation will be met through a combination of State and Borough funds. The obligation will become part of the Pension Plan calculations for 2024 and will also be considered as a General Fund expense for the Borough Budget. Council Member Wolfkill moved to approve the specific funding for the 2024 MMO to be paid for the Borough Non-Uniform Employees’ Pension Fund in the amount of \$10,247.00. Motion was seconded by Vice President Kelley. – Motion carried.

#### OLD BUSINESS

- A. Emergency flashing sign for fire department – Council Member Del Vecchio provided the Borough Council with an update.

#### NEW BUSINESS

- A. Discuss/Take action – Purchase of Floor Scrubber for Community Room – Vice President Kelley stated Dillsburg Borough continues to rent out the community room to residents and organizations at a steady rate each month. With having more traffic in the community room it’s essential to keep the room clean for the residents. The Borough staff is looking to purchase a walk-behind floor scrubber in the amount of \$1,800.00 with accessories that will cost \$287.85. The floor scrubber will cut down on time it takes a person to clean the floors in the large room. Vice President Kelley moved to approve the purchase of a walk-behind floor scrubber and accessories in the amount of \$2,087.85. The motion was seconded by Council member Wolfkill. – Motion carried.
- B. Discuss/Take action – EMS office and Bay receptacles – Council Member Wolfkill stated it has been determined that the amount of receptables in the EMS office and bay is not conducive to the amount of electronics that need to be plugged in. Lobar reviewed and gave the Borough a quote in the amount of \$770.00 to install requested receptables. Council Member Wolfkill moved to approve the quote of \$770.00 to install receptacles in the EMS office and bay. The motion was seconded by Vice President Kelley. – Motion carried.
- C. Discuss/Take Action – Acoustic Paneling for Community Room - Vice President Kelley stated the community room located in the Dillsburg Borough office needs acoustic panels to decrease the echo. Soundproof Cow has quoted the Borough four phases of paneling, each phase being \$2,250.00. Vice President Kelley moved to approve the purchase of one phase of paneling in

the amount of \$2,250.00. The motion was seconded by Council Member Wolfkill. – Motion carried.

- D. Discuss/Take Action – Comprehensive Plan Initiative – Council Member Deeble stated on September 27<sup>th</sup>, the Borough Manger and Council President Fawber met with Carroll Township to discuss joining the initiative to update the Comprehensive Plan. Having multiple municipalities collaborate, this will allow for grant opportunities and will create cost savings for all. A comprehensive plan is a municipality’s policy document to meet local needs and guide its future growth and development, as well as the protection of important natural resources. Council Member Deeble moved to approve Dillsburg Borough joining Carroll Township on updating the Comprehensive Plan. 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 8:01pm. 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