

**DILLSBURG BOROUGH COUNCIL MEETING**  
**November 14, 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, Isaac Tucker, and Patrick Wolfkill. Council Member Dave Baldwin joined by phone. Also, present were Mayor John Richardson, Borough Engineer Tim Knoebel, Borough Manager Laura Klinefelter, and Borough Secretary Debbi Beitzel. The following people weren't present: Council Member Charles Deeble and the Borough Solicitor.

The following visitors were present: Chief Thomas Wargo and Officer John Shapley from Carroll Township Police Department, Mary Lou Bytof from the Dillsburg Banner, Mark & Carla Snyder and Brandon and Jen Mitchem from NYCFR, Tim Mellott and Brandon Fox representing Winfield, District Judge Rich Thomas, Borough Resident Kyle Snyder and visitors, Elias Thompson, Joshua Weiser, Jason Baldwin, and Kaia Miller.

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

President Fawber added the approval of payment to TW Consultants to 11d. Council Member Baldwin moved to approve the agenda as amended. The motion was seconded by Vice President Kelley. - Motion carried.

APPROVAL of the MINUTES

October 3, 2023, Committee Meeting – Vice President Kelley moved to approve the Committee Meeting minutes of October 3, 2023, as submitted. The motion was seconded by Council Member Tucker. - Motion carried.

October 10, 2023, Council Meeting Vice President Kelley moved to approve the Council Meeting minutes of October 10, 2023, as submitted. The motion was seconded by Council Member Del Vecchio. - Motion carried.

PUBLIC COMMENT

District Judge Richard Thomas thanked the present and past Borough Council Members for their help and support over the years and indicated it was great working with them.

DEPARTMENT REPORTS

Police Department Report

Chief Wargo recognized John Shapley, Carla Snyder, and Brandon Mitchem for going above and beyond the call of duty for an incident on October 24, 2023. They all received awards.

Chief Wargo reviewed the October 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 October 2023, there were 161 calls for service, for a year-to-date total of 1,644. There were seven traffic accidents in October 2023, for a year-to-date total of 71 and the officers issued 14 citations in October 2023, for a year-to-date total of 163.

Ambulance Service Report

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

Fire Company Report

Carla Snyder reviewed the October 2023 report with the Council and Mayor. She indicated for the month of October 2023, there were 35 calls for a year-to-date total of 368. For the month of October 2023 there were seven calls in the Borough, for a year-to-date total of 71.

She indicated Farmers' Fair was a great success. They welcomed in new members and their junior program is going well. They will again be doing the Santa run which will be on December 9 beginning at noon and on January 1<sup>st</sup>, they will be hosting a Sunday dinner at the Franklinton Borough station.

Planning Commission Report

Engineer Knoebel stated they were busy reviewing the Winfield Plan.

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 October 2023.

Engineer's Report

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

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 October 2023 were \$157,977.70. 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 \$157,977.70 pending audit approval. The motion was seconded by Council Member Tucker. Vice President Kelley abstained. - Motion carried.

Tax Collector Report

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

### Borough Staff Report

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

### MAYOR'S REPORT

Mayor Richardson indicated along with engineer Knoebel met with Wayne Kober regarding a pedestrian bridge over Route 15. He also met with a third grade class at South Mountain Elementary School who were talking about state and local government.

### PRESIDENT'S REPORT

President Fawber indicated he and Vice President Kelley attended the Veteran's Field of Honor on Saturday and it was very interesting. The closing ceremony will be on Saturday, November 18th.

### COMMITTEE REPORTS

#### Public Safety Committee

There was nothing to report.

#### Public Works Committee

- A. Discuss/Take action – Time Extension for the Rita's Italian Ice Final Land Development – Council Member Del Vecchio stated SDC is requesting a time extension of the Land Development Plan submitted by Matthew Simmons for the proposed Rita's at the corner of W. Harrisburg Street and Route 15. Due to the other outside governmental agencies, PennDOT, and working with Carroll Township, they are requesting a 90-day extension. Council Member Del Vecchio moved to approve SDC's request for a time extension on the Rita's Plan until February 14, 2024. The motion was seconded by Council Member Baldwin. – Motion carried.
- B. Discuss/Take Action – Winfield Preliminary Plan – Council Member Tucker stated at the October 25, 2023, Planning Commission meeting, a motion was made to recommend conditional approval of the preliminary plan for the Winfield Development to the Borough Council subject to meeting all the conditions outlined in the Engineer's memorandum dated October 23, 2023. Council Member Tucker moved to approve the Winfield Preliminary Plan subject to the Engineer's comments on the October 23, 2023, memorandum. The motion was seconded by Council Member Del Vecchio – Council Member Baldwin voted no. - Motion carried.
- C. Discuss/Take Action -Approve payment for Quay Alley - Council Member Del Vecchio moved to approve the payment to C.E. Williams Sons, Inc in the amount of \$11,075.00 for the Quay Alley Paving Project. The motion was seconded by Council Member Tucker. - Motion carried.
- D. Discuss/Take Action - Approve payment to JVI and TW Consultants for the Chestnut Street Sidewalk Project – Engineer Knoebel stated the work is 95% completed with a short punch list and should be completed next month. Council Member Del Vecchio moved to approve the payment to JVI in the amount of \$204,567.50 for the Chestnut Street Sidewalk project. The motion was seconded by Council Member Tucker. – Motion carried. Council Member Tucker moved to approve the payment to TW Consultants in the amount of \$13,472.00 for the Chestnut Street Sidewalk project. The motion was seconded by Council Member Del Vecchio. – Motion carried.

- E. Discuss/Take Action – Shop Bay Exhaust Fan Installation – Council Member Del Vecchio stated the Public Works Bay area currently does not have an exhaust fan. For safety reasons, the Borough has received a quote through Lobar Associates in the amount of \$20,489.00. Council Member Del Vecchio moved to approve the quote of \$20,489.00 to install an exhaust fan in the Public Works Bay. The motion was seconded by Council Member Tucker. – Motion carried.

#### Administration Committee

- A. Discuss/Take Action – Approve Multi-municipal Comprehensive Plan RFP – Council Member Wolfkill moved to advertise the RFP for the Multi-municipal Comprehensive Plan. The motion was seconded by Vice President Kelley. – Motion carried.
- B. Discuss/Take Action – Resolution 2023-11 - 2024 Meeting Dates - Vice President Kelley stated as Council Members are aware, each year we develop a Meeting Schedule for the coming year and adopt the Schedule by Resolution. The Schedule of Meetings is distributed and advertised in the local newspaper. Please note that all meetings will be held at the Borough Office Building. Vice President Kelley moved to adopt Resolution 2023-11 setting the 2024 meeting schedule for the Borough of Dillsburg. The motion was seconded by Council Member Wolfkill. – Motion carried.
- C. Discuss – 2024 Appointments – Vice President Kelley stated they have reached out to some people and received an application for DAA, but it should be advertised on our Facebook page.
- D. Discuss/Take Action – 2024 Borough Budget – Council Member Wolfkill stated the 2024 Proposed Budget was reviewed by the Council at the October 10, 2023, Council meeting and was put on public display between October 11<sup>th</sup> and today. The final 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, road work expenses of \$80,000.00 and \$423,856.05 in expenses for Emergency Services. This Final Budget will not create a necessity for a real estate or occupational assessment tax increase. The 2024 Budget is now ready for adoption. Council Member Wolfkill moved to adopt the 2024 Budget for the Borough of Dillsburg as presented with projected Revenue of \$1,771,364.05 and Total Estimated Expensed of \$1,768,782.14. The 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 and indicated he was meeting with PennDOT along with KPI tomorrow at 11:15am for site work.

#### NEW BUSINESS

- A. 1<sup>st</sup> Quarter 2024 Penn Waste Price Increase – President Fawber indicated the tonnage went up in York County, which made the first quarter amount increase \$86 to \$87.73 for the quarter. There will be a different rate for the second quarter due to adding another year to the contract. Manager Klinefelter stated Joel at Penn Waste Joe is working on the proposal right now to extend the Borough’s contract for another year. The extension will start in April 2024. The contract will have to be put out them for bids for the following year. Council Member Baldwin asked why they *must* raise the rates when the Borough received a fixed rate for five years.

Manager Klinefelter stated it's in the contracts, there's like all these variables, like with the tonnage rates that are going up and inflation that's included in the contract. So, the rate that Penn Waste gave the Borough can be adjustable.

- B. Discuss/Take action –Salt Shed for Borough Building – Vice President Kelley moved to approve to accept the quote from Lobars Associates in the amount of \$14,997.00 for the construction of a roof over the current walls of the salt shed. The motion was seconded by Council Member Tucker. - Motion carried.

Council Member Del Vecchio mentioned that the clock on the building is not working again, and it is not lit up. President Fawber indicated Council needs to think about what should be done with the clock.

Council Member Wolfkill stated they need to discuss and update the procedures of renting the community room. He understands it's currently a first come first serve basis, but there should be a 3-day hold process to get the application sent in and the fees paid.

#### ADJOURNMENT

Since there was no further business, Vice President Kelley moved to adjourn the regular meeting at 8:03pm. 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