

DILLSBURG BOROUGH COUNCIL MEETING

October 8, 2024 – MINUTES

6:00 PM

The Dillsburg Borough Council held their monthly business meeting at the Dillsburg Borough Office on the above-mentioned date. Councilmembers attending were, President Matt Fawber, Vice President Charles Deeble, Chris Del Vecchio, Patrick Wolfkill, and Isaac Tucker. Councilmember Dave Baldwin joined by phone. Also, present were Mayor John Richardson, Borough Solicitor Elana Schnall, Borough Engineer Tim Knoebel, Borough Manager Laura Klinefelter and Administrative Assistant Debbi Beitzel. Councilmember Holly Kelley wasn't present.

The following visitors were present: Patrolman Elais Martinez from Carroll Township Police Department, Mary Lou Bytof from the Dillsburg Banner, and guest Hunter Convoy.

The meeting was called to order by President Fawber at 6:00 PM followed by the invocation and the salute to the flag.

APPROVAL of the AGENDA

Councilmember Baldwin moved to approve the agenda as presented. Vice President Deeble seconded the motion. - Motion carried.

APPROVAL of the MINUTES

Councilmember Wolfkill moved to approve the Committee Meeting minutes of September 3, 2024, as presented. Councilmember Tucker seconded the motion. - Motion carried.

Councilmember Baldwin moved to approve the Council Meeting minutes of September 10, 2024, as presented. Councilmember Del Vecchio seconded the motion. - Motion carried.

PUBLIC COMMENT

There was none.

SUBDIVISION/LAND DEVELOPEMNT

Engineer Knoebel updated the Council on the Stoney Run Village development. They have some things to update and resubmit the plans and hopefully come before the Borough Council in November.

DEPARTMENT REPORTS

Police Department Report

Patrolman Martinez reviewed the September 2024 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 September 2024, there were 138 calls for a year-to-date total of 1,406. There were four traffic accidents in September 2024 for a year-to-date total of 50 and the officers issued 16 citations in September 2024 for a year-to-date total of 130.

Ambulance Service Report

A report was provided to the Council and Mayor for services in September 2024.

Fire Company Report

Chief Carla Snyder apologizes for not having a report. She indicated there were four member out in Wisconsin looking at the new truck and going over the specs. She stated they are preparing for Farmers Fair, going to the elementary schools and talking about fire prevention, doing some fire prevention certification at local day cares, and working on the Santa Run in December.

Planning Commission Report

The Planning Commission did meet to review the Stoney Run Village plans.

Dillsburg Area Authority

Nothing.

Community Groups

There were none.

Solicitor's Report

A report was provided to the Council and Mayor for services in September 2024. She is working on drafting a formal consultant agreement for Manager Klinefelter.

Engineer's Report

An invoice was provided to the Council and Mayor for services in September 2024. Engineer Knoebel reviewed the MS4 procedures as part of the permit. He mentioned the paving for the alleys should begin on Friday and finish up on Monday at the latest

Treasurer's Report

The Unpaid Bills Detail and a list of Additional Expenditures were given to each Councilmember and Mayor in their packet of information. The total General Fund expenditure for September 2024 was \$154,913.87. The Profit & Loss Budget vs. Actual Detail Report and a Cash Flow Report were also given to each Councilmember and Mayor. Vice President Deeble moved to approve the payment of all bills as presented in the amount of \$154,913.87 pending audit approval. Councilmember Tucker seconded the motion. – Motion carried.

Tax Collector Report

Debbi Beitzel provided the Council and Mayor with a written report for September 2024.

Borough Staff Report

Manager Klinefelter provided the Council and Mayor with a written report for September 2024.

MAYOR'S REPORT

Mayor Richardson had nothing to report.

PRESIDENT'S REPORT

President Fawber had nothing to report.

COMMITTEE REPORTS

Public Safety Committee

- A. Resolution 2024-12 – 2025 Animal Control Services - Councilmember 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 2025, the charge increased for the SPCA for a total of \$1,989. Michelle Klugh, of Klugh Animal Control Services located in York, PA has been the Borough's Animal Control Officer for the past six years and has provided excellent service to the Borough. For 2025, the charge is \$250. Councilmember Tucker moved to adopt Resolution 2024-12 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 2025. The motion was seconded by Councilmember Baldwin. – Motion carried.

Public Works Committee

Vice President Deeble nor Councilmember Del Vecchio had anything to report.

Administration Committee

- A. 2025 Minimum Municipal Obligation (MMO) - Councilmember 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 2025 should be \$18,465.00. 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 2025 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 2025 MMO to be paid for the Borough Non-Uniform Employees' Pension Fund in the amount of \$18,465.00. Motion was seconded by Vice President Deeble. – Motion carried.
- B. 2025 Proposed Budget – Councilmember Wolfkill stated the 2025 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 \$1,371,833.64 and Total Estimated Expenses of \$1,371,129.29. Expenses include contributions of \$15,250.00, road work expenses of \$60,000.00 and \$447,270.29 in expenses for Emergency Services. This Proposed Budget will not create a necessity for a real estate or occupational assessment tax increase. The 2025 Proposed Budget will be placed on public display from now until November 12, 2024, Council Meeting at which time formal action by Council will be taken. Councilmember Wolfkill moved that the 2025 Proposed Budget be approved and advertised as presented, and that any revisions be prepared for the 2025 Final Budget, to be voted on at the November 12, 2023, meeting of Borough Council. The motion was seconded by Vice President Deeble. - Motion carried.

OLD BUSINESS

Councilmember Del Vecchio asked when the truck signage would be placed. Manager Klinefelter indicated she hasn't ordered the signs yet.

Administrative Assistant Beitzel stated she has been receiving phone calls regarding the clocks (square/building) not working. Manager Klinefelter will speak with Jay Young regarding a possible fund raiser for the clock at the square.

NEW BUSINESS

There was none.

ADJOURNMENT

Since there was no further business, Vice President Deeble moved to adjourn the regular meeting at 6:41 pm and move into executive session to discuss employment with no need to reconvene. Councilmember Tucker seconded the motion. – Motion carried.

Respectfully Submitted,

Debbi L. Beitzel

Debbi Beitzel
Borough Secretary

cc: Borough Councilmembers
Mayor Richardson
Manager Klinefelter
Tim Knoebel
Salzman Hughes, PC