

DILLSBURG BOROUGH COMMITTEE MEETING  
December 1, 2009

- Brian Radcliffe - DAA

- 
- 1) 2010 Pet Permits
  - 2) 2010 Appointments
  - 3) 2010 Fees
  - 4) 2010 Budget
  - 5) 2010 Tax Ordinance
  - 6) Leon Zeiders – Leaf Vac Volunteer
  - 7) Trash Extension
  - 8) Resolution 2009-13 - NYCHAPS
  - 9) Meadows Edge – Preliminary Plan & Phase I Final Plan - *Attachment*
  - 10) Winfield – Waiver & Plan Approval - *Attachment*


----- --Items 1-10 may be on Council Agenda or discussed at meeting -----

- 11) Dump Truck on Baltimore St.
- 12) 2010 Alley Repairs
- 13) Out Door Furnaces
- 14) Pedestrian Crossing Signs
- 15) Donations – How to Pay? - *Attachment*
- 16) Vance/Perry Meeting
- 17) Speed limit Signs
- 18) 2010 York Street Repairs
- 19) PNC Signatures
- 20) WSCC
- 21) Tree Pick up & Pickle Drop
- 22) Farmer's Fair - *Attachment*

Civil & Environmental Engineering Consultants

## MEMORANDUM

**Memo to:** Dillsburg Borough Council  
Attn: Ms. Karen Deibler, Borough Manager

**Memo from:** Timothy R. Knoebel, P.E. 

**Subject:** Subdivision & Land Development Plan Review  
Meadows Edge – Revised Preliminary Plan/Phase 1 Final Plan  
Plan Date: Final Plan – Phase 1 July 23, 2009  
Preliminary Plan last revised 8-12-09  
Action Dates: January 26, 2010 -Latest Action Date(Phase 1 Final Plan)  
December 16, 2009 – Planning Commission Meeting  
January 12, 2009 - Council Meeting

**Date:** November 18, 2009

**cc:** McNaughton Company, owner  
R.J. Fisher & Associates  
Mark Allshouse, Borough Solicitor

This report is provided as follow up to November 10, 2009 Borough Council meeting regarding the Meadows Edge Development.

The Phase 1 Final Plan, which consists of one proposed lot, was tabled at the November Council meeting due to concerns regarding the status of the conditionally approved Preliminary Plan and the amendments that would be necessitated due to the minor amendment of the phasing boundary and schedule created by the Phase 1 Final Plan.

The preliminary plan for Meadows Edge was approved with conditions by the Borough Council May 12, 2009. It is our understanding that the phasing boundary on the preliminary plan was amended after the Borough's approval and is consistent with Phase 1 Final Plan. Carroll Township conditionally approved the amended preliminary plan with the corrected phasing boundary on October 12, 2009.

It was discussed at the November 10, 2009 Council meeting that the Borough Engineer should review the amended preliminary plan and have a report available for the December 8, 2009 Council meeting. Council discussed that the amended preliminary plan should also be approved in conjunction with or just prior to approval of the final plan for Phase 1.

Following the November Council meeting the developer provided the Borough with the amended Preliminary Plan. We have reviewed the amended preliminary plan and find that it is similar to the previously approved plan with the following Borough related amendments;

1. The phasing boundary has been amended so that there are now 3-phases. Phase 1 consists of one single family detached residence accessed from Gettysburg Street located in Carroll Township. Phase 2 consists of 19-single family attached dwellings in Dillsburg Borough, and Phase 3 consists of 74-single family attached dwellings in Dillsburg Borough. We note that the schedule shown on sheet 1 of the amended preliminary plan should be amended to correctly reflect all three phases.
2. General Note # 23 has been added to sheet 1 of the amended preliminary plan.

In summary we recommend that the Borough consider action on the plans as follows;

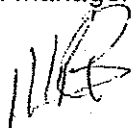
Amended Preliminary Plan; To approve the Amended Preliminary Plan subject to the conditions as outlined in the Borough Engineer's report dated May 4, 2009 and the GTA Associates, Geo-Technical Engineer's report dated April 6, 2009; noting that the phasing boundary has been amended and that the phasing schedule be corrected on sheet 1.

Phase 1 Final Plan; To approve the Phase 1 Final Plan subject to the conditions as outlined in the Borough Engineer's report dated October 22, 2009 and with the additional condition that the Homeowner's Association Documents be reviewed and approved by the Borough Solicitor. Please note that since the plan does not require action until the January 12, 2010 Council meeting that Council would also have the option to table the plan until the applicant is able to address the comments of the Engineer's October 22, 2009 report.

Civil &amp; Environmental Engineering Consultants

**MEMORANDUM**

**Memo to:** Dillsburg Borough Council  
Attn: Ms. Karen Deibler, Borough Manager

**Memo from:** Timothy R. Knoebel, P.E.  
Michael R. Begis, Staff Engineer 

**Subject:** Subdivision & Land Development Plan Review  
Meadows Edge – Final Plan – Phase I  
Plan Date: July 23, 2009  
Action Dates: January 26, 2010 - Latest Action Date  
December 16, 2009 – Planning Commission Meeting  
January 12, 2009 - Council Meeting

**Date:** October 22, 2009

**cc:** McNaughton Company, owner  
R.J. Fisher & Associates  
Mark Allshouse, Solicitor

The proposal consists of Phase I of the Meadows Edge subdivision which contains lot number 1 from the conditionally approved preliminary plan (1 single family unit located in Carroll Township). Approximately 30% of the building lot is located within Dillsburg Borough. From our review of the revised plan and cover letter from RJ Fisher (dated September 14, 2009) we note the following.

**Zoning Ordinance Comments**

(All Zoning comments are subject to interpretation of Zoning Officer and/or Solicitor)

All zoning related issues appear to have been addressed.

**Subdivision Ordinance Comments**


1. York County Planning Commission comments should be considered. (404.P)
2. An owner's acknowledgement and related certifications by the Surveyor and Engineer are required to be executed. (402.A.6, 404.M)
3. Verification of the DAA to provide both sewer and water capacity should be provided. (503)
4. Typically as required by Borough ordinance each phase of the development with exception of the last will contain a minimum of 25% of the total number of dwelling units. However since this lot is disjointed from the remainder of the proposed development and does not require installation of any of the new roads or utilities we feel that it is acceptable. (405.A)

5. Due to the proposed grading within the Borough and the proximity of the dwelling unit in relation to other properties located within the Borough we recommend that the Borough be made part of the final site grading inspection requirements prior to issuance of an occupancy permit.
6. Approval of Carroll Township is required.

Civil & Environmental Engineering Consultants

## MEMORANDUM

**Memo to:** Dillsburg Borough Council  
Attn: Ms. Karen Deibler, Borough Manager

**Memo from:** Timothy R. Knoebel, P.E.   
Michael R. Begis, Staff Engineer

**Subject:** Subdivision & Land Development Plan Review  
Meadows Edge - Preliminary S.D. & L.D. Plan  
Plan Date: August 6, 2008 (revised 04/01/09)  
Action Dates: May 27, 2009 - Latest Action Date  
April 22, 2009 – Planning Commission Meeting  
May 12, 2009 - Council Meeting

**Date:** May 4, 2009

**cc:** McNaughton Company, owner  
R.J. Fisher & Associates  
Mark Allshouse, Solicitor

The proposal consists of the subdivision of two existing lots into three lots with the construction of 93 single family attached units (town homes) and 1 single family unit (located in Carroll Township). The site is located within the Residential Suburban and Manufacturing Commercial Districts and is proposed to be constructed in two phases. From our review of the revised plan and cover letter from RJ Fisher (dated March 4, 2009) we note the following.

### Zoning Ordinance Comments

(All Zoning comments are subject to interpretation of Zoning Officer and/or Solicitor)

All zoning related issues appear to have been addressed.

### Subdivision Ordinance Comments

1. An owner's acknowledgement and related certifications by the Surveyor and Engineer are required to be executed. (402.1.f, 402.1.h)
2. Sewage planning approval is required. (403.D (3), 503)
3. An approved Erosion Control Plan and NPDES permit are required. The approved Post Development Stormwater Management Plan and Erosion and Sedimentation Control Plan drawings should be incorporated into the plan set. (404.1.g, 26-144)
4. Approval of the stormwater management plan by Carroll Township is required with final plan submission. (500.4)

5. Evidence of wetlands encroachment or other USAC/DEP permits should be provided with final plan submission.
6. The following comments pertain specifically to the utility plans and should be addressed with final plan submission: (503)
  - a) Verification that the plan has been reviewed and approved by the Dillsburg Area Authority (DAA) is required. Copies of the water and sewer feasibility studies should be provided.
  - b) Verification of the DAA to provide both sewer and water capacity should be provided.
  - c) Concurrence that the DAA engineers' comments have been addressed.
  - d) Fire hydrant type and location should be confirmed with the DAA and local fire company.
  - e) A means of blowing off the dead end water line on access drive A should be provided. Upon review of the DAA engineer it may be advisable to loop the waterline to West Hanover Street.
  - f) Subject to review of the DAA engineer, sanitary sewer lines greater than 20% may require anchoring.
7. H.O.A. documents as approved by the Solicitor are required with the final plan. (404)
8. The details of the emergency access gate must be finalized with the final plan.
9. As required by condition of waiver to SALDO section 506.2.D (1), the comments of GTA (Geo-Technical Engineer) dated April 6, 2009 (copy attached) must be addressed with the final plan. (506.2.D (1))

# GEO-TECHNOLOGY ASSOCIATES, INC.

GEOTECHNICAL AND  
ENVIRONMENTAL CONSULTANTS

*A Practicing ASFE Member Firm*

April 6, 2009

KPI Technology  
One East Harrisburg Street  
Dillsburg, Pennsylvania 17019

Attn: Mr. Michael Begis

Re: Slope Stability Review  
*Meadows Edge*  
York County, Pennsylvania

Dear Mr. Begis:

In accordance with our agreement dated March 16, 2009, Geo-Technology Associates, Inc. (GTA) reviewed the *Response to Geo-Technology Associates, Inc. (GTA) Comment Letter*, prepared by CMX on March 25, 2009. This letter from CMX was the response to GTA's comments issued on March 20, 2009. GTA concurs with the responses provided by CMX with the following exceptions.

Comment and Repsonse #8 -- When the plans for construction of the walls are available, they should be reviewed to determine if the waiver conditions have been adequately addressed.

Comment and Response #9 -- GTA's comment concerning erosion control matting for all slopes was not addressed in CMX's responses. Slopes constructed at 2H:1V within granular materials are susceptible to shallow surface (vener) failures, especially where the slope is subjected to repeated wetting and drying. Erosion control measures should be provided to enhance the stability of the slope surface. Additionally, responsibility should be established for routine maintenance/repair of shallow surface (vener) failures.

### ***Limitations***

This letter has been prepared for the exclusive use of KPI Technology (KPI) pursuant to the Agreement between GTA and KPI, dated March 16, 2009, and in accordance with generally accepted engineering practice. All terms and conditions set forth in the Agreement and the General Provisions attached thereto are incorporated herein by reference. No warranty, express or implied, is made herein. This letter is an instrument of service. The analysis and recommendations contained in this letter are based on our review of the limited data obtained from the provided documents.

GTA appreciates the opportunity to have been of assistance to you. Should you have any questions or require additional information, please contact our office at (717) 751-6073.

3578 Concord Road, York, PA 17402

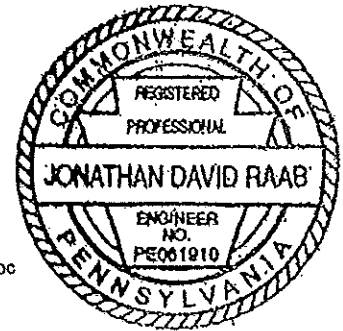
(717) 751-6073 Fax: (717) 751-6401

✦ Abingdon, MD   ✦ Laurel, MD   ✦ Frederick, MD   ✦ Waldorf, MD   ✦ Sterling, VA   ✦ Somerset, NJ  
✦ New Castle, DE   ✦ Georgetown, DE   ✦ Charlotte, NC   ✦ Lehigh Valley, PA   ✦ York, PA

Sincerely,  
GEO-TECHNOLOGY ASSOCIATES, INC.



Jon D. Raab, P.E.  
Principal



JDR/jdr

S:\GTA\090180 Meadows Edge Slope Review\Correspondence\KPI Meadows Edge Slope Review 040609.doc

From: Christian Lawyer Solutions <Mark\_CLS@comcast.net>  
To: Deibs01@aol.com; Knoebel, Tim <timk@kpitech.net>  
Subject: Winfield LDA, Storm Water Management+ and HOA docs  
Date: Thu, Nov 19, 2009 8:38 am

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Karen and Tim:

I got up early this morning and reviewed each of these documents.

1. LDA---This is a good first attempt. There is much information which has not been inserted which will need to be reviewed prior to the plan being recorded---especially a copy of the bond and all other attachments to be sure they are valid. In addition the borough should establish or replenish its escrow for inspections.

Para #11 has multiple changes which are fine with me---but require us to first do the work, then request the money from developer prior to going against the letter of credit. I want to be sure everyone is o.k. with that since it is a little different from the usual way of proceeding.

Para #6 will need to be filled in--as to the time period they have to complete the work under the LDA--they left it blank--so we should make a suggestion. It is usually 2 years--but I defer to Tim.

Other than that---it is fine--It will require further review once the bond is obtained and the document is finalized.

2. The Storm Water management doc--no comments it is pretty simple and straight forward. If Tim is o.k. with it so am I

3. HOA docs---The suggested changes from my last review have been made. Counsel should review section 5.7 (m) on page 11 to see if the revised EMS donation language is sufficient for them. If it is--I believe the HOA documents are acceptable once finalized with a few minor blanks to be fill in before recording. We will need to do a quick comparison prior to recording to be sure nothing was changed. Also we will need a recorded copy kept in Borough files.

I think this is it. I will be able home between Dec. 3 and Dec. 8th to address any other issues before Council's action mtg.


A copy of this can be provided to Steve Quigley once you are satisfied any of your questions have been addressed or answered by me.

Mark W. Allshouse

Civil & Environmental Engineering Consultants

**MEMORANDUM**

**Memo to:** Dillsburg Borough Council

**Memo from:** Timothy R. Knoebel, P.E.   
Michael R. Begis, Staff Engineer

**Subject:** Subdivision & Land Development Plan Review  
Winfield – Final Plan Phase 1 – 27 units – RS District  
Plan Date: July 3, 2007 (revised 10/30/09)  
Action Date: December 9, 2009 - Latest Action Date  
November 18, 2009 – Planning Commission Meeting  
December 8, 2009 - Council Meeting

**Date:** November 12, 2009

**cc:** Dillsburg Planning Commission  
The Sealover Group  
H. Edward Black & Assoc.  
Mark W. Allshouse, Solicitor

The proposal is for Phase 1 of the Winfield Plan. There are 27 proposed units, and the construction of a portion of Winfield Drive. All proposed stormwater retention facilities are located in Phase I. From our review of the above subject plan we note the following items.

**Zoning Ordinance Comments:**

(All Zoning comments are subject to interpretation of Zoning Officer and/or Solicitor)

All land development related zoning matters appear to be addressed.

**Subdivision Ordinance Comments**

1. The owner's acknowledgement and applicable signatures and seals by the surveyor and engineer must be executed prior to the Borough signing the plan. (402.A (6), 404.M)
2. A developer's agreement as approved by the solicitor and our office is required. (406) *- mark get this*
3. Condominium documents meeting approval of the Borough are required. The Borough should consult with the solicitor with regard to the extent of any review it wishes to have of the declaration plats that would be subsequent to this land development plan. *mark get this?*
4. The following conditions of the preliminary plan approval need to be satisfied prior to approval of the Final Plan:
  - a) A highway Occupancy Permit is required for the intersection with Baltimore Street. (403.D(2))

*Must send letters out Again*  
*stew to send copies to Borough*

5. Financial surety is required for related improvements. An estimate of improvement costs (dated October 30, 2009) has been provided. We recommend the following adjustments be made to the estimate (405):
  - a) 9.5mm Superpave wearing course should be \$7.50 per s.y.
  - b) Stormwater management basins should be included.
  - c) Monuments and markers should be included.
  - d) Stabilized emergency access should be included.
  - e) As-Built plans need to be included.
  - f) Street trees, lighting and road signs should be included.
  - g) It must be demonstrated that the water and sewer systems are adequately bonded.
  - h) Bonding quantities and costs may be adjusted pending a determination of the width of Winfield Drive.
  
6. The adjacent Meadows Edge development was granted a waiver for street cartway width for Winfield Drive (permitting a 32' cartway). This waiver was granted with the understanding that the Winfield development would be entitled to the same consideration and would subsequently request the same waiver. The current plans do not reflect these anticipated changes. (502.B) } Waiver
  
7. The plan should note that all curb ramps must conform to current ADAAG, state and/or local design criteria. In addition shop drawings for each ramp will need to be submitted for review and approval prior to construction. A submittal is also required for signage and related crosswalk markings.
  
8. The developer should confirm that the original subdivision plan was recorded. \* check
  
9. Note 8 on sheet 2 of the plan describes dedication of the community center in lieu of recreation fees. The Borough should review this note as it will become part of the developers agreement. } check note
  
10. The note on the cover sheet pertaining to the dedication of land/ right-of-way to the Borough for future use should be reviewed and clarified. Since this is ultimately right-of-way for PennDOT it is unclear as to why it is offered to the Borough.

prelim  
ever signed?

# DILLSBURG BOROUGH

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151 South Baltimore Street, Dillsburg, PA 17019-1038  
Phone: 717-432-9969 Fax: 432-0521  
E-mail: [dillsburg@dillsburg.com](mailto:dillsburg@dillsburg.com) Website Address: [www.dillsburg.com](http://www.dillsburg.com)

November 25, 2009

To Whom It May Concern:

Subject: 2010 Financial Contribution

As the Borough prepared the 2010 budget, Council considered how much money should be contributed to community groups that submitted requests for financial support. Many financial factors and predictions were reviewed before a decision was made.

Your organization will be receiving \$ in financial support from the Dillsburg Borough in 2010. This will be paid in three installments of \$ each, payable in April, July, and October of 2010.

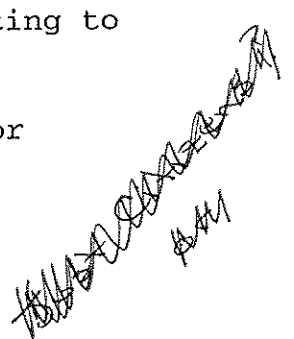
In return, the Borough is requesting a representative from your organization attend the (Feb/March) and the (Aug/Sept) Council Meetings to receive the installment payment. Your representative should be prepared to give Council a five (5) minute update regarding the plans and accomplishments of your organization.

Please have your representative contact the Borough office at least one week prior to the scheduled meeting to confirm the time.

Please call me at 432-9969 with any questions or concerns.

Sincerely,

Karen Deibler  
Borough Manager



A handwritten signature in black ink, slanted upwards from left to right. The signature is cursive and appears to read 'K. Deibler'. Below the main signature, there are some smaller, less legible initials or a second signature.

# DILLSBURG BOROUGH

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151 South Baltimore Street, Dillsburg, PA 17019-1038

Phone: 717-432-9969 Fax: 432-0521

E-mail: [dillsburg@dillsburg.com](mailto:dillsburg@dillsburg.com) Website Address: [www.dillsburg.com](http://www.dillsburg.com)

**TEST**

Date

Dillsburg Citizens' Hose Co. No. 1

PO Box 425

Dillsburg, PA 17019

Subject: 2010 Financial Contribution

To Whom It May Concern:

As the Borough prepared the 2010 Budget, Council considered how much money should be contributed to community groups that submitted requests for financial support. Many financial factors and predictions were reviewed before a decision was made.

Your organization will receive \$27,500.00 in financial support from Dillsburg Borough in 2010. You should submit payment requests and copies of complete invoices to the Borough for consideration and payment throughout the year. The year to date total of those invoices may not total more than \$27,500.00. If the charges are approved by Council, the Borough will make direct payment to your vendor. In addition, we will donate a one-time amount of \$500.00 to your annual banquet fund, payable in March of 2010.

In return, the Borough must receive monthly reports and updates, as well as the yearly **audited** financial statement. The reports should give both month-to-date and year-to-date information detailing the number and type of calls made in each municipality, as well as the number of and reasons for any missed calls. The Borough must also have on file a current volunteer roster that includes training and certifications for each member.

Please contact me at 432-9969 with any questions or concerns.

Sincerely,

Karen Deibler  
Borough Manager

*Just Citizens  
Fire & EMS  
or  
Frankintown  
A136*

Dillsburg Boro,

Fact: Sgt. Smith is injured on duty and assigned to desk duty. He is not allowed to wear a uniform.

Fact: Sgt. Smith worked and charged the Dillsburg Boro for overtime during Farmers Fair and Halloween night.

Fact: You paid the Carroll Twp. Police for an officer to work and you got an injured officer not allowed to perform police duty.

Fact: You got ripped off

Opinion: I don't think the Carroll Township Supervisors know of this matter. A FRIENDLY chat with Carroll Township may be worthwhile.