

DILLSBURG BOROUGH COUNCIL MEETING
MAY 12, 2009 – MINUTES
7:00 PM

The Dillsburg Borough Council held their monthly business meeting at the Dillsburg Area Authority Building on the above-mentioned date. Council Members attending were Vice President Mark Ryder, Hal Anderson, David Baldwin and John Richardson. Also present were the following: Borough Engineer Tim Knoebel, Borough Solicitor Mark Allshouse, Borough Manager Karen Deibler and Borough Secretary/Treasurer Debbi Beitzel.

President Jeff Griffin, Council Members Holly Kelley and Kathryn Zeiders and Mayor Henry Snyder weren't present.

The following visitors were present: Tony Baker from Citizens' Hose Fire Company, Sergeant John Schreiner from Carroll Township Police, Paul Reichart from the Patriot News, Mary Lou Bytof from the Dillsburg Banner, Planning Commission Representatives Allen Reeves and Leon Zeiders, Tom Scully from the McNaughton Company and Dillsburg Resident Deb Weiser.

The meeting was called to order by Vice President Ryder at 7:00 PM followed by the Pledge of Allegiance to the flag and an invocation.

APPROVAL of the AGENDA

Council Member Richardson moved to approve the agenda as presented. Motion was seconded by Council Member Baldwin. – Motion Carried.

APPROVAL of the MINUTES

April 7, 2009 Committee Meeting – Council Member Baldwin moved to approve the Committee Meeting minutes of April 7, 2009 as presented. Motion was seconded by Council Member Anderson. – Motion Carried.

April 14, 2009 Council Meeting – Council Member Baldwin stated on page five, under Logan Park Authority, the sixth paragraph, the third to last sentence should read “He stated he didn't have an actual cost because they **haven't** put it out for bid.” and on page eight, under NYCHAPS, the first paragraph, the second sentence, the word “inquired” should be “acquired”. Council Member Baldwin moved to approve the Council Meeting minutes of April 14, 2009 with two corrections noted. Motion was seconded by Council Member Anderson. – Motion Carried.

DEPARTMENT REPORTS

Police Department Report

Sergeant John Schreiner reviewed the April 2009 Dillsburg Borough Police Report with Council. The report listed the numbers and types of offenses and traffic incidents. The report also supplied the Council with a “crimes clear rate” and a breakdown of hours worked. The total incidents filed for the month of April were 96; year-to-date total was 349, which are 72 less than the same time period last year. There were ten traffic accidents for the month of April, three were reportable accidents and seven were non-reportable accidents; year-to-date total was 20, which is four more than the same time period last year. There were 52 traffic citations for the month of April; year-to-date total was 158, which are 71 greater than the same time period last year.

Part I offenses for the month of April, there was a total of three, which included one commercial burglary and two larceny thefts; year-to-date was five, which four of them were cleared by an arrest, with a clearance rate of 80%.

Part II offenses for the month of April, there were six incidents, which included one criminal mischief/vandalism, two harassments, two liquor law offenses and one miscellaneous; year-to-date was 26, which 22 were cleared by an arrest for a clearance rate of 84%. The overall clearance rate is 83%.

Ambulance Service Report

There was no one present to report.

Fire Company Report

Citizens' Hose Fire Company – Tony Baker presented a report for the month of April to Council. Mr. Baker indicated for the month of April there were 28 runs; three were in Dillsburg Borough, which included one motor vehicle accident, one debris removal and one commercial structure fire, for a year-to-date total of 17 in the Dillsburg Borough and a total of 122 for all municipalities. Mr. Baker indicated there were four failed incidents, due to not having enough manpower. He also presented a report with the membership responses for April.

He indicated they will be participating in the Support the Troops event on May 23rd at Bostic Field.

Mr. Baker stated Supervisor Bob Faulkner from Carroll Township suggested doing fire prevention training within the developments. Mr. Baker indicated their plans would be to take a Saturday morning and go to a specific intersection and bring fire prevention training closer to the residents, which would also be advertised in the Dillsburg Banner.

He indicated the monthly chief meetings continue to progress very well.

He indicated he attended a meeting in Manchester held by York County 911 in regards to the new paging system and portables. Mr. Baker stated there are still a lot of issues with the new paging system. Council Member Anderson asked if the problems are with the system or the personnel of York County 911. Mr. Baker stated the staff is trained well and feels it's the new system itself. He stated he would keep the Council informed regarding the new system.

Franklintown Fire Company – No one was present to report.

Treasurer's Report

The Unpaid Bills Detail and a list of Additional Expenditures were given to each Council Member in their packet of information. The total General Fund expenditures for April were \$71,374.56. The Profit & Loss Budget vs. Actual Detail Report and a Cash Flow Report were also given to each Council Member. Secretary/Treasurer Beitzel indicated the expenditures increased by \$57.00 due to a payment error payable to Mark Ryder. Council Member Richardson moved to approve the payment of all Unpaid Bills as amended. Motion was seconded by Council Member Anderson. - Motion Carried.

Planning Commission Report

Allen Reeves stated several projects continue to be on the Planning Commission's agenda. Chestnut Hollow and Winfield Development have been extended. He indicated the Baldwin porch extension would be reviewed at their next meeting. Mr. Reeves indicated the Meadows Edge Development has been reviewed and is on the agenda for approval later on in the meeting.

Logan Park Authority

No one was present to report.

Dillsburg Area Authority

No one was present to report.

Engineer's Report

Borough Engineer Tim Knoebel provided Council with a written report for work performed in April and he indicated he had nothing to add.

Solicitor's Report

Solicitor Allshouse provided Council with a written report for work performed in April 2009.

He indicated Stacey Ritter would be attending a future meeting within the next couple of months.

Tax Collector

Cristina Speicher wasn't present but provided Council with a written report for April.

Borough Staff Report

Borough Manager Deibler provided Council with a written report for April and indicated she had nothing to add.

PUBLIC COMMENT

There was none.

CORRESPONDENCE

There was none.

MAYOR'S REPORT

Mayor Snyder wasn't present to report.

PRESIDENT'S REPORT

Vice President Ryder announced the following upcoming events: May 23: The Patriotic Festival "Support the Troops" at Bostic Field and the Sports and Learning Center beginning at 11 AM followed by a Candlelight Service at 8 PM. For more information contact Michelle Stultz. The VFW will also have a Chicken Bar-B-Q at the event; May 25: The Annual Dillsburg VFW Memorial Day Parade forming at the VFW and beginning at 1 PM proceeding to the Citizens' Hose Fire Company and continuing to the Dillsburg Cemetery; May 28-29: Reproducing Early PA Stonework workshop held at Dill's Tavern. Cost is \$200. Call 432-4533 for more information; June 9: The Northern High School Commencement for the Class of 2009 beginning at 7:30 PM held at Messiah College; June 19-20: Relay for Life at Bostic Field beginning at 12 PM, Friday and ending at 12 PM, Saturday.

Vice President Ryder announced on Wednesday, May 20th, the VFW is looking for volunteers to help post flags on the graves of Veterans at the various cemeteries and on Monday, May 25th at 7AM the VFW will be going around to the cemeteries to perform a 21-gun salute and play Taps.

Vice President Ryder thanked all those persons involved with the PickleFest and stated it was well attended.

Vice President Ryder wished everyone a Happy Memorial Day and not to forget all the veterans.

COMMITTEE REPORTS

Public Works Committee

- A. Discuss/Take Action – Meadows Edge Preliminary Plan – Council Member Anderson stated the Preliminary Subdivision & Land Development Plan for Meadows Edge was submitted to the Borough of Dillsburg. The Borough Planning Commission reviewed the Plan on March 25, 2009 at the regularly scheduled Planning Commission meeting and recommended approval, with the conditions as outlined in the memorandum from Borough Engineer Timothy R. Knoebel, P.E. of KPI Technology dated March 20, 2009 and in the response from Geo-Technology Associates, Inc. dated March 20, 2009. The final remaining conditions are as outlined in the memorandum from the Borough Engineer dated May 4, 2009 and from GTA Associates, Inc. dated April 6, 2009. Council Member Anderson asked when the conditions had to be met. Engineer Knoebel indicated the items are largely outside agencies approvals; the developer has made various applications to the agencies. He indicated once the developer has the approvals, they will submit them and demonstrate that the conditions have been met. Engineer Knoebel indicated until such time this happens, the plans wouldn't be signed by the Borough and the developer can't move onto any final plans. Council Member Anderson moved to approve the Preliminary Subdivision & Land Development Plan for Meadows Edge subject to the conditions as outlined in the memorandum from Borough Engineer Timothy R. Knoebel, P.E. of KPI Technology dated May 4, 2009 and from Geo-Technology Associates, Inc. dated April 6, 2009. Dillsburg Borough Council will sign the plan after all conditions have been met. Motion was seconded by Council Member Baldwin. – Motion carried.

Public Safety Committee

- A. Appoint DEMA Members – Council Member Richardson stated Edward McCoy and Patricia McKellar of Dillsburg Borough and Melinda Propps of Washington Township have recently been attending DEMA meetings and already have the required training or are in the process of completing training. It is felt that they will be huge assets to our current DEMA team. Council Member Richardson moved to appoint Mr. Edward McCoy, Ms. Patricia McKellar and Ms. Melinda Propps to serve at the pleasure of Council as members of the Dillsburg Emergency Management Agency. Motion was seconded by Council Member Baldwin. – Motion carried.

Administration Committee

- A. Resolution 2009-6 – Appointing Recycling Coordinator - Council Member Richardson stated Act 140 of 2006 requires that a person or entity be designated as recycling coordinator. This coordinator will be responsible for collecting recycling data and reporting recycling program performance for the Borough. Helga Thompson had been designated as recycling coordinator. With her leave, the Borough must appoint a new Recycling Coordinator. Council Member Richardson moved to adopt Resolution 2009-6, voiding Resolution 2008-5 and appointing the Borough Manager as Dillsburg Borough's Recycling Coordinator. Motion was seconded by Council Member Anderson. – Motion carried.
- B. Resolution 2009-7 – Records Retention – Council Member Baldwin stated Resolution 2004-6 was enacted by Dillsburg Borough Council in September of 2004 adopting Municipal Records Act 428 of 1968, setting forth the procedures for disposition of municipal records. Recently this act was updated and amended. Council Member Baldwin moved to adopt Resolution 2009-7 amending Resolution 2004-6 and declaring the intent of the Borough to follow the most current schedules and procedures approved by the Pennsylvania Historical and Museum Commission

for disposition of municipal records. Motion was seconded by Council Member Anderson. – Motion carried.

OLD BUSINESS

There was none.

NEW BUSINESS

There was none.

ADJOURNMENT

Since there was no further business, Council Member Richardson moved to adjourn the regular meeting. Motion was seconded by Council Member Baldwin. – Motion Carried. The meeting was adjourned at 7:33 PM.

Respectfully Submitted,

Debbi L. Beitzel
Debbi L. Beitzel, Secretary/Treasurer

cc: Borough Council Members
Mayor Snyder
Tim Knoebel
Mark Allshouse