

## **MINUTES**

The regular monthly meeting of Dover Borough Council was held at Borough Hall, 46 Butter Road on Monday, September 10, 2018 at 7:00 pm. Ms. Bishop was absent due to illness. President Kroft called the meeting to order. There was a moment of silent prayer followed by the Pledge of Allegiance.

The August 6, 2018 minutes were reviewed. Mr. Sabold made a motion to approve the minutes as presented. Ms. Snyder seconded the motion. All were in favor.

The August 20, 2018 special meeting minutes were reviewed. Mr. Ferry made a motion to approve the minutes as presented. Ms. Snyder seconded the motion. All were in favor.

## **PUBLIC COMMENT**

Chief Dettinger provided the fire company report.

- They responded to 21 calls in August, nine of those calls were in the borough which were mostly medical assist calls. One call was at 52 N. Main Street for a fire which resulted in an approximate loss of \$35-40,000.
- Chief Dettinger reminded everyone that tomorrow is September 11<sup>th</sup> and to remember all emergency personnel as we go about our day.
- The September calendar was reviewed. There were two additions. Storm Equipment review on the 13<sup>th</sup> and training on the 26<sup>th</sup>. Mr. Sabold made a motion to approve the September 2018 calendar with the two additions. Ms. Snyder seconded the motion and it carried.
- Elaine Kroft thanked the Mayor, the Hernley family and the Pope's for helping at the carnival.
- Chief Dettinger asked where the update to the burn ordinance stands. Mr. Herrold states he had circulated a draft but did not receive any comments back. We will be amending sections 77-2, 77-3 and 77-6. The rest of the ordinance will stay the same. Mr. Herrold will prepare this for adoption at the October meeting. Mrs. Koch suggested that any fire pit that will be a permanent structure will need to apply for a building permit for installation. Mr. Herrold encourages we do that. He will add language that will include this. Mr. Slusser made a motion to allow Mr. Herrold to advertise for the adoption of the updated burn ordinance with the addition of a permanent structure requiring a permit at the October meeting. Mr. Ferry seconded the motion and all were in favor.

EMA Report – Mr. Pope shared it's been a busy summer with the rain. There will be a meeting on Thursday night in preparation for Hurricane Florence. He invited anyone who wants to attend is welcome to do so. They are getting a game plan together in case of bad weather for the weekend.

Recreation Board Report – Mr. Pope asked for everyone's thoughts on the tree lighting since the planters are being taken down. President Kroft stated that if new planters are not in place by that time that the trees will be placed on the sidewalks. We will have all 4 trees just like previous years. Mr. Pope asked if he would let Lt. Lash know the road sign will be needed for that night from approximately 6:45 – 8:00 pm for the road closing.

Mr. Myers from Habitat for Humanity was present. Habitat just built a house on the north side of the Borough. Because of the size of the lot the taxes and mowing will be too much for the single parent homeowner. Habitat is looking at breaking off the back portion of the lot to make it even with the other back yards. They are looking at donating it to Mr. Schaffer who has land right next to it in Dover Township. Jerry Schaffer from Sky Top Trail in Dover was present and says he was approached a few months ago about this. He spoke to the Dover Township manager about it since he owns the 21 acres beside this lot. Mr. Spangler states in order to subdivide it off it would have to be joined onto the piece in Dover Township since there is no frontage to it. Mr. Herrold states both municipalities would have to approve the subdivision plan. Mr. Myers says it is about  $\frac{3}{4}$  of an acre and he had a map that council viewed. Council had several questions including the reason they did not sell the land to the owners that front the lot, why wasn't the option brought up when the first subdivision was withdrawn, the

option to offer it to the landowners wasn't even presented to them and should've been and not just Mr. Shaffer and since it is zoned commercial are there restrictions of what can be put in there. Mr. Myers felt some of these are questions for Tammy at the office. But said he was asked to move forward with it and they would try to break it off later. Anything that is done on the lot will need to meet the Borough zoning ordinance. Ms. Snyder asked Mr. Schaffer what the plans for the future are. He says for now it will continue to be mowed. He has some ideas for the future but did not want to share those at this time. Mr. Shaffer said not to be disrespectful to the council for not saying what he's thinking of but he has had land sold out from under him in the past after stating his plans. So he'd rather not say at this time. Mr. Slusser feels they knew the property that they had and that this should've been considered prior to them building on it. Now the tax money will go to Dover Township instead of the Borough. He feels they should've had this all in order knowing what they wanted to do prior. If the property is joined to the homes in front of the lot then the tax dollars will stay in the Borough. Mr. Herman was asked how much the tax is and he stated the Borough portion is approximately \$100.00. Council cannot give them the go ahead until they officially have a plan in front of them. Mr. Myers will contact Gordon Brown's office to find out the cost to subdivide it into the four adjoining landowners and look at the option also. Mr. Shaffer commented that the Borough Manager and Mr. Grim have been very helpful to him with everything he's done in the Borough especially with the restaurant and he just wanted to compliment the pair of them for the job they are doing.

Derek Higgs, the field maintenance director for Dover Little League was present. He had been to a previous meeting to inquire about placing a shed at Ketterman Park. Dave Olson has met with Duane to find a location for it. They would like to move forward and are determining a size. Council agreed it should not exceed 12' X 16' and shall have stone placed beneath it. Mr. Higgs said they would also like to have some concessions. Mr. Slusser pointed out they would have to follow the safe serve qualifications but they are only looking at candy, snacks and drinks set up on tables outside of the shed. Mr. Herrold states consent would be needed for the shed from the school district to do this according to our lease with them. A letter will be sent to them for approval. Mr. Higgs also questioned the use of fields in regards to football and baseball being there at the same time. There should not be a conflict but this will need worked out between the teams. Mr. Higgs also mentioned concern over the water discharge onto the park from Oakwood Drive. He had the soil and water tested from the area and the fecal coliform is very high. He contacted Dave Nelson the school maintenance director and has given him a copy which he may present to the County or DEP. The soil had a count of 2,700 and the limit should be 32. The water had a count of 750 and should be 10. Mr. Higgs feels the Borough should have some type of zoning involving discharge from a property onto another. Mr. Slusser states it has to affect more than one other property. President Kroft suggests calling Penn State Extension because this is also a mosquito issue with water lying in that area. They would be much faster to respond than DEP. Mr. Higgs is passing this onto Mr. Nelson at the school to handle since it is school property. Mr. Herrold commented the school needs to address this and that no property can direct water onto another property. Mr. Higgs could not find anything in the Borough ordinance regarding illegal discharge and thought this was worth addressing. Mr. Higgs gave Mr. Grim a copy of the report.

Shirley Crone from W. Canal Street, who volunteers at the New Hope Ministries food bank, wanted to introduce their new manager Leah Miller to council. Ms. Miller also lives in the Borough. Welcome to Ms. Miller!

## **SEWER**

*Public Works Report* – Mr. Grim added we had 5" of rain over the weekend and are bringing in over 2,000,000 gallons into the plant.

*Engineer's Report* – Mr. Spangler reported he received 4 bids for the Maplewood sewer lining project. The low bid was from Insituform Technologies, LLC for \$28,560.00. We had estimated \$35,000 so it came in under our estimate. Mrs. Koch wondered where they are from. Their headquarters are located in Missouri but they have an office in MD. Mr. Slusser made a motion to approve Insituform Technologies, LLC at a price of \$28,560 to install the sewer slip lining on Maplewood Drive pending bonds and insurance. Mr. Sabold seconded the motion and all were in favor.

*Solicitor's Report* – Nothing to report

*Old & New Business – None*

## **WATER**

*Public Works Report* – Mr. Grim is going to start getting quotes on valve replacement. The yard hydrant at Ketterman Park needs replaced. He replaced O-rings in it but it still leaks. The exact one is \$250. Council gave approval to replace it.

*Engineer's Report* – Mr. Spangler reports that he provided United Environment with a copy of the property survey from 1978. He also found a plan in their office from 2008, 2009 when they completed the treatment plant expansion that showed there were some wetlands delineated on the property then. At that time there was consideration of moving the control building onto the property but when they found the wetlands there they did not. This information has been forwarded to United Environmental.

*Solicitor's Report* – Nothing to report

*Old & New Business – None*

## **BOROUGH**

*Public Works Report* – Mr. Grim wondered what the plan is for the planters on the square. After discussion of safety issues, planter sizes and materials to replace the planters, they decided to do the 6' X 6' with the timbers that were discussed at previous meetings. Because of the price of the project we will need 3 telephonic quotes. Mr. Ferry made a motion to approve purchasing 80 pieces of timbers sized 5" X 5" X 6' in Driftwood color from Standard Concrete supplied by the contractor with all work completed by November 9<sup>th</sup>, 2018. Mr. Grim will get 3 telephonic quotes. Mr. Slusser seconded the motion. Mr. Sabold commented that he feels that the material is not substantial enough for where we are putting it. He feels we are basically putting large Lincoln logs on top of the sidewalk and he foresees them getting hit by snow removal equipment or something and then we've lost one of the planters. The motion passed with one opposed by Mr. Sabold.

*Zoning Manager's Report* – A shed on N. Main Street was in the process of demolition but did not have a permit. Mr. Bledsoe finally got ahold of someone to take care of it. Mr. Bledsoe asked for ideas to get residents to clean up their back yards. Some are not willing to do so. If it is over 10" they need to be notified. Some have been cleaning up but they only took care of the front. Council President advised to re-notify them and if they still do not take care of it something will need filed at the magistrates office.

*Engineer's Report* – Mr. Spangler reported that Kinsley Construction has no start date yet on the street work but it needs done by October 15<sup>th</sup>. They are able to get an extension from PennDOT to October 30<sup>th</sup> if needed. Mr. Spangler wants to meet with Duane and Lin in regards to projects for 2019. A few possible projects are inlet repair at Meadow Road and Canal Street, Ketterman Park drainage issue and other street work. He asked if anyone has others possibilities to let him know.

*Solicitor's Report* – Mr. Herrold reported he sent a letter to Penn Waste that the contract could not be extended at the existing price. This will go out for bids. In reference to Ketterman Park, we discussed the improvements to it but the question is if we can lease it without the consent of the school district. The answer is no. He suggest the letter we are sending to the school also ask for blanket permission to enter into short term lease agreements with various sports teams as needed for the remaining term of the lease until 2030.

The Borough received an email from Mark Derr regarding the misallocated fine monies that went to Paradise Township. They would like the Borough to discuss a repayment plan. Mr. Herrold will speak to Sharon Myers at Paradise Township to see what can be worked out for repayment.

Ms. Olson from HA Thomson contacted the Borough asking if our contract with the police has been updated to include coverage for the Borough if there is a liability claim that involves law enforcement activity. Mr. Herrold states we should be a named insured. He thought they were changing that so President Kroft will follow up with Chief Bentzel to make sure they changed their policy to cover all the member municipalities.

Mr. Herrold and Mr. Spangler left the meeting at 9:24 PM.

*Mayor's Report* – Nothing to add. Mr. Slusser asked if he is including the rec board in on the partnering with businesses for special events. He is going to do an invitation once he gets more in order. He would like to highlight a business each holiday in an effort to increase traffic to them.

*Police Report* – President Kroft reported calls were down 3 from July of 17 to July of 18. There has been a number of auto burglaries in the Borough of which all were unlocked cars. The budget for 2019 is up 3%. The payroll is up due to an additional position which will go away after Chief Bentzel retires.

*Ambulance Club Report* – Mr. Raffensberger was absent. He sent an email saying that Dover Ambulance is celebrating their 50<sup>th</sup> anniversary this year. They were chartered in 1958. They are holding a luncheon on October 7<sup>th</sup> at 12 noon for all the member municipalities. Please RSVP to Mrs. Plowman so she can let them know a count.

*Secretaries Report* –Mrs. Plowman added she will be out of the office a few days this week and also at the end of the month. An email was received from Frank Tolbert offering to do a newsletter or social media work for the Borough. Council felt a newsletter would be great. President Kroft will speak to him about it.

A letter was received from Dover Area High School Student Council for permission to hold the homecoming parade on Oct. 12<sup>th</sup> from 6-6:30 pm. Mr. Ferry made a motion to approve Dover Area High School Student Council to hold the homecoming parade on October 12<sup>th</sup>. Mr. Slusser seconded the motion and all were in favor. Mrs. Plowman reminded council the YCBA Dinner is September 27<sup>th</sup> and she need RSVP's by September 14<sup>th</sup>.

*Treasurer's Report* – Mr. Sabold made a motion to accept the treasurer's report as presented. Mr. Ferry seconded the motion and all were in favor.

*Old Business* – Mr. Slusser suggested Mr. Grim contact the part time snow plow driver from last year to see if he will be available again this year.

*New Business* – There was two proposals for consultants for the joint comprehensive plan. Mr. Sabold made a motion to approve HRG as consultants for the Joint comprehensive plan with Dover Township. Mrs. Koch seconded the motion and all were in favor.

Mowing and trash contracts will need to be put out for bids this year. Mrs. Koch thought sludge will need to be bid also. Mrs. Plowman will check on that. Budget dates were chosen for October 8, 9, 15<sup>th</sup> and 17<sup>th</sup> at 6 pm. Bids will be awarded at the October 9<sup>th</sup> meeting.

Mrs. Plowman had a call from someone asking about getting a turn arrow at the square. This would be handled by PennDOT. They did a survey before and said we didn't have enough volume to warrant a turn arrow. Mrs. Plowman will let them know.

President Kroft asked Mr. Grim if Chris Hake contacted him about placement of the flag pole in Ketterman Park. They are planning a ceremony for September 16<sup>th</sup> when they have their meet the team. Because of the rain it will be rescheduled.

With no further business to discuss, Mr. Slusser made a motion to adjourn with a second by Mr. Ferry. All were in favor. The meeting adjourned at 10:02 pm.

Respectfully submitted,

Brenda J. Plowman  
Secretary/Treasurer