

## **MINUTES**

District Justice David Eshbach administered the oath of office to newly elected officials at the meeting opening. Those taking the oath of office included Council members Douglas Ferry, Andrew Kroft and Jeff Raffensberger. Also taking oath of office was Mayor Dennis Hernley.

The reorganizational meeting of Dover Borough Council was held at Borough Hall, 46 Butter Road on January 6, 2020 at 7:00 pm. Council members in attendance were Douglas Ferry, Lori Koch, Andrew Kroft, Jeff Raffensberger, Joseph Sabold, Thomas Slusser Jr. and Cynthia Snyder. Mayor Hernley opened the meeting with a moment of silent prayer and the Pledge of Allegiance.

Mayor Hernley called for nominations for Council President. Mrs. Koch nominated Mr. Sabold, Mr. Sabold nominated Mrs. Koch and Mr. Slusser nominated Mr. Kroft. A vote was taken by paper ballot with 1 vote for Mrs. Koch, 1 vote for Mr. Sabold and 5 votes for Mr. Kroft. Mr. Kroft was elected Council President. Mayor Hernley called for nominations for Council Vice-President. Mr. Sabold nominated Mrs. Koch. Mr. Ferry nominated Mr. Sabold. A vote was taken by paper ballot with 1 vote for Mrs. Koch and 6 votes for Mr. Sabold. Mr. Sabold was elected Council Vice-President. Mayor Hernley yielded the meeting to President Kroft.

President Kroft asked for nominations for Borough Solicitor. Mr. Sabold made a motion to reappoint Mr. Herrold and his firm as solicitor for the Borough. Ms. Snyder seconded the motion. There were no other nominations. The motion passed unanimously.

President Kroft asked for nominations for Borough Zoning Solicitor. Mr. Ferry made a motion to reappoint Mr. Miller and his firm as Zoning solicitor for the Borough. Mr. Slusser seconded the motion. There were no other nominations. The motion passed unanimously.

President Kroft asked for nominations for Borough Engineer. Mr. Ferry made a motion to reappoint JR Holley & Associates as Borough engineer. Mr. Slusser seconded the motion. There were no other nominations. The motion passed unanimously.

President Kroft called for nominations to appoint the Secretary-Treasurer. Mr. Sabold made a motion to reappoint Brenda Plowman as Borough Secretary-Treasurer. Mr. Ferry seconded the motion. There were no other nominations. The motion passed unanimously.

President Kroft called for nominations for a Vacancy Board chair. Ms. Snyder made a motion to reappoint Christine Milhimes as Vacancy Board chair. Mr. Slusser seconded the motion. There were no other nominations. The motion passed unanimously.

The December 2, 2019 meeting minutes were reviewed. Mr. Sabold made a motion to approve the December 2, 2019 minutes as presented. Mr. Ferry seconded the motion and all were in favor.

## **PUBLIC COMMENT**

Chief Dettinger provided the fire company report

- The January 2020 calendar was not available. There will be training on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday and a meat raffle on January 10<sup>th</sup>.
- In 2019, the fire company responded to 272 calls with zero loss. The average response time was four minutes, eight seconds. Mutual aid calls response time was 10 minutes, 12 seconds which is an average response time of nine minutes and 12 seconds. The busiest call days were Saturday followed by Wednesday and then Monday. The total documented man hours were 5,124. There are some volunteers who do not document their hours so the total is actually higher than this. Mutual aid was extended to 15 municipalities. Ms. Snyder thanked the Chief and fire department for all the volunteer hours they have worked.

- Chief Dettinger asked council that in 2020 they take a hard look at an inspection program for rental and commercial properties. He explained this past weekend in Columbia, a young 20-year-old mother and her 2-year-old daughter passed away in a fire. Apparently, there was only one smoke detector and it wasn't working. This is unacceptable. He states with the increasing number of rentals in the Borough there needs to be a higher standard for quality of life so these things do not happen. Mr. Sabold asked if a firm or the fire department would perform the inspections. Chief Dettinger said an outside firm such as Commonwealth Code could do them or the Fire Company. There is a week long course to become certified to do inspections. He believes there would be members available that would have an interest in doing this. He feels this is something that could be worked out between the Borough and the Fire Company. His thoughts were if the officers of the fire department did the inspections it would also be a way for their faces to become familiar to the community which will establish a relationship with them. Mr. Ferry questioned Mr. Herrold how to go about this. Mr. Herrold states an ordinance would need to be passed authorizing that type of inspection. Mrs. Koch mentioned there would need to be fees involved to enforce this. The landlord would be responsible for the inspection fees and any reinspection fees if needed. They would also be able to write citations if someone remains in violation. An ordinance would outline the guidelines. Mr. Sabold expressed that it would be nice for the Fire Department to do these inspections because you get to know faces. Also showing up in a piece of apparatus makes them feel like the fire company is looking out for them. Chief Dettinger states how much they care about their community and some members have served for many years. Mr. Herrold explained an initial draft could be put together with Chief Dettinger which would then go to the council to be critiqued. Chief Dettinger suggested contacting West York borough for information on the program they have in place. Chief Dettinger hoped Mr. Sabold would be a part of the process since he is knowledgeable in this area. Mr. Slusser made a motion to have Mr. Herrold work with Chief Dettinger to compile a draft for a rental and commercial inspection program. Mr. Ferry seconded the motion and all were in favor.

*EMA Report* - Mr. Pope was absent but reported everything has been quiet.

Derek Higgs from Dover Little League was present looking for approval from Council to do improvements to the fields at Ketterman Park. They have an opportunity to apply for Marcellus Shale grant money through the county. This would require them to submit proposals and a budget. Prior to that they would need approval from Council and the school. They would like to install dug outs at both fields, modify the fields with grading the upper and lower areas for water run-off and erosion control. They would also like to have access to water. Mrs. Koch thought they may need to install sprinklers. President Kroft suggested he come back to the February meeting with an actual plan for council to review prior to being submitted to the school for their ok.

## **SEWER**

*Public Works Report* – Mr. Grim added the influent pump was cleaned out and currently is running ok.

*Engineer's Report* – Mr. Spangler reported he had a call from SAK, the contractor that did the sewer lining project. They reviewed the post DVD's of the work done and there is some damage to the laterals from their grinder. They are going to come back to install a T liner into the lateral which will cover the damage they caused. They plan to have the work completed by the end of January. Mr. Spangler did receive a pay request from them and asked if we wanted to pay for the job or wait until next month after the repairs. Mr. Sabold made a motion to approve payment of \$32,276.09 to SAK when the repair is completed and approved by Mr. Spangler. Ms. Snyder seconded the motion and all were in favor.

Mr. Spangler also reported he received an email from Wexcom regarding the sewer repair project they will be doing. They plan to start next week and will be meeting this week for a preconstruction meeting.

Mr. Spangler is working on the PDS renewal for the treatment plant. More information is needed.

Mr. Spangler received a letter from the Chapter 94 report which they submitted in March. DEP considered it acceptable but they would like the Borough to provide updated cap with the schedule of work we have done so far and what we are proposing to do.

*Solicitor's Report* – Nothing to report

*Old Business & New Business*– Nothing to report

## **WATER**

*Public Works Report* – Mr. Ferry asked if the water main break on W. Canal Street was any fault of Columbia Gas since they were digging right beside it. Mr. Grim thought it very well could be but he's not sure it can be proven. President Kroft suggested sending a letter to Columbia Gas for reimbursement of the cost to repair the water main. Mr. Sabold inquired about the caps in the square. Mr. Grim stated they are not fitting properly and keep popping out. Mr. Grim is working on a solution.

*Engineer's Report* –Mr. Spangler received an email with an update on well #4. They have finished the field work of the wetland delineation and are waiting on the report.

*Solicitor's Report* –Nothing to report

*Old Business & New Business* – Nothing to report

## **BOROUGH**

*Public Works* – Mr. Grim asked for thoughts on the door and window quotes he received. Mr. Ferry made a motion to approve the quote from Lowell Neiman to replace windows at the Township connection building in the amount of \$1,275.00 and to replace the door at the water tower in the amount of \$1,400.00 for a total of \$2,675.00. Mr. Raffensberger seconded the motion and all were in favor.  
The Christmas trees and wreaths have been put away for the year.

*Zoning Report* – Ms. Sprenkel brought to councils' attention the amount of the schools permit fee for renovations and that the school may ask for a waiver of fees. Mr. Sabold states that the Borough definitely cannot waive the fees from Commonwealth Code. Ms. Sprenkel also added there is a Planning Commission meeting on Wednesday and there are no members. Two gave written resignations and one a verbal resignation. Mr. Slusser and Mr. Sabold expressed interest in joining. Ms. Snyder also stated she was speaking to Lewis Kunkel about joining the commission as well. Mr. Ferry made a motion to appoint Lewis Kunkel to the Planning Commission pending his approval. Mr. Raffensberger seconded the motion and all were in favor.

Mr. Slusser made a motion to accept the resignation of Mrs. Crone from Planning Commission effective December 27, 2019. Mr. Raffensberger seconded the motion and all were in favor.

Mr. Slusser made a motion to accept the resignation of Ms. Bishop from Planning Commission effective December 30, 2019. Mr. Raffensberger seconded the motion and all were in favor.

Mr. Slusser made a motion to appoint Mr. Sabold to the Planning Commission effective January 6, 2020. Mr. Raffensberger seconded the motion and all were in favor.

President Kroft will contact Mr. Smith regarding his resignation from the Planning Commission. He will need to submit his resignation in writing before it can be accepted.

Ms. Sprenkel reported a lady has stopped in twice because there is no handicapped parking space in front of the Dover Post office building. Ms. Sprenkel has called the Post Office and they don't think they are responsible since they do not own the building. She also called Harrisburg and they still have not responded to her message. After discussion of who may be responsible for this it was decided it will need further research.

*Engineer's Report* – Mr. Spangler reported that he will be checking with PennDOT about splitting up the street projects we are planning for 2020. He wants to clarify whether or not we can split them up because of the prevailing wage rates. If we can, he will begin with the pipework portion first.

*Solicitor's Report* – Mr. Herrold states he has the dates for the special events to be held at Union Fire & Hose which will need resolutions for the serving of alcohol. Ms. Snyder made a motion approving Mr. Herrold to prepare the resolutions for five events to be held on April 4<sup>th</sup>, May 9<sup>th</sup>, August 1<sup>st</sup>, September 9<sup>th</sup> and November 14<sup>th</sup>. Mr. Raffensberger seconded the motion and all were in favor.

Mr. Herrold and Mr. Spangler left the meeting at 8:23 pm.

*Mayor's Report* – Mayor Hernley reported Amy from Calvary Lutheran contacted him regarding the Borough working with them on April 4<sup>th</sup> for their Easter egg hunt. Council felt this is not something the Borough can join in but would like more information of what she is requesting. Council can volunteer on their own but it would not be a joint event with the Borough.

*Police Report* – President Kroft reported there was a 15 call increase for November. Officer Gatrell resigned due to his DUI arrest. He has been an outstanding officer earning recognitions. He is currently in rehabilitation. Chief Lash was officially sworn into office last Friday. January 1<sup>st</sup>, the Police department started servicing North Codorus, Heidelberg and Manheim Townships. The initial feedback from these areas has been positive. Officer Allen, the school resource officer at Dover High School is receiving a kidney tomorrow.

*Recreation Board* – Ms. Snyder reported that Chalet from Dover Township returned her email and feels there would be enough parking for the Easter Egg hunt. The parking lots at the school, Pro Pallet, Raycom and the park she feels will be sufficient. Council is concerned about the traffic and children crossing Butter Road. There are more questions and concerns therefore Ms. Snyder will see if Chalet can attend our next meeting to discuss.

*Ambulance Club Report* – No ambulance meeting was held. Mr. Raffensberger had nothing to report.

*Secretary's Report* – Because additional changes were made, the upgrade to the computers required more hours than originally quoted. Korporate Computing ask us to split the time with them which resulted in an additional two and a half hours being invoiced. Mr. Sabold made a motion to pay the additional fee for the installation of the new computer and upgrades needed. Mr. Ferry seconded the motion and all were in favor.

The 2020 fee schedule was reviewed with the addition of fees for zoning verification letters, subdivision/land development submittal fees and occupancy permit fee. Ms. Snyder made a motion to approve the 2020 fee schedule with the three additions. Mr. Sabold seconded the motion and all were in favor.

President Kroft highlighted that the USTIF fund balance as of December 10<sup>th</sup> was \$708,374.06.

Rates were received from Fulton Bank for CD's and bonds. Council felt that for a 1% higher rate than what we are earning through our checking account that it was not worth tying up our funds for a minimum of a year. Council decided to review this in another four to six months.

*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.

Mr. Ferry made a motion to have Heritage Lawn and Landscape treat the trees in Ketterman Park in the amount of \$254.60. Mr. Slusser seconded the motion and all were in favor.

*Old Business* – Mr. Ferry asked for the status of the goal post removal at Ketterman Park. The original letter sent was returned because it was not picked up; it was resent to the business address. The card was received a few days ago. By the February meeting they should be removed.

Mr. Slusser wondered if we can get Knisley Construction to come back to take care of the rough roads on West Canal Street. President Kroft asked Mr. Grim to contact PennDOT to resolve the issue.

Mr. Slusser inquired about the dates that Dover LaCrosse can use the fields at Ketterman Park. They had decided last year not until April 1<sup>st</sup> unless it is dry before that. This will be revisited the middle of March.

Mayor Hernley stated he spoke to Dave Nelson and Brad Perkins from Dover school district about the speed zone on W. Canal Street. They told him a plan to PennDOT was already submitted on October 10<sup>th</sup> to move the 25-mph speed sign west beyond the Dover Township building. With this change the speed zone will be enforceable.

*New Business* – A letter was received from the York County Planning Commission in regards to the subdivision plan for the school. They have recommended some minor changes.

With no further business to discuss, Mr. Ferry made a motion to adjourn with a second by Mr. Raffensberger. All were in favor. The meeting adjourned at 9:23 pm.

Respectfully submitted,

Brenda J. Plowman  
Secretary/Treasurer