

MINUTES

The regular monthly meeting of Dover Borough Council was held at the Union Fire & Hose Co., 30 E. Canal Street on Monday, November 2 at 7:00 pm. All members were present. President Kroft called the meeting to order. There was a moment of silent prayer followed by the Pledge of Allegiance.

The October 5, 2020 meeting minutes were reviewed. Mr. Sabold made a motion to approve the minutes as presented. Ms. Snyder seconded the motion. All were in favor.

The October 12, 2020 budget meeting minutes were reviewed. Ms. Snyder made a motion to approve the minutes as presented. Mr. Sabold seconded the motion. All were in favor.

The October 13, 2020 budget meeting minutes were reviewed. Ms. Snyder made a motion to approve the minutes as presented. Mr. Ferry seconded the motion. All were in favor.

PUBLIC COMMENT

Chief Dettinger provided the fire company report.

- They responded to 16 calls in October. One of those calls were in the Borough. It was an EMS assist call.
- The Monday night bingos have been cancelled due to the 20% capacity for indoor events.
- The November events were reviewed and Chief Dettinger explained the set up to follow current regulations. Ms. Snyder made a motion to approve the events as presented. Mr. Sabold seconded the motion and all were in favor.

Mr. Torres was present to get an approval for Dover LaCrosse to replace their 12' X 12' shed at Ketterman Park with a 12' X 20' shed. Mr. Raffensberger made a motion to approve the replacement of the Dover LaCrosse shed at Ketterman Park with a 12' X 20' and for wavier of the permit fee. Mr. Sabold seconded the motion. Mr. Slusser abstained and the motion carried.

Laurel Oswalt from Dover Township was present to discuss the Inter-Municipal agreement they proposed. Mr. Sabold stated he does not think we should specify a number of hours in the agreement. Mrs. Oswalt said that was the number of hours the Borough suggested they would be available and that would be the minimum number expected for the month. The GIS system will require some hours of work in advance of being able to input data. President Kroft expressed some concern that the Township has a lot more employees and man hours they can offer in a month than the Borough can. Some of the language in the agreement was questioned, such as the sharing of resources. One concern was if their GIS employee works 12 hours to get it set up, that puts the Borough behind 12 hours before we even get started. It would be hard to pay these hours back since the Borough has limited manpower. Mrs. Oswalt explained we would be sharing hours but they would not expect that reciprocation to happen immediately. Councils concern is how they will pay those hours back. Mrs. Oswalt stated she had not taken this to the Dover Township board yet so if the Borough has any suggestions, they can look at them. This was the information that was talked about at the infrastructure meeting. The hours would be set up ahead of time with a regular set schedule, so last minute calls would not occur. Mr. Sabold asked Mr. Grim his opinion of giving several hours a month. Mr. Grim felt it can work out especially if it is scheduled ahead of time.

Jan Eisenhart was present and asked to have the late payment process explained. The first quarter billings had the late fee and terminations waived due to COVID-19. He states he received a late / termination notice for 17 days past the due date. President Kroft explained the billing gives you 30 days to pay and then another 10 days until the penalty is added. Mr. Eisenhart asked when that started. He thought you have the whole quarter to pay before shut off. Mr. Slusser states the policy had not been enforced but the current billing clerk is now following procedure. President Kroft continues explaining that Ordinance section 124-5 was amended

on 4/5/99 to the current policy in place. Mr. Eisenhart states that we know these people. Ms. Snyder explained that it is like running a business, so policies need to be followed and applied consistently for everyone. President Kroft states the notice probably crossed in the mail with the payment. Mr. Herrold explained after the additional 10 days there is a shut off process that takes place and mailing a 10-day shut off letter is part of that.

EMA report – President Kroft highlighted that they are preparing for issues at the election polls tomorrow. Mr. Pope should be notified if this happens in the Borough.

SEWER

Public Works Report – Nothing to add

Engineer's Report – Mr. Spangler reported the sewer lining project is complete. He is waiting for the televising of the lines before requesting payment.

Solicitor's Report – Nothing

Old Business – Nothing

New Business – Nothing

WATER

Public Works Report – Mr. Sabold commented on the number of gallons of water pumped verses the number of gallons going through the sewer plant. There is still leakage getting into the system.

Engineer's Report – Mr. Spangler suggest televising laterals to find additional leakage.

Solicitor's Report – Nothing

Old Business – Nothing

New Business – Nothing

BOROUGH

Public Works Report – Mr. Grim received a quote for the crosswalk at the square. He also pointed out that the arrows are faded too. Mr. Spangler will check if PennDOT or the Borough is responsible for this. This is something that will be done in the spring when the weather warms up. Mr. Grim received quotes for replacing the roof on the Borough office building. There was a large difference in price between shingle and a metal roof. It will be replaced with shingles in the spring.

Zoning Manager's Report – Nothing to add

Engineer's Report – Mr. Spangler touched on the block grant for the walking path at Ketterman Park. This will not be pursued.

Solicitor's Report – Mr. Herrold presented Ordinance # 2020-02 establishing Herrold Drive and N. Main Street as a right turn only. Mr. Slusser made a motion to adopt Ordinance # 2020-02 making Herrold Drive a right turn only at N. Main Street. Mr. Raffensberger seconded the motion and all were in favor.

Mr. Herrold presented Ordinance # 2020-03 establishing a no parking zone from Mayfield Street to 50' south of Herrold Drive. Mr. Sabold made a motion to adopt Ordinance # 2020-03 establishing no parking on the west side of N. Main Street from Mayfield Street to a point 50' south of Herrold Drive. Ms. Snyder seconded the motion. Mr. Slusser and Mrs. Koch opposed and the motion carried.

Mr. John Herrold announced as of January 1, 2021 he is going to take "of counsel status" with his firm which means he will not be there on a daily basis. He will continue consultations with other members of the firm. Mr. Andrew Herrold will be taking over the practice and John will still cover for him as needed.

Mr. Spangler left the meeting at 8:05 PM.

Mayor's Report – Nothing to add

Police Report – President Kroft reported the calls for September were down by 29 from September 2019. The new substation was dedicated on October 21st.

Ambulance Club Report – Mr. Raffensberger stated the October report was not available and will be presented at the next meeting.

Secretary's Report – Mrs. Plowman highlighted the information from PSAB regarding dinners and the list of officers.

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

Old Business – Council further discussed the Inter-Municipal agreement. Council is concerned about owing the Township labor hours before this gets going. It was suggested that the Borough pay the Township for the hours to build the platform for the GIS, so the Borough does not begin with a deficit in inter-municipal hours. They decided before they pursue the agreement further, they would like to get a cost from the Township to pay them for doing the initial set up. From that point they would then have an even exchange of hours.

The annual tree lighting event was discussed. Due to the current regulations surrounding COVID-19 Council decided to cancel the tree lighting event this year. The trees will still be decorated and lit for the community's enjoyment.

Ms. Snyder commented that Dover Hometown Heroes have installed the Military Heroes banners on Main and Canal Streets. There will be additional banners ordered in March. Everyone is pleased with the outcome of this project.

New Business – A letter was received from Penn Waste regarding an increase in tipping fees. The General Fund was amended to reflect the additional cost of \$1,724.04. This amount was transferred from savings to give a balanced budget of \$967,873.52.

Mr. Ferry made a motion to approve for advertising the 2021 Wallace Fund budget as presented for adoption at the December meeting. Mr. Slusser seconded the motion and all were in favor.

Mr. Slusser made a motion to approve for advertising the 2021 Highway Aid Fund budget as presented for adoption at the December meeting. Mr. Sabold seconded the motion and all were in favor.

Mr. Ferry made a motion to approve for advertising the 2021 Water Fund budget as presented balanced at \$270,397.42 Ms. Snyder seconded the motion and all were in favor.

Mr. Sabold made a motion to approve for advertising the 2021 Sewer Fund budget as presented balanced at \$604,714.90. Mr. Slusser seconded the motion and all were in favor.

Mr. Slusser made a motion to approve for advertising the 2021 General Fund budget as revised and balanced at \$967,873.52. Mr. Sabold seconded the motion and all were in favor.

President Kroft stated council will go into an executive meeting.

With no further business to discuss, Ms. Snyder made a motion to adjourn with a second by Mr. Slusser. All were in favor. The meeting adjourned at 8:40 PM.

Respectfully submitted,

Brenda J. Plowman
Secretary/Treasurer