

MINUTES

The regular monthly meeting of Dover Borough Council was held at Borough Hall, 46 Butter Road on Monday, December 1, 2014 at 7:00 pm. Mr. Slusser, Mr. Dentler, and Mr. Lentz were absent. All remaining council members were present. President Sabold called the meeting to order. A moment of silent prayer followed.

The special meeting minutes for October 13, 14, & 27, 2014 were reviewed, as well as the regular council meeting minutes for November 3, 2014. Mr. Seidel made a motion to approve the October 13, 14, 27 & November 3, 2014 minutes as presented. Ms. Bishop seconded the motion. All were in favor.

PUBLIC COMMENT

Chief Flohr provided the fire company report.

- They responded to 20 calls in November. Seven of those calls were in the borough.
- Chief Flohr thanked Mr. Lentz for installing the Storz connections on the main hydrants. This will provide much quicker connection for the fire company.
- The tanker will be out-of-service for about 1-2 weeks for a pump rebuild.
- The fire company will be using the former Tiny Blessings Daycare building at 8 E. Canal St. for training. It is scheduled for demolition in 2015 and the fire company will have access until then for demolition training. There will be no live fire burning involved.
- The December calendar was reviewed. *Santa on Christmas Morning* was added for December 25. Mr. Seidel made the motion to approve the activities on the December calendar as amended. Ms. Bishop seconded the motion and it carried. The next gun raffle is on January 1 and the fire company is considering holding meat raffles as well.
- Mayor Pope thanked the fire company for their assistance with the tree-lighting event. Everything went very well.

Mr. Sam Herman, tax collector, presented a form to council for approval to appoint a deputy tax collector. This was in compliance with a recent state law requiring tax collectors to appoint a deputy who would serve in the event the tax collector was temporarily incapacitated. Kristine Keener, Dover Township tax collector, had agreed to serve as deputy tax collector. She meets all the necessary requirements of the position. Mr. Herrold raised a question regarding the relationship of this legislation to the Borough Code and whether it presented an inconsistency with the procedure in place to fill a vacancy in the office of tax collector. Mr. Seidel made a motion to approve the appointment of Kristine Keener as deputy tax collector. Mr. Kroft seconded and all were in favor. Mr. Herrold indicated he would research the issue.

Mr. Darwin Frey, 56 Amberview Dr., asked the status of the installation of the Met-Ed streetlight at Butter Rd. and N. Main St. President Sabold responded that council would vote on the resolution supplied by Met-Ed during the meeting. He presented Resolution 2014-09 to install a Cobra streetlight at the intersection of Butter Rd. and North Main St. Mr. Seidel made a motion to approve Resolution 2014-09 for the installation of a streetlight by Met-Ed. Ms. Bishop seconded the motion and all were in favor.

SEWER

Manager's Report – Mr. Lentz was absent from the meeting, but Mr. Grim would be available by cell phone if there were any questions. Mrs. Koch questioned when the black-top patching would be done on the sidewalks on North Main St. This repair was needed before winter weather occurred. Mr. Clark was not involved in the scheduling of this work

Engineer's Report – Mr. Seidel questioned if there was new data from the flow meters. Mr. Clark indicated that Mr. Lentz was obtaining the information, but he had not forwarded any reports. This should be done in the next couple weeks.

Solicitor's Report – Nothing to report.

Old Business – Mr. Sabold asked if Ms. Hartzler was aware of any developments with installation of the fence at the Delwood lift station and she was not.

New Business – None.

WATER

Manager's Report – President Sabold asked Chief Flohr if there were any anti-theft features on the new Storz fittings. The chief stated they were secured tightly and would be difficult to remove. Mr. Sabold reviewed an item in the Manager's Report concerning the drilling of a test well adjacent to Meadow Rd. The test yielded very low volume and the possibility of fracking was under consideration.

Engineer's Report & Solicitor's Report – Nothing to report.

Old Business – Ms. Bishop asked Ms. Hartzler if the water meter readings went well with the new transmitters installed on the large meters. Ms. Hartzler indicated the process went smoothly and preparing bills was much easier than before.

New Business – None.

BOROUGH

Manager's Report – Mayor Pope commented that Mr. Ken Cherry, Superintendent of DASD, had requested a meeting with Mr. Lentz and Mr. Pope to discuss the reimbursement to the borough for repairs of the blacktop damage on Edgeway Rd. and Fairview Ave. This was in response to a letter sent by Mr. Herrold to the school district's attorney. No agreement could be made without council approval and no legal counsel was expected to attend the meeting. It was felt that council had been more than accommodating during the renovation, including the waiver of fees, and this should be communicated to the new superintendent.

Engineer's Report – Nothing to report.

Solicitor's Report – Mr. Herrold presented the 2015 tax ordinance with no changes from 2014. Mr. Seidel made a motion to approve Ordinance #2014-02 setting the tax rates for the fiscal year 2015 which will remain the same as the previous year. Ms. Bishop seconded the motion and the vote was unanimous.

Mr. Herrold had examined the deed for Mr. George Harlacher's property at 4 Willow Run Rd. and there was no right-of-way mentioned. Mr. Herrold believes it is most likely a "paper alley" that was never adopted by the borough. Municipalities have 21 years to adopt an alley from the date of its dedication. If it is not adopted, after the 21 years, the property reverts to the adjoining property owners. Mr. Harlacher would like to know if he sells the property, would the new owners have the right to use the alley to access the garage at the back of his home or would he need to install a driveway. Mr. Herrold responded that if the alley is shown on the plot plan, Mr. Harlacher has the right to use it. Mr. Clark felt a survey would be most hopeful to determine where the alley lies in relation to the property boundaries.

Mr. Herrold and Mr. Clark left the meeting.

Police Report – Mayor Pope reported there were 7 more calls in October this year than last year and 4 more year-to-date compared to 2013. The department received 2 Top Gun DUI awards. The female officer is number one in the state for DUI arrests. Mr. Kroft asked if there were any developments with the reported drug activity at the red shed. Mayor Pope reported there had been undercover officers watching the area at three different times and nothing had been observed. The York County Drug Task Force is monitoring the situation.

Ambulance Club Report – President Sabold reported information provided by Mr. Slusser for the Dover Area Ambulance Club. They are purchasing only as needed to keep costs down and they wished to communicate their appreciation for the donation received from Dover Borough

Recreation Board Report – Mayor Pope stated the tree-lighting was a successful event. The *House Decorating Contest* would be judged on Sunday, December 7 and would be the last event for the year. Ms. Koch suggested the Recreation Board consider hosting a *Breakfast with Santa* like other municipalities. Mr. Pope felt it was a good suggestion and would benefit both the borough and the fire company.

Treasurer's Report – Ms. Hartzler reported the postage meter 5-year lease is up for renewal at an increase of \$10/year. Mr. Seidel made a motion to approve renewal of the Pitney Bowes 5-year lease agreement for a postage meter at the new rate of \$660/year. Ms. Bishop seconded and all were in favor.

Ms. Hartzler reviewed spreadsheets provided which showed budget vs. year-to-date figures for all the funds. In this format, the spreadsheet would show almost entirely in red at the beginning of the year. Modifying the numbers to show prorated monthly or quarterly budget was discussed. It was noted the December General Fund bill list was not included with the updated bill lists. This was an error made during copying and collating and Ms. Hartzler printed and supplied the updated list. A bill from Mr. Herrold for \$800 was received near the end of the day and was added to the General Fund bill list. Mr. Seidel made a motion to approve the payment of bills with the addition. Ms. Bishop seconded and all were in favor.

Ms. Hartzler asked if council had questions regarding the findings of the accountant examining the 2013 Audit discrepancies. Mr. Ashman will assist with correcting the report online which is open until the end of the year. The errors were primarily entry omissions between the borough's QuickBooks records and the filing of the report. For Highway Aid, some 2014 expenses had been included. It was suggested Mr. Ashman should be asked to meet with the auditors to explain the errors made this year. Ms. Hartzler will work with the auditors and the accountant to arrange this. For the coming year, it would be beneficial for the auditors to have training in order to avoid additional errors of this nature.

There were no changes to the proposed 2015 budgets. Mr. Kroft made a motion to approve the 2015 budgets for all five funds as presented and advertised. Mr. Seidel seconded the motion and the motion passed unanimously. Ms. Koch noted that she voted to approve the budgets, but felt expenditures should be watched closely in the coming year to avoid unnecessary spending and to keep within the budgeted amounts. It was agreed that spending in relation to budget should be examined at least quarterly. Mr. Seidel intends for the Finance Committee to review tax rates and income sources early in 2015 to make recommendations ahead of budget preparation. There was a lengthy discussion of the best way to analyze spending on a monthly and quarterly basis so that spending in excess of the budget would be identified and monitored previous to the end of the year.

Mr. Sabold asked Mayor Pope if the new sound system had been used for the tree-lighting event. He felt it was difficult to hear. Mr. Pope indicated he required more training on the operation of the system.

Old & New Business – None.

With no further business to discuss, Mr. Seidel made a motion to adjourn with a second by Mr. Kroft. All were in favor. The meeting adjourned at 8:25 pm.

Respectfully submitted,

Rebecca Hartzler
Secretary/Treasurer