

## **MINUTES**

The regular monthly meeting of Dover Borough Council was held at Borough Hall, 46 Butter Road on Monday, December 5, 2016 at 7:00 pm. All members were present. President Sabold called the meeting to order. A moment of silent prayer followed and the Pledge of Allegiance.

The November 7, 2016 minutes were reviewed. Mr. Raffensberger had a correction on Page 3, first paragraph, end of the second line; "December 4<sup>th</sup>" should read "December 14<sup>th</sup>." Mr. Slusser made a motion to approve the November 2016 minutes, as corrected. Ms. Bishop seconded the motion. All were in favor.

President Sabold read a resignation letter from Katrina Rife, effective December 5, 2016, resigning her position as Assistant Secretary-Treasurer. President Sabold stated the resignation was the result of an Executive Session held prior to the council meeting for the purpose of addressing a personnel matter. Mr. Slusser made a motion to accept the resignation of Katrina Rife with a second by Ms. Bishop. It passed unanimously.

## **PUBLIC COMMENT**

Chief Dettinger provided the fire company report.

- They responded to 30 calls in November. Three of those calls were in the borough.
- Three events were added to the December calendar:
  - Junior Training on December 11<sup>th</sup> and 18<sup>th</sup>.
  - Santa Claus on Christmas morning.
- The new air packs should arrive in December or early January and will be put into use after training.
- President Sabold thanked the fire company for assisting with the Tree-Lighting event.
- Ms. Bishop made the motion to approve the activities on the December calendar, with the additions. Mr. Raffensberger seconded the motion and it carried.

Mrs. Kay Stitley, 204 Gross Ave., presented the Recreation Board Report:

- Another successful Tree-Lighting Ceremony was held at the square with an estimated 280 people in attendance. NYCRPD set up a tent and distributed candy and coloring books to children. Corina Aucker, the vocalist, was able to engage the children in the music.
- The House Decorating Contest judging will take place on Sunday, December 11<sup>th</sup>.
- In review of the year, there were two Sundaes in the Park held at Ketterman Park. There was a problem with the ice cream at the first event, but for the second, another supplier volunteered to deliver the ice cream along with coolers for storage, at a lower cost.
- Mrs. Stitley is concerned there have been more questions asked of the Recreation Board this year and wondered whether they should continue. She is passionate about the community and believes the activities should continue. Mrs. Koch stated any impression that Dover Borough Council wishes to disband the Rec Board is totally false.
- Santa Claus will arrive on a hand-crafted sleigh pulled behind the brush truck this year.
- Mr. Lentz mentioned that a member of the Calvary Lutheran Church Board offered to play music from their P.A. system for the next Tree-Lighting Ceremony.
- President Sabold thanked the Rec Board representatives for their report and for their work on behalf of the community.

## **SEWER**

*Manager's Report* – President Sabold asked why a riser came up damaging a car on Delwood Dr. Mr. Lentz didn't know a reason, but the next manhole riser down had also been replaced. This was the line which was slip-lined this year and he feels it may be related to that process. A claim was filed with our insurance company.

*Engineer's Report & Solicitor's Report* – Nothing to report.  
*Old Business & New Business* - None

**WATER**

*Manager's Report* – Nothing to add.

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

*Old Business* – York Habitat for Humanity refused Council's request to drill a test well on its property north of the borough. Mrs. Koch indicated York Habitat should respond to Council's letter in writing. Justin Shappell of United Environmental has suggested an agreement would be offered to new owners when the property sells.

*New Business* – None

**BOROUGH**

*Manager's Report*

- We are approved to purchase salt through COSTARs, but no prices are available yet. The bids are due in February for the following year.
- The Drought Watch is still in effect which will be noted on our website.

*Engineer's Report* – York Excavating has completed the Butter Rd. culvert improvement project and a Recommendation of Payment was presented in the amount of \$18,400. Ms. Bishop made the motion to approve the payment, seconded by Mr. Raffensberger and carried unanimously.

*Solicitor's Report*

- Mr. Herrold presented Ordinance #2016-02 establishing the 2017 tax rates for Dover Borough. Mr. Kroft made a motion to approve the ordinance establishing 2017 tax rates with no change from 2016 and omitting the Per Capita Tax previously abolished, seconded by Mr. Slusser and carried unanimously.
- Mr. Herrold asked for approval to prepare resolutions authorizing the fire company to obtain Special Occasion Permits from the PA Liquor Control Board for 4 - 300 Club dinners in 2017. Mrs. Koch made a motion to authorize Mr. Herrold to prepare the resolutions, seconded by Ms. Bishop and approved unanimously.
- Mr. Herrold asked if the first meeting in 2017 will be held on January 2<sup>nd</sup> or 9<sup>th</sup>. The proposed 2017 meeting dates were reviewed and it was decided the meeting would be held on January 9<sup>th</sup> as the employees are off on January 2<sup>nd</sup> for the New Year Holiday. Ms. Bishop made a motion to approve the 2017 meeting dates as presented, seconded by Mr. Raffensberger and carried unanimously.

*Mr. Herrold and Mr. Spangler left the meeting at this time.*

*Police Report* – Mayor Dentler reported calls were up for the month. Traffic citations had increased.

*Ambulance Club Report* – The next meeting is on December 14<sup>th</sup>.

*Treasurer's Report*

- Ms. Hartzler requested permission to transfer \$50,000 from the Water Fund to the Sewer Fund to complete repayment of the loan. The budgeted amount was \$20,000, but the year-to-date balance is adequate to fund full repayment. Mr. Slusser made a motion to approve transfer of \$50,000 from the Water Fund to the Sewer Fund. Ms. Bishop seconded and the motion carried.
- Mr. Slusser made the motion to approve the Treasurer's Report as presented with a second by Mr. Kroft and carried unanimously.

*Old Business*

- The revised General Fund 2017 budget was reviewed. Subsequent to the advertising of proposed budgets, council approved the addition of a tipping fee increase (\$2,005.08) to the Refuse Collection amount (Line 427.30) which is now \$128,755.08. Also, Line 430.01 *Capital Equipment Purchase* for \$1,500 was not

included in the column total on the advertised budget creating an additional shortfall. It was decided Line 392.01 *Transfer from General Fund Savings* would be increased to balance the budget. Mr. Kroft made the motion to approve the proposed 2017 General Fund budget with the following changes: increase Line 392.01 from \$4,573.29 to \$8,078.37; increase Line 427.30 *Refuse Collection* from \$126,750 to \$128,755.08; and including Line 430.01 *Capital Equipment Purchase* for \$1,500, which balances the budget at \$915,250.07. Mr. Slusser seconded and it carried unanimously.

- Mr. Kroft made a motion to approve the proposed 2017 budgets for the Sewer Fund, Water Fund, Highway Aid Fund, and Wallace Fund with no changes, seconded by Mr. Slusser and carried unanimously.
- Ms. Bishop asked for an update on the sod repair in the grass strip on the west side of N. Main Street. Mr. Lentz will follow up with Strathmeyers.
- Ms. Bishop made the motion to retain Hamilton & Musser per their engagement letter for the 2016 Audit and DCED report, seconded by Mrs. Koch and all were in favor.
- Mr. Kroft asked if the records had been disposed as approved last meeting and they have not.
- Mr. Kroft conveyed thanks from the fire company for the \$1,900 reimbursed to them for Winter Storm Jonas. New traffic control signs have been purchased.
- Ms. Bishop asked if there was a cost to replace Mr. Lentz' phone which was lost. There was an insurance deductible of \$168.
- President Sabold addressed the issue of scheduling a meeting with the Recreation Board as they had previously requested. Council was unable to hold the meeting this evening due to the Executive Session. It was felt the best solution is to invite the entire Recreation Board to meet with Council prior to the next regularly scheduled meeting so everyone is present for the discussion.

#### *New Business*

- One area of fill from recent work at the square has sunken and is a hazard for cars. Mr. Lentz spoke to the sub-contractor and they will be applying cold patch. Also, a broken traffic loop box on the northeast side will be replaced. The night before the Tree-Lighting Ceremony, work was done at night with large lights and one of them broke leaving glass all over the corner. Borough employees cleaned it up before the Tree-Lighting and Mr. Lentz will address this with the contractor as well.
- Mr. Slusser stated Eagle Lacrosse requests use of Ketterman Park from the end of February through the end of May and will not schedule games and practices for the date of the Easter Egg Hunt. Mr. Kroft made the motion to approve the use of Ketterman Park for Eagle Lacrosse as requested, seconded by Ms. Bishop and carried unanimously.
- A Solvency Fee option letter from Labor & Industry was discussed and it was agreed there was no reason for the borough to participate.

With no further business to discuss, Mr. Kroft made a motion to adjourn with a second by Ms. Bishop. All were in favor. The meeting adjourned at 8:35 p.m.

Respectfully submitted,

Rebecca J. Hartzler  
Secretary/Treasurer