

MINUTES

The regular monthly meeting of Dover Borough Council was held at Borough Hall, 46 Butter Road on Monday, March 6, 2017 at 7:00 pm. Mr. Swords was absent. All other council members were present. President Sabold called the meeting to order. A moment of silent prayer followed and the Pledge of Allegiance.

The February 2017 minutes were reviewed. Mr. Lentz asked for an addition on page 3, under new business, paragraph number 3, line 9 where it stated "Mr. Lentz questioned why this change is being proposed." He asked for President Sabold's answer to be included in the minutes which was that he did not know the reason why. Mr. Slusser made a motion to approve the minutes with the addition of President Sabold's answer. It was seconded by Mr. Raffensberger. There were six ayes and Mrs. Koch was opposed. The motion carried.

Resignation letter for Rebecca J. Hartzler from the position of secretary/treasurer was presented and read. Mr. Raffensberger made a motion to accept the resignation and was seconded by Ms. Bishop. The motion was carried unanimously.

Ms. Bishop made a motion to appoint Brenda Plowman as the new Secretary/Treasurer. It was seconded by Mr. Raffensberger. The motion was carried unanimously.

Ms. Bishop made a motion to appoint Rebecca Hartzler as assistant Secretary/Treasurer. It was seconded by Mr. Raffensberger. The motion was carried unanimously.

With a heavy heart Mrs. Koch read and presented a plaque in honor of Rebecca Hartzler for her years of service. Also a Resolution was prepared in appreciation of her years of service to the Dover Borough.

PUBLIC COMMENT

Chief Dettinger provided the fire company report.

- They responded to 24 calls in February, 3 of those calls were in the borough. They responded last year to 242 calls, 59 of those were in the borough. There was a zero loss in the borough. The busiest day of the week was Wednesday. There were 1,643 responders which was an average of 7 per call.
- The March calendar was reviewed. Mr. Kroft added there will be a Gun Raffle dinner on April 1st and Chocolate Bingo on April 2nd since they will be held before the next council meeting. Mr. Slusser made the motion to approve the activities on the March calendar with the two additions on April 1st and 2nd. Mr. Raffensberger seconded the motion and it carried unanimously.

Richard Pope reported the Recreation Board did not have their meeting last month due to sickness. The next meeting is scheduled on March 13, 2017. The Easter Egg Hunt is scheduled for April 15th at 1:00 p.m.

Mr. Lentz presented his letter of resignation as Dover Manager effective March 22, 2017. With regret, Mr. Slusser made a motion to accept Mr. Lentz's letter of resignation effective March 22, 2017 and it was seconded by President Sabold. The motion carried with two ayes by President Sabold and Mr. Slusser. The remaining council members abstained. President Sabold thanked Mr. Lentz for all his years of service and the many hours of the day, night, weekends and holidays working for Dover Borough.

SEWER

Manager's Report

- Mr. Lentz explained the difference in quotes from Conewago (\$9,291.98) and HOEM (\$1,515.60) for installation of the Franklin Miller grinder. Conewago's quote included bypassing, removing the auger and installing slide gates. This work was done in-house and saved the borough \$7,776.38.
- No issues were found during the DEP inspection of the WWTP.

Engineer's Report – Mr. Spangler reported the bids for Delwood sewer work will be out this week and he will have the results at the April meeting. He met with Mark about a few minor changes which will not affect the

price. Mr. Spangler provided Mr. Lentz with a draft of the Chapter 94 Report which will be submitted to DEP by the end of this month.

Solicitor's Report – Nothing to report.

Old Business & New Business – None

WATER

Manager's Report – A tamper alert was recorded for 16 Rachael Road when the water readings were done for this last quarter. The only way to get that alert is if a strong magnetic field is close to the water meter. After investigation by the Northern Regional Police, they discovered a ping pong table with speakers, electronic equipment and computers on it. The residence basement leaks when it rains and at those times the table is pushed against the wall over the water meter. This is what caused the tamper alert. Northern Regional Police assured us this will not happen again. Mr. Lentz asked how he should proceed with billing the resident for the quarter and recommended averaging the quarter by previous usage. The Council agreed with the recommendation.

Engineer's Report – Nothing to report.

Solicitor's Report – Nothing to report.

Old Business – Jerry Shaffer stopped at the office in response to the letter he received from the borough requesting to drill a test well on his property. He is granting permission for the Dover Borough to drill a test well. Council would like the permission from Mr. Shaffer in writing.

New Business - None

BOROUGH

Manager's Report – Snelbecker's Electric ran the electric today for the grinder. Everything is now installed for the grinder and Franklin Miller will be coming on March 21 to do the start-up.

Engineer's Report

- Mr. Spangler attended a meeting for the Chesapeake Bay Pollution Reduction Plan on February 24th. Two project scenarios were proposed to meet the new nutrient reduction requirements at an estimated cost of \$30 million. The current plan only requires you show incremental progress and \$1 million has already been raised. The 2018 plan will require actual numeric reductions be shown which these two projects will do. There was concern the larger portions of the projects could not be designed and permitted in time to meet the deadlines. Dover Borough will again be applying for the waiver. The next meeting is in March and they will determine a formula for calculating each municipality's contribution. A flat fee for those with waivers is being considered. The cost to participate in the plan may be less in the long run than opting out and being responsible to design and pay for our own projects.
- Mr. Spangler will have bids for paving on Delwood Dr. at the May meeting.
- Mr. Spangler gave an update on the Community Block Grant ideas. On new maps from the county, none of Dover Borough qualifies as low to moderate income where previously a good portion of the borough qualified automatically. The county changed the tracks in the blocks on the census so it changes how things geographically are counted. Some random sampling of income was done rather than specific. We can still apply for the grant; however, if awarded the grant, we would need to do an income survey of that area to verify low to moderate income. If some residents don't reply, they are automatically counted as *not* low to moderate income. If the survey does not confirm low to moderate income, the grant cannot be used. The grant application deadline has been pushed back because HUD has been very slow with distributing the money in recent years.

Solicitor's Report – In reference to the Right to Know request for information on Penn Waste, Mr. Herrold asked for permission for his firm to proceed with research on how to properly respond to this request. Granting the request will likely take a lot of borough time. Mr. Slusser made a motion to authorize Mr. Herrold's firm to review the Right to Know request to respond in accordance with applicable law. It was seconded by Ms. Bishop and carried unanimously.

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

Mayor's Report – Mayor Dentler reported an appreciation banquet will be held March 11th to honor volunteers of the fire company. Mayor Dentler is requesting Dover Borough pass resolutions honoring these volunteers. A motion was made by Ms. Bishop to approve resolution numbers 2017-07 thru 2017-20 honoring Union Fire & Hose volunteers with 25 years or more of service. It was seconded by Mrs. Koch. The motion carried unanimously.

Mayor Dentler thanked Mr. Lentz and Ms. Hartzler for their work and stated they will both be missed.

Police Report – There was a decrease in calls for the second month in a row. There is a lot of training scheduled for the officers. President Sabold thanked Mayor Dentler for going to those meetings and reporting.

Ambulance Club Report – Mr. Raffensberger reported in January there were 165 calls of which 7 were in the borough. From February 1st through 22nd, there were 99 calls of which 6 were in the borough.

Treasurer's Report – Mrs. Koch ask if the check to Dover Township on the General Fund bill list was for fuel and Mrs. Plowman confirmed it was. Mr. Slusser made a motion to approve the Secretary/Treasurer's report with the notation of the January 2017 fuel purchase check for Dover Township. It was seconded by Mr. Raffensberger. The motion was carried unanimously.

Mrs. Plowman reported that Hamilton & Musser completed the annual audit field work, but were not able to get the report done in time for approval at tonight's meeting. She asked council to authorize Hamilton & Musser to submit the report to DCED when prepared since the due date is March 31 which is prior to the next council meeting. Mr. Slusser made a motion to send the report in on time, but have the report reviewed by Mr. Kroft as chairman of the Finance Committee before submission. It was seconded by Mr. Raffensberger. The motion carried unanimously.

Mrs. Plowman read a thank you card from Mrs. Deal for the goody bag and planter she received while she was out sick.

Old Business –

- Mr. Lentz is going to advertise for bids for the sale of the dump truck. The bids will be opened at the next council meeting on April 3rd.
- President Sabold offered an apology to Mr. Lentz regarding last month's misinformation on the cell phone policy. Mr. Lentz graciously accepted.

New Business -

- A letter of resignation from Planning Commission member Stephanie Brown has been received. This now leaves two vacancies.
- A new Right to Know officer needs appointment for Dover Borough. Mr. Slusser made a motion to appoint Brenda Plowman. The motion was seconded by Ms. Bishop and carried unanimously.
- A new Chief Administrative Officer for the Pension Plan needs appointment by resolution. Ms. Bishop made a motion to accept Resolution No. 2017-06 appointing Brenda Plowman as CAO. Mr. Raffensberger seconded the motion. The motion carried unanimously.
- Ms. Bishop reports that she and Mrs. Koch met with Laurel Oswalt from Dover Township regarding the Keystone Community Grant. Dover Borough would need to partner with them to apply for the grant to

be used for improvement of the Route 74 corridor. The borough and Dover Twp. would contribute \$3,000 each for a study to determine eligibility for the grant. It was agreed this is not a viable option for the borough.

- Ms. Bishop shared options about destruction of records from the York County Solid Waste website. After discussion of options, it was decided to check on mobile shredder pricing.
- President Sabold reported a letter from York City Human Relations Commission was received. They are hosting an informational meeting to discuss services they provide in potential partnership that can be offered to York County municipalities. Meeting is March 15th at 2pm.
- York County Boroughs Association dinner is March 30th in Stewartstown. RSVP by March 22nd.
- Ms. Bishop reported that the September meeting of the York County Boroughs Association will be held in Dover Fire Hall.

With no further business to discuss, Mr. Slusser made a motion to adjourn with a second by Ms. Bishop. All were in favor. The meeting adjourned at 8:20 pm.

Respectfully submitted,

Brenda Plowman
Secretary/Treasurer