

April 3, 2017

MINUTES

The regular monthly meeting of Dover Borough Council was held at Borough Hall, 46 Butter Road on Monday, April 3, 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 March 2017 minutes were reviewed. Ms. Bishop asked for a correction to page 1, paragraph 3 regarding the resignation letter from Rebecca J. Hartzler. The resignation was only from the position of Secretary/Treasurer. Ms. Bishop made a motion to accept the March 2017 minutes as corrected. The motion was seconded by Mr. Slusser and carried unanimously.

Resignation letter for Robert Swords from his Borough Council position was received and read. Mr. Slusser made a motion to accept the resignation as of April 3, 2017. The motion was seconded by Mr. Raffensberger. The motion was carried unanimously.

Resignation letter for Rebecca J. Hartzler from her fulltime assistant Secretary/Treasurer position to part time employment was presented and read. Mr. Slusser made a motion to accept the resignation and it was seconded by Ms. Bishop. The motion was carried unanimously.

Mr. Sabold presented a Resolution to honor Bradley Lentz for his 12 years of service to Dover Borough. Mr. Kroft made a motion to adopt the Resolution 2017-21. It was seconded by Mr. Slusser and the motion carried.

Mr. Sabold presented and read the Resolution and a plaque to Bradley Lentz honoring him for 12 years of service to Dover Borough and its residents.

PUBLIC COMMENT

One closed bid was received for the sale of the dump truck which was opened and read. The bid was for \$2,669.00 from Deals on Wheels. Mr. Slusser made a motion to accept the bid and it was seconded by Ms. Bishop. The motion carried unanimously.

Richard Pope from the Recreation Board received letters of resignation from Hailey Trimmer and Tiffany Chapman. He reported that Kimberly Eckert would like to be appointed to the Recreation Board. There was discussion regarding which term to appoint Kimberly to and that there are some members with expired terms. Mr. Kroft made a motion to appoint Kimberly Eckert to the Rec board for a 4 year term expiring in 2020. Mr. Raffensberger seconded the motion. Since the terms are to be staggered Mr. Herrold suggested making her term effective January 1, 2017 for a 5 year term. Mr. Raffensberger rescinded his second and Mr. Kroft rescinded the motion. Mr. Kroft made a new motion to appoint Kimberly Eckert to the Rec board effective January 1, 2017 for a 5 year term expiring 2021 and it was seconded by Mr. Raffensberger. The motion carried unanimously. Mr. Kroft made a motion to appoint Cathy Pope to a 5 year term effective January 1, 2016 and it was seconded by Mr. Slusser. The motion carried unanimously. After further discussion about the term expirations of the remaining members, Mr. Herrold suggested reappointing all members effective January 1, 2017 with staggered years of expiration to get them all back on a rotation. Mr. Kroft made a motion to appoint Kimberly Eckert and reappoint Cathy Pope, Rick Pope, Kay Stitley and Peter Anstadt to the Recreation Board effective January 1, 2017 with staggered expirations that the Dover Borough Council will determine by the next council meeting. Mr. Slusser seconded the motion. The motion carried unanimously.

The Recreation Board requested to change their meeting night from the second Monday of the month to the first Tuesday of the month. The new dates will be advertised. Mr. Slusser made a motion to change the meeting from the second Monday of the month to the first Tuesday of the month and it was seconded by Mr. Raffensberger. The motion carried unanimously.

The annual Easter Egg Hunt will be held April 15 at 1:00 pm. Mr. Pope also mentioned that he hasn't heard specifically from the sports teams yet but they will soon be starting practices at the park.

Chief Dettinger provided the fire company report

- Mr. Dettinger reported he came directly from a meeting to have the Borough Iso rating updated. The last update was 2011.
- They responded to 31 calls in March, 7 of those calls were in the borough. Most of those were medical assist or public services during the snow.
- The state relief audit was performed today. The preliminary went very well but the final result hasn't been received yet.
- The house next to Tom's is being torn down. The firefighters have the week to do training with it.
- The April calendar was reviewed. Mr. Dettinger added that the 13th is crossed off but should not be. Mr. Kroft added there will be an Easter Flower sale on April 14th and 15th. Ms. Bishop made a motion to accept the calendar as presented with the correction for the 13th and the addition for April 14 and 15th. Mr. Raffensberger seconded it. The motion carried unanimously.
- Mr. Dettinger requested that the key for the fire company be returned temporarily while Dover Borough does not have a manager just to keep track of all the keys. Mr. Grim will return the key.

Chris Hake, President and Jeremiah Arevalo, Vice President of Dover Youth Football Association were present. They are looking to have their inaugural year kick off in 2018. They are asking for use of the park facility for practices only. This would start in mid-May 2018 thru October 31, 2018. There would not be more than 2 teams/30 kids at a time and would be the Smurfs age 6 groups. Practices will be 4 days a week on Tuesday thru Friday pending weather. If any damages are caused to the fields they will maintain and repair as needed. They will also coordinate with the other sports teams using the facility as needed. Mr. Slusser made a motion to grant Dover Youth Football Association preapproval starting mid-May 2018 thru October 31, 2018 use of Ketterman Park as a practice only field. A side note was added to come back this time next year to touch base. Mr. Raffensberger seconded the motion. The motion carried unanimously.

SEWER

Manager's Report

- Mr. Grim reported that the Franklin Miller grinder needs hooked into the call out system. Snelbecker Electric will be doing this.
- During the peak of this last rain the plates actually needed to be pulled to go around the grinder because it restricted the flow more than we like in the influent chamber. We were bringing in 1.4 to 1.5 million at that point. Normal flows up to a million it's going to be good.
- Fuel tank for the generator is an 80 gallon tank. This does not provide much fuel in an extended outage. At some point we need to look at options to increase the fuel supply.

Engineer's Report –

- Mr. Spangler reported that we received 6 bids for the sewer work in Delwood for Amberview and Maplewood Drive sewer rehab Phase 1. The low bidder was DeTraglia Excavating, Inc. for \$46,650.00. Mr. Kroft made a motion to accept the bid from DeTraglia Excavating, Inc. for a bid of \$46,650.00 provided they provide the proper bonds for the project. The motion was seconded by Mr. Slusser. The motion carried unanimously.
- The chapter 94 report was submitted on March 9, 2017

Solicitor's Report – Nothing to report.

Old Business & New Business – None

WATER

Manager's Report

- Mr. Grim reported that flushing hydrants and exercising valves is normally done in April and the street sweeping the first week of May. This normally takes 2 people several weeks to complete with the other

normal work. Mr. Grim only has Chase 2 days a week therefore these projects will be delayed. They will be worked on as time allows.

Engineer's Report – Nothing to report.

Solicitor's Report – Nothing to report.

Old Business – Received a letter from Jerry Shaffer granting permission to go onto his property to check about a possible well site location. United Environmental will need to be contacted to arrange a view of the site.

New Business - None

BOROUGH

Manager's Report –None

Engineer's Report –

- Mr. Spangler reported there was a meeting March 29 with the Chesapeake Bay Pollution Reduction plan about the new 2018 permit cycle. There was an updated cost analysis from the last meeting and the price did go down some but is still a pretty significant increase from what we are currently under. They are now working on a new cost share formula options on how they are going to decide break down. There will be another meeting April 28th.
- Delwood Drive will be out for paving bids this week. Some of the manholes will need raised because of the overlay and there is a 15' section of curb that will need redone. Mr. Spangler is meeting with Mr. Kopp tomorrow and will discuss if we can use liquid fuels to pay for these. These two items will be bid separately.
- The applications have come out for the community block grants. As mentioned last month the Borough does not automatically qualify. An application would need submitted and if we are granted the money we would need to do an income survey. A decision needs made at the May meeting if we want to apply because an application and resolution needs submitted by June 9th.

Solicitor's Report –

- Mr. Herrold addressed issuing of permits without a Borough Manager. He gave several options. He had been asked about contacting Bob Snelbecker but since Mr. Snelbecker is on the Zoning Hearing Board it would be a conflict of interest. A member of Council could issue permits in the interim but cannot be a member of council and an official zoning officer at the same time. Mr. Grim could temporarily be appointed or send everything to Commonwealth Code. Mr. Slusser made a motion to appoint Mr. Duane Grim as the acting Zoning Officer. It was seconded by Mr. Kroft and the motion carried unanimously.
- Mr. Herrold reported that the Right-to-Know request that was addressed at last month's meeting was researched and sent a response of denial.

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

Mayor's Report –

- Mr. Dentler would like to have a Dover Borough newsletter again. He has spoken to several people about helping with this project and will get it organized.
- Mr. Dentler made the suggestion of either adopting a street or having a prisoner project to clean up the streets of Dover Borough. He will be looking into this possibility.
- A wedding was performed at the Dover Borough Office last month.

Police Report – Mr. Dentler reports there was a 16% decrease in calls last month. There was a skimmer card found attached in the ATM at the Rutter's store.

Ambulance Club Report – Mr. Raffensberger reports there was 123 calls and 12 of those were in the Borough.

Treasurer's Report – Mrs. Plowman was added to the bank accounts for signing checks. Mr. Kroft made a motion to accept the Treasurer report and it was seconded by Mr. Raffensberger. The motion carried unanimously.

Old Business –

- Code book numbers are still needed from Mr. Slusser and Mr. Kroft.
- The Borough cell phone has not been located and Mr. Sabold will make a phone call to Mr. Lentz.
- Two quotes for shredding of documents were received. Mr. Kroft made a motion to have Shredding Solutions from Carlisle, PA pick up the boxes of documents to be shredded at a cost of \$142.50. It was seconded by Mr. Slusser and the motion carried unanimously.

New Business –

- Several council members attended the Borough Association dinner. They reported the topic at the dinner was about Blight.
- A thank you card was received from Rebecca Hartzler thanking the council for the plaque she received.
- An email was received that the radar devices at several intersections along Carlisle Road will be activated tomorrow.
- There was a question if permission was granted for the use of the Kubota tractor for personal use. No one was aware of it.
- Mr. Dentler recommended changing the code at the entry gate to the sewer plant. The code will be provided to the officers at the Fire Company. Mr. Grim will take care of the change.
- Ms. Bishop asked if an exit audit should be done with the change of Secretary/Treasurer. It was decided that since the annual audit was just completed that it would not be necessary.
- Baughman Memorials will be issued a credit of \$174.69 from when the front house was taken down and they continued to be charged two minimums and should not have been. Baughman also request surrendering of their water/sewer hook-up at 19 S. Main Street.
- Mr. Doug Ferry submitted a letter for appointment to the Borough Council. Mr. Linford Bledsoe was present and expressed interest in the open seat also. An appointment will be made at the next meeting.
- Mr. Bledsoe also expressed interest in either the Zoning Board or Planning Commission.
- There are several updates needed on the website. Rick Naylor will be contacted to do the update.
- Ms. Koch suggested the office hours be changed back to normal hours since there is now someone in the office fulltime. Mr. Slusser made a motion to change the open office hours to Monday thru Friday from 9:00 am to 5:00 pm. Mr. Raffensberger seconded the motion and the motion carried unanimously.
- The personnel committee is recommending that the Borough Manager/Zoning Officer be made a part time position. They also recommend a fulltime position for a Public Works operator. A decision would be made if we would still need a part time laborer. Mr. Kroft made a motion to re-advertise for a part time Borough Manger and a fulltime Public Works operator positions and eliminate the part time laborer position. It was seconded by Mr. Raffensberger and the motion carrier unanimously. An advertisement will be placed and the applications need to be received by April 21st.
- Ms. Koch is suggesting we hire a labor attorney since we are working on updating the handbook. All agreed she should contact Mr. Markowitz.

With no further business to discuss, Mr. Kroft made a motion to adjourn with a second by Mr. Slusser. All were in favor. The meeting adjourned at 9:35 pm.

Respectfully submitted,

Brenda Plowman
Secretary/Treasurer