

MINUTES

District Justice David Eshbach administered the oath of office to newly elected officials prior to the meeting opening. Those taking the oath of office included Council members Romaine Bishop, Lori Koch, Joseph Sabold, Thomas Slusser, Jr. and Cynthia Snyder. Also taking oath of office were Mayor Robert Dentler and Tax Collector Samuel Herman.

The reorganizational meeting of Dover Borough Council was held at Borough Hall, 46 Butter Road on January 2, 2018 at 7:00 pm. Council members in attendance were Romaine Bishop, Lori Koch, Joseph Sabold, Thomas Slusser Jr., Cynthia Snyder and Andrew Kroft. Mayor Dentler opened the meeting with a moment of silent prayer and the Pledge of Allegiance.

Mayor Dentler called for nominations for Council President. Ms. Bishop nominated Mr. Sabold and Mr. Slusser nominated Mr. Kroft. A vote was taken by paper ballot with 3 votes for Mr. Sabold and 3 votes for Mr. Kroft. Mayor Dentler casted the deciding vote for Mr. Kroft. Mr. Kroft was elected Council President. Mayor Dentler called for nominations for Council Vice-President. Mr. Sabold nominated Mrs. Koch. President Kroft nominated Mr. Sabold. A vote was taken by paper ballot with 3 votes for Mrs. Koch and 3 votes for Mr. Sabold. Mayor Dentler casted the deciding vote for Mrs. Koch. Mrs. Koch was elected Council Vice-President. Mayor Dentler yielded the meeting to President Kroft.

President Kroft asked for nominations for Borough Solicitor. Mr. Sabold made a motion to reappoint Mr. Herrold and his firm as solicitor for the Borough. Mr. Slusser seconded the motion. There were no other nominations. The motion passed unanimously.

President Kroft asked for nominations for Borough Engineer. Ms. Bishop made a motion to reappoint JR Holley & Associates as Borough engineer. Mrs. Koch seconded the motion. There were no other nominations and the motion passed unanimously.

President Kroft called for nominations to appoint the Secretary-Treasurer. Ms. Bishop made a motion to reappoint Brenda Plowman as Borough Secretary-Treasurer. Mr. Sabold seconded the motion. There were no other nominations and the motion carried.

The December 4, 2017 meeting minutes were reviewed. Ms. Snyder had one correction on page 2. Purposed layout should be proposed layout. Mr. Slusser made a motion to approve the December 2017 minutes as corrected. Ms. Snyder seconded the motion and all were in favor.

President Kroft states there is a vacated council seat with 2 years remaining on it. We have received two letters of interest from former council members seeking to be reappointed. This seat needs filled within 30 days. Mrs. Koch made a motion to table the vacated opening and have a special meeting to fill it prior to the 30 days. Ms. Bishop seconded the motion and it carried unanimously. The special meeting date was set for February 1, 2018 at 6:00 pm.

PUBLIC COMMENT

Chief Dettinger provided the fire company report.

- They responded to 6 calls in December, 4 of those calls were in the borough.
- In 2017, the fire company responded to 261 calls which is more than last year.
- As a follow up from last month, the Chief reports that a motion was approved unanimously at the fire company meeting regarding water use and is recorded in their minutes.
- Mr. Eppley spoke to Mrs. Plowman and the message was forwarded to the Chief about condemning the home at 211 Maplewood which has fire damage. The Chief explained to Mr. Eppley that is something the Borough President and Mayor would institute if it needs to be done. Mr. Sabold thought the last time a home was condemned that the Fire Chief, President and Borough Manager were involved. President Kroft wondered if the engineer gets involved in that too. Mr. Spangler said typically not and

Chief Dettinger asked if anyone goes out and checks if the resident meets the criteria on the burn permits that are issued. Mrs. Koch thought as some point Chief Dettinger was going to update our burn ordinance. He said he had mentioned about an inspection program and that the burn ordinance should be updated to describe a UL approved burn pit or approval by the Borough. Chief Dettinger had suggested about 2 years ago an inspection program for rental and commercial properties. The Boroughs property maintenance should be revisited. This is an extensive program but with the amount of rental properties in the Borough it may be beneficial to have. The property owners would be responsible for the cost of the inspections which then helps to offset the cost of a code enforcement officer. This would be something to add into the next budget. Chief Dettinger will supply a copy of this for council to review and will provide an update for the burn ordinance.

Mr. Slusser made a motion to have Mr. Bledsoe issue all permits for the Borough. Mr. Slusser amended his motion to add Mrs. Plowman to be the secondary issuer if Mr. Bledsoe would be out for an extended period. This would exclude building permits. Mr. Sabold seconded the motion and it carried.

Public Works Report – Nothing to ad

Engineer's Report – Mr. Spangler reports he reviewed the plans for the Habitat for Humanity subdivision. It looks like the cost is going to get too high to do what they originally wanted to. It was mentioned about giving part of the land to the Borough or maybe looking at a single family dwelling.

Solicitor's Report – In reference to the property lines at 103 S. Main and Park Streets, Mr. Herrold reports the chain of title goes back to 1922 and nothing was found to indicate any easement of anything granted to the Borough to put the well house there. The description of the property says it is approximately 72' wide and 275' deep. No transfer of property to the Borough was found. Mr. Herrold suggests getting a measurement of 72' from the north side property line and see where that falls. The question is if the well house is within the 72' wide property. The Borough will check the measurement and proceed from there.

Mr. Herrold reports the Clerk of Courts office failed to disperse DUI fine monies to the Municipalities properly. All NYCRRP DUI fine monies were sent to Paradise Township. Dover Borough is owed \$31,325.84. It has not been determined at this time how the funds will be paid to the correct municipalities.

Mr. Herrold and Mr. Spangler left the meeting at 8:52 pm.

Police Report – Mr. Dentler reports the yearly budget is ending real close to what it did last year. The contract for the southern part of the county is still under negotiation. They have been very busy with calls of all sorts of things. Chief Bentzel is planning to retire in 2019.

Mayor's Report – Mayor Dentler states he helped out with snow plowing. Mrs. Koch suggested he be put on the payroll as a part time snow plow driver. Mr. Slusser made a motion to approve Robert Dentler as a part time on call snow plow driver at \$13.50 per hour retroactive to December 30th, 2017. Ms. Bishop seconded the motion and it carried. A key to the garage will be issued to Mr. Dentler. Mr. Grim asked about an additional plow driver. Mr. Slusser made a motion to give Mr. Grim the authority to interview and hire Mr. Schofield pending Mr. Grim's approval and clean driving record at a rate of \$13.50 per hour as a part time on call snow plow driver. Ms. Snyder seconded the motion and it carried.

Ambulance Club Report – No current report

Secretary's Report – Mrs. Plowman states she spoke to PennDOT regarding a brake retarder posting in the Borough. PennDOT ask that a letter be sent to them and they will check the grade of the roadway to see if it would qualify to be posted and enforced.

Ms. Bishop made a motion to appoint Hamilton & Musser to be our independent audit firm for 2018 to audit the 2017 records. Mr. Sabold seconded the motion and it carried.

We received the no smoking signs to be posted at the park, a thank you card and a certificate of recognition for our efforts in the young lungs at play program.

A quote was received from General Code to update our code books and new zoning booklets. Mrs. Koch made a motion to approve the General Code quote not to exceed \$1,855.00 and \$107 plus shipping for zoning booklets. Mr. Slusser seconded the motion and it carried.

Treasurer's Report – Mr. Slusser made a motion to approve the treasurer's report as presented. Mr. Sabold seconded the motion and it carried.

Old Business – The letters we were looking into getting from Dover UCC for the sign at Ketterman Park are not the same size. The sign has a few issues and needs looked at to see if it can be repaired. We will hold off on ordering new letters until we have that done.

Mr. Slusser wondered what all has been done to hire another public works employee. There are some advertisements running and applications will be accepted until January 15th. Mr. Grim states that Mr. Pentz offered to help out working weekends until we hire a replacement. Mr. Sabold made a motion to keep Mr. Pentz on the payroll as an occasional part time employee at his current rate of pay. Ms. Bishop seconded the motion and it carried.

New Business - Mr. Sabold thanked the council for allowing him the privilege to serve them as President for all the years he did. He offered congratulations to President Kroft.

President Kroft states he will let the committees as is until a 7th member of council is appointed.

Mrs. Plowman will contact the bank to change the check signers.
Mr. Sabold handed his keys to President Kroft.

With no further business to discuss, Mr. Slusser made a motion to adjourn with a second by Ms. Snyder. All were in favor. The meeting adjourned at 9:40 pm.

Respectfully submitted,

Brenda J. Plowman
Secretary/Treasurer