

## **MINUTES**

The regular monthly meeting of Dover Borough Council was held at Borough Hall, 46 Butter Road on Monday, September 12 at 7:00 pm. Mr. Ferry was absent. All other members were present. President Kroft called the meeting to order. There was a moment of silent prayer followed by the Pledge of Allegiance.

The August 1, 2022 minutes were reviewed. Ms. Snyder made a motion to approve the minutes as presented. Mr. Raffensberger seconded the motion. All were in favor.

The August 23, 2022 joint meeting minutes were reviewed. Mr. Sabold made a motion to approve the minutes as presented. Mr. Slusser seconded the motion. All were in favor.

## **PUBLIC COMMENT**

Chief Dettinger provided the fire company report.

- They responded to 38 calls in August. Three of those calls were in the Borough one of which was an illegal burn. NYCPRD issued a warning.
- The new fire engine is working out great. The old wrecked fire engine was purchased by Smyser's Farm. They will be fixing it to use for irrigation and their Fall Fest.
- Mayor Hernley thanked them for doing a great job with the carnival again this year. Mrs. Koch added she has a greater appreciation for what they do and for all the volunteers. She hasn't seen anything run so smoothly and bingo was a blast. Chief Dettinger said they are always looking for volunteers.
- The September calendar was reviewed. Chief Dettinger added a training date on the 28<sup>th</sup> at 7 pm. Mr. Sabold made a motion to approve the calendar as presented with the training addition. Ms. Snyder seconded the motion and all were in favor.
- President Kroft shared that at our joint meeting with Dover Township, Mr. Richards mentioned that one focus of the comp plan was to get fire fighter and EMS information into the schools. He had discussed the need for younger volunteers with Chief Brandon. Today the Borough received information on an event called Harvesting Hope being held September 24<sup>th</sup> at the Dover High School. There will be vendors and tables for local organizations and food trucks. Mrs. Plowman thought the fire company may be interested in this to get information out for volunteers.
- Chief Dettinger expressed interest in attending any meeting that EMS may be discussed and to let Chief Brandon know as well.

EMA report –

- Ms. Zarlenga stated in July, COVID numbers had gone up to a moderate status but is now back to low status.
- Chief Dettinger reported there are some old LED rechargeable lights that no longer work that were purchased with EMA funds from the Borough. Council granted the Chief permission to properly dispose of them.
- Ms. Zarlenga will be attending the KEMA conference. She asked if the fees would be able to be paid from EMA funds. The hotel fee will be \$888.31 which is higher than normal because of a local football game being in town during that time. Mr. Slusser made a motion to pay the hotel fee of \$888.31 for Ms. Zarlenga to attend the conference. Mr. Raffensberger seconded the motion and all were in favor.

## **SEWER**

*Public Works Report* – Mr. Grim was absent. Mr. Sabold commented on the number of gallons flowing through the plant versus the amount of water pumped. There continues to be a big difference, indicating that flow continues to get into the system. There was only 2" of rain in August so it is not coming from that. Mr. Sabold was surprised when Columbia Gas was recently digging and hit ground water at 2 to 2-1/2 feet below ground

level. Mr. Slusser suggested getting the manhole behind the fire company repaired. It is low lying and may be taking on water. He suggested it go out for bid to be fixed this year. Mr. Lipinski will discuss this with Mr. Grim.

*Engineer's Report* – Mr. Lipinski reported that Insight Pipe has cleaned and videoed the sewer lines that are a part of the lining project. They anticipate the lining to start the last week of September. Mr. Lipinski received the contracts for sewer lining on Oakwood Drive, Canal Road, Fairview and Gross Avenue project. These had been previously approved but were presented for signatures.

Mr. Lipinski questioned if Columbia Gas will mill and overlay the streets they are digging up. He suggested doing any utility work that is needed before they pave those streets. Nothing is planned or to be needed at this time. He will discuss this further with Mr. Grim.

*Solicitor's Report* – Nothing

*Old Business* – None

*New Business* – None

## **WATER**

*Public Works Report* -

*Engineer's Report* – Mr. Lipinski reported he still needs to meet with Mr. Herrold on USTIF. Mr. Lipinski mentioned the last quarterly invoice sent to USTIF included his investigation time. Mr. Rutter questioned why the billing was higher and he explained the additional fee. Mrs. Plowman stated the payment has been received.

*Solicitor's Report* – Nothing

*Old Business* – None

*New Business* – Mrs. Plowman noted the payment drop box sometimes leaks and is getting rusty. Getting a different type was discussed. Council recommended getting a new one similar to what we currently have.

Our current water reading equipment will be phased out eventually and will not be supported. We currently are able to get meter readings but are having difficulty getting data logs. Council had discussed putting the cost into the budget for 2023. Mrs. Plowman presented a quote for an upgrade to a cloud-based reading system which would require a laptop. She thought the iPad the Borough will be using for the GIS mapping could be used, but it is not compatible. Exeter provided the specifications required which she forwarded to Korporate Computing for a quote. Mr. Slusser stated that we have not spent money out of the water fund this year and the price will only go up. President Kroft added, since the laptop Mr. Grim has, is old, he could use the new one as well. Mr. Sabold questioned the cost for two days of training. President Kroft explained that software training by the hour is normally in the range of \$125-\$200 per hour. If two people come for two days with travel, hotel, etc. it would be in that range. Since there is money in the budget Mr. Slusser made a motion to approve the quote from Exeter Supply in the amount of \$15,573.60 for the software update to be paid from the water fund. Mrs. Koch seconded the motion and all were in favor. Mr. Slusser made a motion to approve a new compatible laptop to run this program at a cost up to \$800 to purchase from Korporate Computing with half paid from the water fund and half paid from the sewer fund. Mr. Sabold questioned if that amount is high enough and feels \$800 may be low. Ms. Snyder seconded the motion and all were in favor.

## **BOROUGH**

*Public Works Report* – Parking Tees were painted on Main Street and Canal Street. It was observed that people are not parking within the spaces. A car on N. Main Street with Iowa plates has been sitting for a long time and NYCRPD will check it out. Mrs. Koch suggested the storm drain on Park Street be looked at. It needs dredged out again. Mr. Slusser wondered if the sink hole on Rachel Road was checked because it is becoming a safety hazard. There are funds available to take care of these projects. Council discussed what method of getting

quotes they would need because of cost. They would like to have the issue on Rachel Road repaired before the end of the year. Mr. Lipinski will meet with Mr. Grim to discuss these projects.

*Zoning Manager's Report* – Ms. Sprenkel added she attended the joint zoning meeting with Dover Township. She is looking at permitted uses and special exception uses in the zoning ordinance to see if any should be added or taken away. She asked Council to let her know of any ordinance they would like to see changes to. Mr. Slusser asked the status on Sheetz coming to the square. Ms. Sprenkel had contacted them and received official notice that they are no longer coming into the Borough because of the PennDOT restrictions. Council discussed what businesses could use that property.

*Engineer's Report* – Mr. Lipinski reported the MS4 has been submitted and he has a receipt that they have received it. A continued waiver has been requested. The permit renews in 180 days so we should know by then. They are running behind with permits so it may be delayed but if the waiver is granted, we would know sooner.

*Solicitor's Report* – Mr. Herrold presented information on the volunteer tax credit. The Borough would need to define who is eligible for this. If Council wants to move forward, Mr. Herrold can draft an ordinance but several things need decided before that can be done.

Mr. Herrold reported Act 57 ordinance is required of all municipalities. This is to eliminate tax penalties due to paperwork issues. This Act passed a few weeks ago and we are required to enact these 30 days after the passing or by January 9, 2023. Mr. Slusser made a motion to authorize Mr. Herrold to draft an ordinance regarding Act 57 to be reviewed by Council at the October meeting. Mr. Sabold seconded the motion and all were in favor.

Mr. Slusser questioned the volunteer tax credit regarding how Council should handle this since four of the members would benefit from it since they volunteer at the fire company. Chief Dettinger asked if the York County Commissioners have released any information on eligibility. Shrewsbury Township started the tax credit program and they emphasized two categories. The first category is fire calls, trainings and administrative. The second category is for volunteering which would require a minimum of 100 hours for fund raising. The minimum number of points per year is 200 with at least 100 out of category two. Each position, meeting, training and fundraising have different point values. Mr. Herrold commented that this will take some thought by Council to decide. President Kroft noted many of the Borough fire volunteers live in Dover Township and vice versa. Chief Dettinger has been in communication with the Dover Township Chief about having similar requirements so it can cross the municipal line. Dover Township does not do any fundraisers, so they will need to set a standard that works for them. Other things will be consistent. Chief Dettinger suggested two non-fire company volunteers from Council meet with him and the Dover Township Chief and Supervisors to come up with something that is fair to all. A question raised is that the Borough would not have a quorum if the four abstain from a vote. Mr. Herrold is going to check into the Ethics Act to see how this could be handled. President Kroft commented that York County is letting it up to the fire company that you belong to, to set the criteria and give you the exemption certificate. The ordinance will state that, if you qualify for the tax credit per the regulation of the fire department that you run with, you are eligible for the credit. He asked if the ordinance can be written allowing a Resolution be approved annually since the requirements could change from year to year. The Resolution would need to be written to include the Borough and Township. President Kroft states that Council would like to move forward with the ordinance. They need to decide if one or two Resolutions are needed. The ordinance would let people know this credit is available but the Resolution would outline the criteria. The credit can be for real estate tax or earned income tax credit. This is not just for firefighters. If you are a member and are involved in fundraising you could qualify. This is set up as an incentive to get more volunteers. Mr. Herrold suggests finding out where the Township is in their process. Chief Dettinger feels there should be a committee to accomplish this. Mr. Herman asked who will do the refund of taxes. President Kroft states people will pay their taxes. There will be a refund form to submit to the County along with the certificate. If you meet the qualifications, the County portion would be returned to you. He believes it would be the same for the Borough or Township. Mrs. Koch wonders if Mr. Herman would need a way to keep track of this. Ms. Snyder expressed concern that the Borough will need to find a way to make up for that lost income. An expense line item would need to be added to the budget. Since the Borough would be doing the refund Mr. Herman would not need to take care of it. Mr. Herrold states every municipality is talking about this program, with a lot of aspects to consider but the consensus is to work on this. A meeting will be coordinated with the

two Chiefs, Solicitors, two Council members and supervisors so they both have the same concept. This program was already passed at the County level in August.

Mr. Herrold reported MPL is merging with his law firm. Mr. John Miller with MPL, is the Borough Zoning Solicitor. Although they do not meet frequently, it could be a conflict, and he understands Mr. Miller is stepping aside from the Zoning Hearing Board. A new Zoning Hearing Board solicitor will be needed and the Zoning Hearing Board itself is free to choose one. Mr. Miller should be contacting the Zoning Hearing Board about this.

Mr. Lipinski and Mr. Herrold left the meeting at 9:00 PM.

*Mayor's Report* – Nothing to add.

*Police Report* – President Kroft reported they were down 10 calls for August. This puts them up 8 calls for the year. National Night Out was a great success. Mr. Slusser added the weather and food were both good for the event. The 50<sup>th</sup> anniversary dinner will September 22<sup>nd</sup>.

*Ambulance Club Report* – Mr. Raffensberger reported their first in person meeting since COVID will be on September 22<sup>nd</sup>. Mr. Slusser thanked them for all they do.

*Secretary's Report* – Mrs. Plowman mentioned the Korporate Computing renewal contract is \$10 more per month. She also noted that Mr. Raffensberger was able to get two filing cabinets from the elementary school for the Borough office. Council reviewed the quote for a replacement computer for Mrs. Deal. Mrs. Koch made a motion to approve the quote from Korporate Computing to provide and set up a desktop computer for the billing clerk for a cost of \$999. Ms. Snyder seconded the motion and all were in favor.

The 2023 MMO was presented to Council. This will be signed and submitted.

The Homecoming Parade date has changed to October 7<sup>th</sup>. Mr. Slusser made a motion to ratify the original motion granting the school district approval for their Homecoming Parade with the new date. It will start at the High School on Intermediate Avenue going south to the Middle School at 46 W. Canal Street. Mr. Sabold seconded the motion and all were in favor. Mr. Slusser asked about fire police coverage. Mrs. Plowman just received a copy of the PennDOT permit and she will have the school submit the form.

Also highlighted was the PSBA dinner on September 22<sup>nd</sup>, RSVP needed by the 16<sup>th</sup>.

*Treasurer's Report* – Ms. Snyder made a motion to approve the Treasurer's Report as presented. Mr. Raffensberger seconded the motion and all were in favor.

*Old Business* – President Kroft thanked Ms. Snyder for all her work on the fall newsletter. She reported Country Squire Apartments is now emailing the newsletter to their tenants. They already were receiving their quarterly water billing by email. Doovertowne is hoping to eventually do this as well saving the Borough on printing and mailing cost. Mrs. Koch feels if we are able to email billings that everyone should have the option to receive it that way. President Kroft requested Mrs. Plowman to check if our billing software has the capability to do this. If so, a note can be put on the next billing offering this option.

*New Business* – Trick or Treat will be October 31<sup>st</sup>. If the 31<sup>st</sup> falls on a Sunday then it is held on the 30<sup>th</sup>. Budget dates were discussed and will be October 10, 11, 17 and 18<sup>th</sup> at 6:30 PM.

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

Respectfully submitted,

Brenda J. Plowman  
Secretary/Treasurer