

## **MINUTES**

District Justice David Eshbach administered the oath of office to newly elected officials at the meeting opening. Those taking the oath of office included Mayor Dennis Hernley, Tax Collector Samuel Herman and Council members Lori Koch, Joseph Sabold, Thomas Slusser and Cynthia Snyder.

The reorganizational meeting of Dover Borough Council was held at Borough Hall, 46 Butter Road on January 3, 2022 at 7:00 pm. Council members in attendance were Douglas Ferry, Lori Koch, Andrew Kroft, Jeff Raffensberger, Joseph Sabold, Thomas Slusser Jr. and Cynthia Snyder. Mayor Hernley opened the meeting with a moment of silent prayer and the Pledge of Allegiance.

Mayor Hernley called for nominations for Council President. Mr. Sabold nominated Mrs. Koch. She thanked him but declined. Mr. Ferry nominated Mr. Kroft seconded by Ms. Snyder. There were no other nominations for President. Mr. Kroft was elected Council President. Mayor Hernley called for nominations for Council Vice-President. Mrs. Koch nominated Mr. Sabold seconded by Mr. Kroft. Mr. Sabold nominated Ms. Snyder seconded by Mr. Slusser. A vote was taken by paper ballot with 3 votes for Ms. Snyder and 4 votes for Mr. Sabold. Mr. Sabold was elected Council Vice-President. Mayor Hernley yielded the meeting to President Kroft.

President Kroft asked for nominations for Borough Solicitor. Mrs. Koch made a motion to reappoint Mr. Andrew Herrold and his firm Griest, Himes, Herrold, Reynosa, LLP as solicitor for the Borough. Ms. Snyder seconded the motion. There were no other nominations. The motion passed unanimously.

President Kroft asked for nominations for Borough Engineer. Mr. Sabold made a motion to reappoint JR Holley & Associates as Borough engineer. Ms. Snyder seconded the motion. There were no other nominations. The motion passed unanimously.

President Kroft called for nominations to appoint the Secretary-Treasurer. Ms. Snyder made a motion to reappoint Brenda Plowman as Borough Secretary-Treasurer. Mr. Slusser seconded the motion. There were no other nominations. The motion passed unanimously.

President Kroft called for nominations for a Vacancy Board chair. Mr. Slusser made a motion to reappoint Christine Milhimes as Vacancy Board chair. Mr. Ferry seconded the motion. There were no other nominations. The motion passed unanimously.

The December 6, 2021 meeting minutes were reviewed. Ms. Snyder made a motion to approve the December 6, 2021 minutes as presented. Mr. Raffensberger seconded the motion, Mr. Kroft abstained and motion carried.

## **PUBLIC COMMENT**

Chief Dettinger provided the fire company report.

- They responded to 34 calls in December. Eight of those calls were in the Borough with a \$1,000 loss. This was the only loss for 2021. They responded to 367 calls in 2021. The normal yearly call volume is in the range of 275-290. A full 2021 report will be provided next month.
- Chief Dettinger mentioned the loss of Fern Collins and how much she and her family meant to the fire company and the community.
- The January 2022 calendar was reviewed. Chief Dettinger added two training dates on the 12<sup>th</sup> and 26<sup>th</sup>. Ms. Snyder made a motion to approve the calendar presented with the additional training dates. Mr. Sabold seconded the motion and all were in favor.
- Mr. Sabold thanked the Chief and the fire company for Santa riding through the Borough event on Christmas morning. The children and residents really enjoy it.

EMA report - There was no report. Council discussed appointing a permanent EMA Coordinator. Mr. Slusser made a motion to appoint Anne Zarlenga as the Borough EMA effective January 3, 2022. Ms. Snyder seconded the motion and all were in favor.

Eric Saunders from New Hope Ministries was present to review their renovation plan and Host Municipality agreement. He reports that they are about half way through the renovation and expect to be done by March 2022. New Hope is now at the point in the RACP grant process that the agreements need to be completed. Council had previously requested seeing the plans before moving forward. The plans were not complete at that time. Mr. Saunders proceeded to show the plans to Council. The inside is being changed so that clients will have more privacy when they come in for assistance. The front half of the building will be offices, classrooms and a kitchen. The rear half will have two story storage space for about 120 pallets of food. A walk-in cooler and freezer will be added to the rear of building. The main entrance will now be on the side of the building. Some dry rot was found in the overhang on the front of the building. New Hope will be deciding how this will be corrected and is the only change that was not included on the plans. A grease trap system and a Knox Box will also be installed. Mr. Herrold explained the details of being the Host Municipality. In turn New Hope agrees to an indemnification agreement with Dover Borough. Mr. Slusser made a motion to enter into the Host Municipality Agreement with the Redevelopment Authority of the County of York regarding the New Hope Ministries RACP grant. Mr. Ferry seconded the motion and all were in favor. Mr. Slusser made a motion to enter into an Indemnification Agreement with New Hope Ministries that any cost incurred to Dover Borough would be reimbursed by New Hope Ministries. Mr. Raffensberger seconded the motion and all were in favor.

Kent Anderson was present to inquire about the water and sewer rate calculation and how often the fees are reviewed and changed. President Kroft explained that they are reviewed every year at budget time. Those fees are the only income for those two funds and the Borough has their own water system and sewer plant to maintain. They have not been increased for about eight to nine years. There is currently approximately a three-million-dollar loan for upgrades to the sewer plant which was required by DEP. He continued explaining we have a lot of I & I and are operating under a consent order from DEP because of it. Therefore, we have to do upgrades to the system every year to try to reduce those numbers. We have been televising the sewer lines to see where I & I are getting into the system which then requires lining of those pipes to reduce it. President Kroft states the Borough would love to reduce the fee but with the regulations we are under we cannot. A larger municipality that has more residents paying into it is less costly for each. In comparison to other Boroughs who have their own facility, we actually are a lower cost than most waste water treatment plants. Mr. Slusser added we are one of the few that still supply water and sewer to their residents in the county. Borough Council tries to keep the cost down since they themselves are paying this too. If water was outsourced to say York water, it could be higher because they are in the business to make money. Mr. Anderson mentioned some have caps on their billings to help keep cost under control. President Kroft explains that it would actually drive the cost up by putting a cap on it because those who use less will pay the higher fee while a big family will be using much more and not paying for all they use. Therefore, the cost for everyone else will be higher to cover it. President Kroft added Council has done a good job of keeping the cost as low as they can.

## **SEWER**

*Public Works Report – Nothing*

*Engineer's Report* – Mr. Lipinski sent out requests for references on Insight Pipe. They all came back good and he received their bonds and insurance. December 20<sup>th</sup>, he gave Insight Pipe the ok to proceed. The project was started on the 22<sup>nd</sup> and finished the 23<sup>rd</sup>. He did not receive the final televising of the work they did yet. A few residents said they were not notified. In the future Mr. Lipinski will make sure that is done. He should have the invoice to present at the February meeting. He estimates it will be \$32,643. He recommended that Council President sign the agreement to get it processed. The project was approved at the last meeting contingent on the references. Mr. Ferry made a motion to ratify the contract with Insight Pipe Contracting for the sewer lining in Delwood. Mr. Slusser seconded the motion and all were in favor. Mr. Lipinski will confirm what is left to line in Delwood.

*Solicitor's Report – Nothing*

*Old Business* – Mrs. Plowman presented two prices for iPads for the GIS software. When speaking to Mr. Stone at Dover Township she explained the Borough would like to use it for other things as well. He recommended the Apple 11", 256 GB with wi-fi. The data plan from the unused cell phone will be transferred to the iPad. Also

recommended was a case and screen protector. Mr. Ferry made a motion to purchase the Apple 11" Pro 256 GB iPad for \$1,0831.31 plus the case and screen protector not to exceed \$1,200. Mr. Slusser seconded the motion and all were in favor.

*New Business – Nothing*

**WATER**

*Public Works Report - Nothing*

*Engineer's Report – Nothing*

*Solicitor's Report – Nothing*

*Old Business* – Mr. Sabold reported the water committee had a meeting to discuss the water billing changes and the cost involved. Council received information on changing from a postcard to a full-page billing sent in an envelope. The billing procedure recommended would be the initial bill, 30 days later penalty gets added and a 10-day shut off letter goes out. There would be an initial set up cost for this change. That would include a software update at \$700 and a purchase of a folding machine for \$737. A letter would be sent with the first new billing to explain the changes. Mr. Herrold states there are some strict requirements prior to shut off and appropriate notice needs to be given. The 10-day letter is required prior to termination and the 3-day shut off notice is required. This could be done in person, by phone call, email, etc. A shut off cannot be done December through April if their heat system requires water. The 10-day letter gives the Borough 60 days to act on it. The three-day notification is a requirement. He feels the time for this process can definitely be cut down. Mr. Herrold recommends Council allow him to look into this further. While discussing the details further, it was mentioned that when a shut off occurs it makes the house uninhabitable within a few days. President Kroft recommended moving forward with the change to the full-page billing and the purchase of a folding machine. The current past due notice mailing will no longer be sent out since it is not part of the ordinance. This was not included in the current ordinance anyway. The ordinance will be updated to add the penalty the day after the due date. Example: If billing is due December 31<sup>st</sup> a 10% late penalty will be added on January 1<sup>st</sup>. Any unpaid balance after 30 days would also be charged 1-1/4% interest until paid in full. Mr. Ferry made a motion to purchase the updated software program for \$700.00 and a folding machine for \$737.00 totaling \$1,437.00. Mr. Sabold added the folding machine can be used for folding our bi-annual newsletters too. Mr. Raffensberger seconded the motion and all were in favor.

*New Business – Nothing*

**BOROUGH**

*Public Works Report – Council requested the Christmas trees be turned off until they are able to be taken down.*

*Zoning Manager's Report – Nothing to add.*

*Engineer's Report* – Mr. Lipinski asked if anyone had questions or comments on the draft for the Street Opening Ordinance. Mr. Sabold mentioned on page two it states permit to be issued by the secretary. President Kroft suggested changing it to Authorized Borough Official. On page four it states, will be milled to 13-1/2" or depth of the existing surface course. Mr. Sabold didn't think this sounded correct. Mr. Lipinski explained it would be 8" of stone base, 4" of blacktop and 1-1/2" of binder. There are some streets that do not currently have those measurements. Ms. Sprenkel inquired if these need inspections. Mr. Lipinski responded that other municipalities have different people do this. He quoted 5 hours of engineering and inspection time normally is required which equates to \$750. This can be anyone the Borough decides to have do this. It can be changed to read Designated Agent. Mr. Herrold added this could be any number of different people. President Kroft suggested it to be the Borough Public Works and if they are not able then the engineer would back them up. He added there should be an initial up-front fee and then, depending who does the inspection, an inspection fee would be charged. Mr. Herrold states this is a complex and comprehensive ordinance. He asked for Council to submit to Mrs. Plowman any other questions, comments or concerns. She will compile those and send onto Mr.

Herrold and Mr. Lipinski. President Kroft suggested modifying the measurements to *per construction specifications or whichever is greater*. Questions should be sent to Mrs. Plowman by January 17<sup>th</sup> in order for Mr. Herrold and Mr. Lipinski to have time to review. The fees are set by Resolution on the yearly fee schedule. This can be modified when needed. Mr. Lipinski reported there will be a scoping meeting with PennDOT in reference to the Sheetz project on January 20<sup>th</sup>. He will present Council's concerns of left turns out of the property, widening of City Hall Drive and the truck traffic plan.

*Solicitor's Report* – Mr. Herrold presented Resolutions # 2022-01 through 2022-05 for special event dinners with alcohol at Union Fire & Hose. The event dates are April 9, 2022, May 14, 2022, August 6, 2022, September 17, 2022 and November 12, 2022. Ms. Snyder made a motion to approve Resolutions # 2022-01 through 2022-05 allowing alcohol to be served at the special dinner events as listed at Union Fire & Hose. Mrs. Koch seconded the motion and all were in favor. Mrs. Kroft thanked the Council members that have helped at some of the fundraiser events.

Mr. Lipinski and Mr. Herrold left the meeting at 9:16 PM.

*Mayor's Report* – Nothing to add

*Police Report* – President Kroft reported there were 93 calls in the Borough in November which is up 31 from last year but very close to 2019. Year to date the calls are up 94 which again is close to 2019 numbers. At the December Police meeting a cooperation agreement was approved between NYCRPD, Wellspan Health and the York Adams Mental Health Department. When the Police are called out for a mental health issue, they are referred to a hospital and this can take 3 to 5 days until they can be seen. With this agreement they will be seen in one or two days and there will be an office at the Police station. The officers will also receive training on better ways to handle mental health issues. By mid-December they responded to over 500 psychiatry/emotional disturbed patients of which at least 371 went to crisis intervention. They plan to add a second person by the end of 2022 if the program goes as planned. The building committee will be meeting on Wednesday to start to talk about building plans.

*Ambulance Club Report* – Mr. Raffensberger reported they responded to 2,330 calls in 2021. This is up 330 calls from 2020.

*Secretary's Report* – Nothing to add

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

*Old Business* – Mrs. Koch inquired if the Borough was paid for the tree that was removed from Butter Road and City Hall Drive. Mrs. Plowman will send a second notice to the resident and file a lien if necessary.

*New Business* – Mr. Sabold made a motion to waive the 2022 water, sewer and trash bills for Union Fire & Hose. Ms. Snyder seconded the motion and all were in favor.

With no further business to discuss, Mr. Slusser made a motion to adjourn with a second by Mr. Ferry. All were in favor. The meeting adjourned at 9:32 PM.

Respectfully submitted,

Brenda J. Plowman  
Secretary/Treasurer