

MINUTES

The regular monthly meeting of Dover Borough Council was held at Borough Hall, 46 Butter Road on Monday, December 4, 2023 at 7:00 pm. Vice- President Sabold called the meeting to order. President Kroft joined later in the meeting. There was a moment of silent prayer followed by the Pledge of Allegiance.

The November 6, 2023 minutes were reviewed. Ms. Snyder made a motion to approve the minutes as presented. Mr. Slusser seconded the motion. All were in favor.

PUBLIC COMMENT

Deputy Chief McKeever provided the fire company report.

- They responded to 24 calls in November. Two of those calls were in the Borough. There was a zero loss.
- As of December 1, 2023 there has been 41 calls in the Borough with a zero loss.
- They are expecting the new fire engine in May of 2024.
- The December calendar was reviewed. Ms. Snyder made a motion to approve the calendar as presented. Mr. Ferry seconded the motion and all were in favor.

EMA report – Ms. Zarlenga reported the EOP is coming up in January. This will be completed by February. She will also be updating the notification resource manual along with updating staff members. She received information from the task force regarding a water system that was hacked into in Beaver County. She monitors their information every day and will alert the Borough of potential issues in our area.

SEWER

Public Works Report – Nothing to add.

Engineer’s Report – Mr. Lipinski reported the televising will be awarded in February. Mr. Lipinski has been in correspondence with Dutchland regarding permanent repair ideas for the clarifiers. They are aware of a waste-water treatment plant that had larger clarifiers with the same issues that we have. They were able to do a permanent repair. Dutchland is researching the information for it. Their Chief Engineer is looking at the photos he sent and will evaluate them to respond with possible recommendations. This will go out for bids when we have a repair plan in place.

Solicitor’s Report – None

Old Business – None

New Business – None

WATER

Public Works Report - Mr. Grim added the service line at 12 Mayfield Street was repaired today. The water tower has been down and he is hoping this was the issue and it will be restored to the normal level.

Engineer's Report – Mr. Lipinski reported the well #6 application to revoke the permit has been submitted and he is waiting for their response.

Solicitor's Report – None

Old Business – Ms. Snyder inquired about a property in the Borough that is not on our water system. No one was sure why this would be. Mr. Grim is going to see if there is a curb stop by the property. Mr. Herrold read the ordinance that requires properties to be hooked into the Borough water system, and prohibits the use of individual wells.

New Business – None

BOROUGH

President Kroft arrived and Vice-President Sabold surrendered the meeting to him.

Public Works Report – Mr. Grim has salt in stock and has part time snowplow personnel ready for the winter.

Zoning Manager's Report – Mr. Herrold will attend the summary trial with Mr. Sabold on December 19th.

Engineer's Report – Mr. Lipinski reported he was contacted by Buchart Horn regarding a test well found just north of the Borough, but Council is not sure if this was a test well for the Borough. Sometimes drillers write information on the inside of the well cap regarding its purpose. Mr. Grim will check if the cap contains any information and Mr. Lipinski will respond accordingly. Mr. Lipinski was also contacted about Jim & Nena's using an internal grease trap. Council discussed this and they want an external grease trap in place. Mr. Lipinski reports the Butter Road culvert repair, sewer and water line replacement and the City Hall Drive drainage issue will be awarded in March. Mr. Lipinski reports the videos from USG have been received and a copy was sent to Mr. Grim. The Elmwood paving project will depend on the lateral work to be done in that area. There is a DCED 100% Grant available in 2024 for work proposed for in 2025. This is for public improvements and we will consider applying for it in 2024.

Solicitor's Report – Mr. Herrold presented Resolution # 2023-14 appointing Hamilton & Musser as the Borough auditors in 2024. Mr. Slusser made a motion to approve Resolution # 2023-14. Ms. Snyder seconded the motion and all were in favor. Mr. Herrold presented Resolution # 2023-13 establishing the tax rate to be the same for 2024. Mr. Ferry made a motion to approve Resolution # 2023-13. Ms. Snyder seconded the motion and all were in favor. Mr. Herrold reviewed the meeting agenda changes.

Mr. Lipinski and Mr. Herrold left the meeting at 7:57 PM.

Mayor's Report - Mayor Hernley complimented the great job that the Dover High School National Honor Society did with this year's Tree Lighting event.

Police Report - President Kroft reported calls were down by 35 for the month of October which gives a total decrease for the year of 175. Some of this is due to the previous SRO documenting every encounter which has been discontinued. Lt. Neidigh reminded Council that the municipal luncheon is this Thursday from 11 AM - 1 PM. He states that the Toys for Tots toy drive went very well at both locations. There will be six new officers graduating from the academy on December 21st. The officers will then do a 16-week field training.

Ambulance Club Report - Nothing to add.

Secretary's Report - Mrs. Koch commented on the pretty flowers that were sent for Ms. Sprenkel's funeral. Mrs. Plowman mentioned in her report there have been calls regarding school traffic. Traffic is trying to avoid the square and congesting the side streets. Mr. Slusser states they are racing up Mayfield and the alleys and then coming out at the Church. He is concerned about the safety of the children. A lot of the school buses are using the alley by Jim & Nena's. Eventually Intermediate Avenue is to intersect with Harmony Grove Road. A traffic circle is being considered at Harmony Grove Road and Carlisle Road. This may help with the traffic flow. President Kroft will speak to the Police Chief about the school traffic issues.

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 - The 2024 meeting dates were reviewed. Ms. Snyder made a motion to approve and advertise the 2024 meeting dates as listed. Mr. Raffensberger seconded the motion and all were in favor. This will include the Zoning Hearing Board and Planning Commission dates that are set up as needed.

Mr. Slusser made a motion to adopt the 2024 General Fund Budget as advertised. Mr. Sabold seconded the motion and all were in favor.

Mr. Slusser made a motion to adopt the 2024 Water Fund Budget as advertised. Ms. Snyder seconded the motion and all were in favor.

Mr. Ferry made a motion to adopt the 2024 Sewer Fund Budget as advertised. Ms. Snyder seconded the motion and all were in favor.

Mr. Sabold made a motion to adopt the 2024 Liquid Fuels / Highway Aid Fund Budget as advertised. Ms. Snyder seconded the motion and all were in favor.

Mr. Slusser made a motion to adopt the 2024 Wallace Fund Budget as advertised. Ms. Snyder seconded the motion and all were in favor.

Mr. Ferry made a motion to adopt the 2024 Dover Borough Fee Schedule as amended with

the corrected trash collection fee. Mr. Slusser seconded the motion and all were in favor.

New Business – Mr. Ferry reported there are several trucks and trailers parking on Elmwood Drive, which is prohibited by ordinance. This is also a safety issue that would make it difficult for emergency equipment to get through. President Kroft will contact NYCRPD to address this. It appears a business is being operated out of the property, which is a zoning violation. This will be addressed in the future as well.

Mrs. Koch inquired if Council has any suggestions of where to proceed for filling the open zoning officer position. Council discussed several options. They agreed to temporarily use a third party as needed and to follow up with the one possible applicant.

Mrs. Koch thanked Ms. Snyder for the letter she composed regarding the trash and water rate increases.

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 8:40 PM.

Respectfully submitted,

Brenda J. Plowman
Secretary/Treasurer