

MINUTES

The regular monthly meeting of Dover Borough Council was held at Borough Hall, 46 Butter Road on Monday, April 3, 2023 at 7:00 pm. All members were present. President Kroft called the meeting to order. There was a moment of silent prayer followed by the Pledge of Allegiance.

The March 7, 2023 minutes were reviewed. The meeting date was actually March 6. Ms. Snyder made a motion to approve the minutes with the corrected date. Mr. Raffensberger seconded the motion. All were in favor.

PUBLIC COMMENT

Deputy Chief McKeever provided the fire company report.

- They responded to 24 calls in March. One of those calls was in the Borough with zero loss. There have been 106 calls for the year as of March 31, 2023.
- The April calendar was reviewed. Ms. Snyder made a motion to approve the calendar as presented. Mr. Sabold seconded the motion and all were in favor.
- Assistant Chief Lee Lerew was present and was introduced to Council.

EMA report – Ms. Zarlenga reported there are a few upcoming trainings. These include mitigation training, initial damage assessment and water.

Penny McGee, manager at Country Squire Apartments, was present to voice some concerns regarding traffic and parking issues coming from the business in the old sewing factory on Reservoir Drive. Trucks are sometimes backing around on their lot and parking in their tenant parking spaces. She states their parking lot is not built for heavy trucks and when tenants come home, they want to park in their own spaces. The business did put up signs saying no parking across the street. Her question is if they are providing enough parking to run the business there. Mr. Herrold states as long as the business has the number of spaces required per the ordinance there is not anything the Borough can enforce. Mr. Slusser suggested signs saying unauthorized vehicles will be towed. Ms. McGee said she did order signs already. She is hoping this takes care of the issue. Council agrees they should not be using her parking area. Ms. McGee also mentioned that trucks sometimes block the roadway. President Kroft let her know that is a police matter and they should be contacted.

Kent Anderson was present. He owns the property that Ms. McGee was referring to. He wanted to let Council know that he has been to the Borough office, spoke to and visited Ms. McGee, spoke to his tenant and gave written notice to his tenant regarding the parking issue. He has posted signs as well. The tenant responded in writing explaining his business. He sells online and schedules not more than three appointments at a time for pick up. Ms. Snyder suggested that he inform his customers where they should park upon arrival. The hope of everyone is that these efforts and the signage will resolve the issue.

SEWER

Public Works Report – Nothing to add

Engineer's Report – Mr. Lipinski is working on bid documents for the clarifiers. Butter Road will be televised to see if the sewer line needs replaced or can be lined.

Solicitor's Report – Nothing

Old Business – None

New Business – None

WATER

Public Works Report - Mr. Grim reported he received the gross alpha sample results from February and it jumped up to 20.4. The well has been shut down since March 7th.

Engineer's Report – Mr. Lipinski reported a Microsoft teams meeting was held with DEP. Three representatives from DEP, Mr. Grim, Mr. Kehew and himself from Holley's office attended. They issued a notice and an amendment to the notice went out today. They want a written decision by April 7th outlining the Borough's plans for well #6. They discussed taking the well out of service and continuing to monitor the gross alpha. If it decreases then the Borough could look at putting it back online. He let DEP know we have an intermunicipal agreement with Dover Township for water purchase and that we would be purchasing more in place of well #6. Different treatment options were discussed. Some of these are very costly. An infiltration of back wash from a treatment system was discussed. They said they cannot answer questions on behalf of the clean water department, but felt we cannot discharge onto the ground because it is a contaminant. It may need holding tanks and treatment or be connected into the sewer plant, which may require modifying our NPDS permit. Mr. Lipinski explained the wells the Borough had left were 4, 5 and 6 and that well #4 and well #6 are both out of service. Well #4 has gas contamination from Rutter's. DEP questioned if treating well #4 was discussed versus finding a replacement well site. Mr. Lipinski could not answer that question. There are ways it can be treated which may also need a way to dispose of the contaminant. Mr. Slusser questioned who would pay for this. Mr. Lipinski was told verbally that Rutter's is responsible indefinitely but it is not in writing. Council agreed to respond that the well is shut down until further evaluation can be done. If no future testing or treatment is going to be done then DEP would want it permanently sealed. We do know how to treat it but need to figure out how to dispose of the backwash water. Mr. Herrold recently spoke to Mr. Wyatt and this issue was discussed. Mr. Wyatt works with DEP with these issues. If Council would like to have him take a look at our situation, he could environmentally guide us in the right direction legally. Mr. Lipinski felt this would be best for him to see our response. Mr. Sabold made a motion to authorize the service of Tom Wyatt to assist in drafting a letter to DEP. Mr. Slusser seconded the motion and all were in favor.

Solicitor's Report –

Old Business – None

New Business – None

BOROUGH

Public Works Report – Nothing to add

Zoning Manager's Report – Ms. Sprenkel reported she is working on the joint zoning with Dover Township and is looking at the 700 square feet requirement for an apartment. The PA UCC includes guidelines on how to determine this, which we should follow. She is updating our ordinance, as part of the rewrite, to reflect this because our ordinance currently has a conflict. Ms. Sprenkel has received a lot of inquiries regarding having chickens, and asked Council for input. President Kroft states agriculture animals are mentioned in the code book section 160-34, wellhead protection, which states livestock animals in excess of 25 animal equivalent units per acre in yarding areas are not allowed. It is unclear if this has something to do with DEP. Ms. Sprenkel states the Township is going to allow chickens in their residential areas but she is unsure of the regulations. After much discussion, Council agreed no farming animals will be permitted in the Borough with the exception of chickens. They can be allowed in the Borough through a use by right by special exception based on property size and the criteria set forth. Those already owning chickens will be permitted to keep them under an existing non-conformity.

Engineer's Report – Mr. Lipinski presented a recommendation of payment for Clear View Excavating, Inc. This is for Rachel Road repairs to the inlet, sinkhole and repaving the road. Although they did additional work that

was not quoted, the cost was kept the same at \$7,600. Mr. Sabold made a motion to pay Clear View Excavating, Inc. \$7,600 for repairs on Rachel Road from the Liquid Fuel fund. Ms. Snyder seconded the motion and all were in favor. Mr. Lipinski presented a second recommendation of payment for Clear View Excavating, Inc. for the temporary sidewalk and culvert erosion repair and restoring the pedestrian fence on Butter Road for \$2,100 as quoted. He requested that any excess hot mix be placed by the sidewalk repair York Excavating just did on Meadow Road, which they did. Ms. Snyder made a motion to pay Clear View Excavating, Inc. \$2,100 for the repairs made on Butter Road from the general funds account. Mr. Slusser seconded the motion and all were in favor.

Mr. Lipinski is working on bid documents for the storm drain repairs at City Hall Drive and Butter Road. All one calls now go through Coordinate PA so that any utilities planning to do work in the area will do them before roads are repaved. Contractors still use PA One Call for digging but designers will use Coordinate PA.

There was a Planning Commission meeting regarding a land subdivision on Queen Street for KNA Properties. Mr. Lipinski has some outstanding comments. Mr. Anderson states Shaw Surveying marked the pins and Eric Johnston is working on the stormwater management and sewer planning module.

Mr. Lipinski is also working on the construction materials specs. He plans to have a draft ready for review, prior to the next meeting.

Solicitor's Report – Mr. Herrold presented a fire tax credit ordinance draft and a fire tax credit Resolution draft. He set it up through a point system which is set forth in the ordinance. Points are set forth in the Resolution. He asked Council to review them before the next meeting. He is going to provide the draft to Dover Township if they want to participate. The maximum financial impact has not been determined. Mr. Herrold explained that all the figures included can be modified.

North York Borough contacted us to see if there was any interest in a joint municipal bid for trash collection. Mr. Herrold states trash collection cost is up 25% all around. Mr. Herrold recommends bidding on our own.

On behalf of the Historical Society, Ms. Snyder explained a previous Council member thought anyone volunteering in Ketterman Park needs to have clearances. She believes they are due to have them renewed. They would like to know if that is still a mandate because they do not hold any camps or have any one-on-one interaction with children and feel entering the blacksmith shop seems no different than someone entering a retail store. President Kroft thinks they should because with a business the person is coming in to conduct business where the Historical Society is opening the doors for an event. Council felt it is for their protection if something were to happen. Mr. Herrold is going to check into this further.

Mr. Lipinski and Mr. Herrold left the meeting at 8:50 PM.

Mayor's Report – Nothing to add.

Police Report – President Kroft reported calls were down by 53 for February mostly because there were not many bad weather issues. Financing for the new building needs to be in place by May 15. They received proposals from four banks for a short term 4.5-million-dollar loan to pay the portion upfront that will be reimbursed by the RACP Grant. There will also be a long term note for eight million dollars payable over 20 years which is worst case scenario. A capital campaign may be done along with some other things that would reduce the amount needed to borrow. Lt. Neidigh states the last two cars are now outfitted and are in service. Next week the license plate readers will be installed. All vehicles that were ordered in 2021 for 2022 delivery are now in and in service. The vehicles ordered last year are expected in November or December of 2023. They have been fortunate since several police departments had their orders cancelled.

Ambulance Club Report – Nothing to add.

Secretary's Report – Mrs. Plowman mentioned a joint meeting date with Dover Township still needs chosen. Council felt August 8th was the best. Ms. Snyder thanked Mrs. Plowman for covering the office while Ms. Sprenkel and Mrs. Deal were out sick.

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

Old Business – Mrs. Koch questioned how many residents have parking permits for the one-hour parking zone on N. Main Street. There seems to be a lot that are parked for long periods of time and many actually live across the street.

Mr. Sabold wondered if anything was set up for curb and fire hydrant painting. Mrs. Plowman left a message for the contact information for inmate community service and ARD participants but did not hear back yet. She will follow up.

New Business – President Kroft states Hamilton & Musser, the Borough auditors, are recommending additional personnel fraud precautions. Mrs. Plowman states they had gone over these when the audit was performed but the letter received has a few more things included. They are suggesting reducing payments coming in by mail as much as possible and to receive more payments electronically which Council felt will not work well for our older residents who do not have the internet. Currently, Mrs. Plowman opens the mail, payments go to Mrs. Deal. She provides a report to Mrs. Plowman with the deposit slips. Mrs. Plowman is blocked from entering adjustments in the billing system. Mrs. Deal can only enter them and then provides a monthly report so any adjustments can be viewed. Time sheets are reviewed and initialed by Council President. We are adding a monthly payroll summary to be compared to time sheets. They are recommending that since Mrs. Plowman has access to QuickBooks, she should not be a check signer. The Borough requires two signatures but the bank does not verify that. Currently Council President reviews the invoice attached to the check before signing it. The Council President also reviews all bank statements so any other checks can be seen there as well. A monthly report is presented to Council. The credit card statement is entered as one transaction and not by each charge. The slips are attached to the statement so no change is being made to this procedure. They felt with the precautions already in place, there will be no change to the current process based on the suggestions. With a small office staff, it makes it harder to have segregation of duties so as many precautions are being implemented as possible.

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 9:25 PM.

Council went in to Executive session.

Respectfully submitted,

Brenda J. Plowman
Secretary/Treasurer