

## **MINUTES**

The regular monthly meeting of Dover Borough Council was held at Borough Hall, 46 Butter Road on Monday, December 2, 2024 at 7:00 pm. President Sabold, Mayor Hernley and Jr. Council Ms. Slusser were absent. Vice-President Koch called the meeting to order. There was a moment of silent prayer followed by the Pledge of Allegiance.

The October 14, 2024 budget meeting minutes were reviewed. Ms. Snyder made a motion to approve the minutes as presented. Mr. Raffensberger seconded the motion. All were in favor.

The October 15, 2024 budget meeting minutes were reviewed. Ms. Snyder made a motion to approve the minutes as presented. Mr. Slusser seconded the motion. All were in favor.

The October 28, 2024 budget meeting minutes were reviewed. Ms. Snyder made a motion to approve the minutes as presented. Mr. Neiman seconded the motion. All were in favor.

The November 4 2024 meeting minutes were reviewed. Mr. Slusser made a motion to approve the minutes as presented. Ms. Snyder seconded the motion. All were in favor.

## **PUBLIC COMMENT**

Chief McKeever provided the fire company report.

- They responded to 34 calls in November. Seven of those calls were in the Borough. There was a zero loss.
- The December calendar was reviewed. Two training dates were added on December 6<sup>th</sup> and 11<sup>th</sup>. Approval of the November calendar was missed last month. Ms. Snyder made a motion to approve the November and December calendars with the additions. Mr. Raffensberger seconded the motion and all were in favor.
- The 2025 events calendar was reviewed. Ms. Snyder made a motion to approve the 2025 event calendar as presented. Mr. Slusser seconded the motion and all were in favor.
- Chief McKeever asked if Council has discussed anything further on implementing a fire tax. There has been no further discussion at this time.
- Ms. Snyder thanked the fire department for their help with the tree lighting event.

EMA report – Ms. Zarlenga added the burn ban was lifted on November 27, 2024. The York County Hazard Mitigation Plan has been completed. The Borough will be adopting this by Resolution. The tree lighting event was held on November 29<sup>th</sup> from 5-7 pm at the Union Fire & Hose with lighting of the trees at 7:15 PM. Ms. Zarlenga has once again received scam emails. She warns to be careful opening emails. Ms. Zarlenga will be mailing municipal official's booklets from the County to all of Council. She had a total of 32 hours for the month. Captain Platts stated they located the EMA iPad and returned it to Ms. Zarlenga. The iPad was never set up so it was left at the office to get it set up for her.

Police Report – Lt. Neidigh reported the annual holiday luncheon is this Thursday. The new headquarters is about 60% complete with the same goal for a June completion. York New Salem Borough has contracted with NYCRPD starting 1/1/25. An officer will be added for next year totaling 69 officers. Three are starting the academy January 6<sup>th</sup>.

Wally Reed, Vice-President of Dover Diamond Sports (DDS) was present to seek permission for two field enhancements at Ketterman Park. The baseball league is growing, and they would like to enlarge the field by adding the option for a 70' base path. This would give a field for the 11-, 12- and 13-year-olds to play. The field would still have the original plugs so it could be used for both. DDS would take care of the labor and pay for all the materials for these changes. The second request, is to install a fence in the outfield area. This would not interfere with the other sports teams playing at Ketterman. Ms. Snyder voiced concerns about the fence interfering with people using the park since it is a community park and not a baseball park. The other concern is maintenance and mowing around the fence by the Borough's contracted mowing service. Installing a fence would also need approval by the school district. Parking continues to be a concern; the Borough does not want cars parking in the grass. Mr. Herrold states an agreement would need to be in place regarding the fence and its responsibility. He suggested talking with DDS to determine exactly what is needed. Mr. Hassinger suggested moving forward with an approval of the base line change. Mr. Slusser made a motion to approve DDB to increase the base line from 50' to 70' with DDS providing the material, labor and all cost. Mr. Hassinger seconded the motion and all were in favor. In the off season the mobile mound will be stored in their locked storage shed. Mr. Hassinger agreed to work with DDB to address all of Council concerns and work out any details in reference to the fence.

## **SEWER**

*Public Works Report* – Mr. Grim was absent.

*Engineer's Report* – Mr. Lipinski reported the bid opening date has been extended again until January since it took longer than expected to have the utilities marked. He looked at the markings with Kinsley representative, and the location of the utilities will make it very tight to get a trench box in, adding to the project cost. They estimate between \$150,000 to \$200,000 to replace four manholes. He contacted USG about using water proof foam. Holes would be put in the manhole to inject the foam. This cost is approximately \$7,000 per manhole. This can be put out to bid or awarded to USG. Since they are a part of Co-Stars, bidding would not be required. Mr. Slusser wondered if they are able to do a vacuum test. Mr. Lipinski will check if that can be done. The test would indicate if the leaking is reduced or if it is completely sealed. Council agreed to move forward with USG using foam. The original bids will be cancelled.

Mr. Lipinski received a response from Dutchland in regards to the failed epoxy clarifier repair. Dutchland confirmed that there was a product mixing issue. They offered to cut out the areas affected and redo them. Mr. Lipinski is recommending waiting until spring to do this since more cracks appeared and some of the cracks that were repaired have reopened. This would give more time to see if other issues arise so all can be addressed in warmer weather. So far, the clarifier has been running smoothly. Mr. Lipinski will respond to them requesting a spring time repair.

*Solicitor's Report – None*

*Old Business – Nothing*

*New Business – Nothing*

## **WATER**

*Public Works Report - Mr. Grim was absent.*

*Engineer's Report – None*

*Solicitor's Report – Mr. Herrold stated the Intermunicipal Agreement with Dover Township is completed. This agreement is regarding the extraterritorial customers we each serve. It states we agree to not overbill those customers. This should resolve any of the jurisdiction issues with the PUC once the declaratory order is filed. Mr. Herrold presented Resolution 2024-14 to authorize the agreement between Dover Borough and Dover Township. Mr. Slusser made a motion to approve Resolution 2024-14 authorizing the Intermunicipal Service Agreement between Dover Borough and Dover Township regarding outside water and sewer customers. Mr. Raffensberger seconded the motion and all were in favor.*

*Mr. Herrold received a quote from REPSG for testing of well #4 in the amount of \$5,400. Mr. Hassinger made a motion to approve the quote from REPSG in the amount of \$5,400 to test well #4. Ms. Snyder seconded the motion and all were in favor. The Council discussed the future of the well pending the results of this test.*

*Old Business – None*

*New Business – None*

## **BOROUGH**

*Public Works Report –*

*Zoning Manager's Report – Ms. Reed reported charges have been filed against 39 W. Canal. In the last month, four junk cars have been removed. A few more cars with antique license plates are being checked.*

*Engineer's Report – Mr. Lipinski explained the LSA Gaming Grants have been changed for municipalities to now include sidewalks. The county grant has 1.5 million available for next year. Normally the most amount granted is \$200,000 so it can be distributed to more areas. Applications for this are due by October 31<sup>st</sup>. The state grant can be requested up to a million dollars and this application is due by November 30<sup>th</sup>. Mr. Lipinski recommends starting to work on the applications approximately two months ahead of time.*

*The Butter Road project is completed but there was an issue at the very end. The back end of the lower inlet was supported by an angle iron cast in the original slab. Since it is old, the angle iron bent and broke some of the concrete out of the top slab which is only 6" thick.*

For the Borough's liability purpose, Mr. Lipinski recommends having a structural engineer look at this to provide a design or have Kinsley provide a design build. This area had cones around which have disappeared. Borough public works will place barricades in this area so no heavy traffic crosses over it. As soon as Mr. Lipinski gets the information from the structural engineer, he can request pricing. If this ends up being under an emergency status, it will not need to go out for bids. A payment request from Kinsley for the Butter Road project has not been received yet.

*Solicitor's Report* – Mr. Herrold presented Resolution 2024-11 to set the tax rate for 2025. The rate has not changed from this year. Mr. Slusser made a motion to approve Resolution 2024-11 setting the tax rate for 2025. Ms. Snyder seconded the motion and all were in favor.

Mr. Herrold presented Resolution 2024-12 appointing the Borough independent auditor. Ms. Snyder made a motion to approve Resolution 2024-12 appointing Hamilton & Musser as the 2025 auditors. Mr. Slusser seconded the motion and all were in favor.

Mr. Herrold presented Resolution 2024-13 to enter into a cable franchise agreement with Shentel Glo Fiber. Mr. Slusser made a motion to approve Resolution 2024-13 to enter into a cable franchise agreement with Shentel – Glo Fiber which was negotiated by Cohen Law Group. Ms. Snyder seconded the motion and all were in favor.

In reference to last month's conversation with Mr. Herman, Mr. Herrold checked when to set the tax collector rate. Under Act 131 as of 1/1/25 the tax collector fee will increase to \$3,145. If Council desires this increase, they need to authorize him to draft this ordinance. Mr. Herman states this needs completed by 2/15/25. Mr. Hassinger made a motion to authorize Mr. Herrold to draft the ordinance setting the tax collector rate at \$3,145. Ms. Snyder seconded the motion. Mr. Herman currently is paid by percentage of tax collected and does not want an increase. Mr. Herrold believes if that is the case then he does not need to do anything further. He will check into this further to be sure. Mr. Hassinger rescinded the motion.

Mr. Lipinski and Mr. Herrold left the meeting at 8:47 PM.

*Mayor's Report* - Mayor Hernley was absent.

*Ambulance Club Report* – The November call report was not available. The next meeting will be in January.

*Secretary's Report* – Nothing to add.

*Treasurer's Report* – Mr. Slusser made a motion to approve the treasurer's report as presented noting to keep track of the invoices from Holley & Assoc. for fees incurred in reference to the Dutchland epoxy issue. Ms. Snyder seconded the motion and all were in favor.

*Old Business* – Ms. Snyder made a motion to approve the 2025 meeting dates. Mr. Raffensberger seconded the motion and all were in favor.

Mr. Slusser made a motion to approve the 2025 Fee Schedule. Ms. Snyder seconded the motion and all were in favor.

Ms. Snyder made a motion to adopt the 2025 Wallace Fund Budget as advertised at \$1,400. Mr. Slusser seconded the motion and all were in favor.

Ms. Snyder made a motion to adopt the 2025 Liquid Fuels / Highway Aid Fund Budget as advertised at \$207,000. Mr. Raffensberger seconded the motion and all were in favor.

Ms. Snyder made a motion to adopt the 2025 Water Fund Budget as advertised at \$514,646.86. Mr. Raffensberger seconded the motion. Mr. Slusser opposed; motion carried.

Ms. Snyder made a motion to adopt the 2025 Sewer Fund Budget as advertised at \$640,000. Mr. Slusser seconded the motion and all were in favor.

Ms. Snyder made a motion to adopt the 2025 General Fund Budget as advertised at \$1,249,373.93. Mr. Slusser seconded the motion and all were in favor.

*New Business* – Mayor Hernley had mentioned to several Council that it would be a good idea for a member to attend the school board meetings. Mr. Hassinger offered to attend those meetings.

*Old Business* – None

*Public Comment* – Vice President Koch thanked Captain Platts for staying to the end of the meeting.

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 9:03 PM.

Respectfully submitted,

Brenda J. Plowman  
Secretary/Treasurer