

MINUTES

The regular monthly meeting of Dover Borough Council was held at Borough Hall, 46 Butter Road on Monday, April 4, 2011 at 7:00 pm. All members were present. Mr. Schaumann attended for Mr. Herrold.

The March minutes were reviewed. Corrections were as follows:

- Page 1, second paragraph, under Public Comment, 10th line. Add the word 'be' between 'should' and 'paying'.
- Page 2, second paragraph, first line. Add 'of' between 'audit' and 'the'.
- Same paragraph, 12th line. Delete the word 'to' between 'must to do'.
- Page 2, Sewer heading, under Manager's Report, in the 7th line. Mr. Lentz suggested adding to the wording to clarify the 'brake' described to read "The tank # 3 aeration bridge brake was replaced."
- Page 3, Borough heading, in the Manager's Report, at the end of the sixth line. The word 'the' should be added after 'to'.
- Page 4, under the Recreation Board, and the third line. The word 'they' should be added after the first word.
- Page 4, Solicitor's Report. Mrs. Koch felt this paragraph should be separated into several paragraphs. Two additional paragraph breaks will be added. First, at line three in the sentence beginning 'Mrs. Shirey'. Second, at the beginning of line 15 with the sentence beginning 'Mr. Eisenhart'.

Mr. Seidel made a motion to accept the March minutes, as corrected. Ms. Bishop seconded the motion. All were in favor.

PUBLIC COMMENT

- Chief Flohr reported the fire company responded to 21 calls in March. Five of those were in the Borough. There were no additions to the April calendar. He thanked everyone who supported his participation in the Muscular Dystrophy Lock-up. He raised \$618. He asked if there was an update on the fire company's request to use part of the EMA office space located at the fire hall. Mr. Sabold explained the fire company had approached EMA Coordinator Cindy Dietz to ask if they could use a portion of the designated EMA office to store old records. Mrs. Dietz was opposed to this space being used for anything other than the EMA office. Chief Flohr reported the office is not being used and there is a significant amount of space which could be used for storage. The secretary and treasurer of the fire company have been storing records in their homes, and the fire company officers feel it would be better to have these records stored at the fire company. Mr. Seidel suggested the fire company might be able to use the Borough's Laserfiche software to scan and burn some of the old records to CD's. Chief Flohr stated what they propose is to move the EMA computer to the designated Emergency Operations Center, at the fire hall. This would leave the EMA office space available for storage. Mrs. Dietz claims this office space was designated to be used *only* for emergency management purposes. Mr. Sabold had asked Mrs. Shirey to search the old minutes to see if there was discussion regarding the Borough contributing money toward building this office, and if there were any stipulations placed on its use. He received copies of some old minutes this evening. Research found only two places it was mentioned, once each in the 1995 and 1996 minutes. Mr. Sabold wants to review the minutes to see what is documented. Chief Flohr stated the telephone lines designated for EMA use and computer connections are in the 'radio room'. The Council discussed the use of this room and had no objection to it being used for storage. Mr. Seidel noted his only concern is that the fire company needs to be in compliance with the rules/regulations for the EMA set-up. Mr. Hess reported Peggy Durnin, the Dover Ambulance Club coordinator, informed him that the Emergency Management Operations Plan is outdated. Chief Flohr confirmed this.
- The fire company calendar of activities was reviewed. Mr. Dentler made a motion to approve the calendar of activities for April for the fire company. Mr. Hess seconded the motion. All were in favor.

Steve Laslo, with I. B. Abel, Inc., was present to follow up on the change order dispute over additional charges to complete the mezzanine in the new office/lab at the wastewater plant. He had submitted a letter to Tom Wallace, at

Holley's office, outlining the extra work. Copies of this letter had been provided for the Council to review. Mr. Sabold opened the discussion with his comments. The labor time listed in the cost breakdown appeared to be reasonable. There was miscommunication in the field, but that is in the past and it would be counter-productive to rehash this issue. He offered a suggestion that if Abel would waive the 15% fee listed on the invoice, of \$423.67, the Council would pay the balance of \$2,824.48. Mr. Seidel stated that at the February meeting the Council very clearly instructed the Borough engineers to meet with representatives from Abel to work out a compromise for this situation. The engineer's office was to return to the Council with a recommendation. Mr. Laslo stated he returned because he found out the Council did not receive the letter last month. Mr. Lentz informed the Council that Mr. Wallace discussed this change order with Mr. Laslo, and I. B. Abel was unwilling to negotiate. Mr. Eisenhart noted he requested a cost comparison between the job costs as bid versus the actual cost as completed from Abel, and this was not provided. Mr. Eisenhart made a motion to approve Change Order # 5, Issue # 4, with the exception of the 15% fee of \$423.67, for a total price of \$2,824.48. Mr. Dentler seconded the motion, and all were in favor.

Sharon Witmer, 33 South Main Street, spoke as a representative for the elected auditors and reported the annual audit had been completed to the best of their ability. There were no issues or concerns. The auditors thanked Mrs. Shirey for her cooperation and assistance in providing the necessary information. The auditors suggested the Council consider switching to an independent auditor. They feel the audit is becoming more complicated and they do not have adequate accounting knowledge. They suggested if the Council does not wish to use an independent auditor, perhaps they could pay to have an accountant available as a consultant to answer questions. Mrs. Witmer noted the state offers training courses for auditors, but they are offered in the fall, months before the actual audit. It would be more effective to offer the course in January, which is closer to when the audit is done.

Deb Snelbaker, 60 Butter Road, another of the auditors also spoke. She reported that last year when the state notified the Borough that the audit had been accepted, they included a list of changes, so they would be corrected when doing the audit this year. She said they find this frustrating because when entering the audit on-line it did not indicate any problems with how they entered the data.

SEWER

Manager's Report

- Mr. Lentz asked if the bids for sludge hauling could be advertised for July to December of this year. It would be advertised again in the fall for all of 2012. This way the contract would cover a calendar year. It was noted the reason for advertising is the contract would be over \$25,000 for the year. Mr. Schaumann was asked if it was necessary to advertise it for the period of July to December 2011 if the contract price would be less than this. He stated if the total for the year would be over \$25,000, including the period that was not contracted, then it should still be advertised.
- Mr. Lentz reported he checked with Schreiber for an updated price for the return screws. The cost has increased to \$80,000. He was also told there is a three month waiting period from the time they are ordered. He asked if he should place the order. The waiting period would put the delivery time into the summer, which is the dry season and a better time to do the work. He reminded the Council that he does not feel the existing ones are repairable. The plant would have difficulty keeping up with high flows if one of the screw pumps fails. The Borough could be placed in a bad situation if they had to wait three months to get another one. He also informed the Council that there will be additional expense to rent a crane. Mr. Seidel made a motion to order the screw pumps from Schreiber, at an estimated cost of \$80,000 each, plus the cost to rent a crane to install them. Mr. Eisenhart seconded the motion. Six were in favor. Mrs. Koch was opposed.
- Mr. Seidel asked Mr. Lentz about the location of the flow meters and if there were any findings to report. Mr. Lentz reported one meter is in the line at the north end of the Borough, and the other one is on Newlon Road. Nothing unusual has been found in the data from these meters. Next, one of them will be moved to a manhole near the football field on West Canal Street.
- Mr. Eisenhart asked if the electrical work at the plant has been completed. Mr. Lentz reported the work is essentially complete with the exception of an old airline that needs to be removed from the wet well. He

explained this must be done when the flow is low because the main will be plugged for a short period. Duane and the contractor plan to come in at 4 a.m. one morning to do this.

Engineer's Report

- Mr. Holley stated two recommendations for payment had been submitted to the treasurer. First, I. B. Abel in the amount of \$5,303.36. This included infrared testing and Change Order # 4. Second, Conewago Enterprises, in the amount of \$4,800. This covered UV panel repairs, paint repairs, floor cleaning and waxing the office floor, and pavement sealing. There is about \$5,500 in work still to be completed by Conewago Enterprises.
- He reported the Dover Area Intermediate School lateral bids will be advertised for bids in April, and the results presented at the May meeting.
- Mr. Eisenhart asked Mr. Holley if while surveying for the school project, they had also surveyed to verify the location of the sewer lateral on Heagy's property. This was in follow-up to the damage to trees on shrubs Heagy's claim were outside the right-of-way. Mr. Holley reported they did survey Heagy's property and found that some of the damaged trees and shrubs were outside the right-of-way. It was noted Mr. Detraglia had submitted this claim to his insurance company.

Solicitor's Report – Mr. Schaumann had nothing to report.

Old Business – A meeting date to review the disputed change orders was discussed and scheduled for Monday, April 18 at 7 pm. This meeting will be advertised.

New Business – None.

WATER

Manager's Report

- Mr. Lentz reported he planned to flush fire hydrants and exercise water valves during April.
- Mr. Seidel asked if additional expenses caused by well # 4 being out of service had been submitted to USTIF for reimbursement. Mr. Lentz stated he believed Chad Kehew at Holley's office was doing this. The importance of pursuing this, and who should be responsible for it was discussed. Mrs. Shirey referred back to the March minutes to see if there was discussion of this. On page 2, under the Water heading, in the Manager's Report, stated "Mr. Lentz was instructed to draft a list of the extra expenses caused by well # 4 being out of service." Mr. Lentz stated he would gather the information and send it to Chad Kehew for submission to USTIF. Mr. Holley stated USTIF would probably want to see the cost of the water purchased from Dover Township for the three previous years to document the additional cost.
- Mr. Lentz replaced 14 water meters in April. There are still about 15 more to be done.
- Mr. Lentz had a conference call with Elster regarding the water meter problems. They think they have discovered the problem is in the capacitor.

Engineer's Report – Mr. Holley reported Rutter's has indicated they would prefer the Borough find a new well site, rather than attempting to use well # 4 again. Mr. Holley recalled that years ago a good well site was found east of well # 6, but it was too close to the Texas Eastern right-of-way. Perhaps a site in the same vicinity, further away from the right-of-way, could be found. Otherwise, he thought the Borough may be forced to purchase the additional water needed to supply the Borough from Dover Township.

Solicitor's Report – Nothing to report.

Old Business – None.

New Business – None.

BOROUGH

Manager's Report – Mr. Lentz reported the Greater Dover Historical Society does not want the Borough to have a key to the Blacksmith Shop in Ketterman Park. The historical society stated that each year they would deliver the fire extinguisher to the office for annual maintenance and pick it up. Mr. Eisenhart asked why the Borough was paying to have their extinguisher serviced. It was suggested that maybe the historical society should install a Know-Box. Mrs. Koch reported the door is locked with a padlock which could be opened with bolt cutters. The Council discussed the issue and decided that if someone from the historical society is willing to drop off and pick-up the extinguisher that they would continue to pay the annual maintenance cost.

Engineer's Report – Mr. Holley stated Mr. Clark had prepared a cost estimate for the proposed CDBG grant application to replace curbs and sidewalks on North Main Street, up to Butter Road on the east side and Mayfield Street on the west side. Block grant funds cannot be used for commercial properties, so Mr. Clark broke down the cost by address, and whether or not the property was eligible. The estimated cost for eligible properties was \$101,622.22. The estimated total for ineligible properties was \$34,893.33. The maximum amount the Borough could receive would be \$100,000. The applications are due in June for 2012- 2015 grants. Mr. Holley stated more funds should be available because many communities have less eligible areas due to the income limits. He encouraged the Council to consider other projects for which they might want to submit applications. Stormwater drainage, curb cuts for handicap ramps, street signs, and street work are some of the other projects that are eligible. The stormwater swale on Park Street was suggested. Mr. Sabold pointed out Penn DOT has new regulations for street sign reflectivity, which will need to be implemented. This could be a CDBG project also.

Solicitor's Report – Mr. Schaumann reported Mr. Herrold planned to do a comparison between the Borough's existing cable franchise agreement and the executive summary of the one the York County consortium signed. He hoped to have this completed for the May meeting.

Police Report

- The Borough had one more call in February 2011, than the same period in 2010. There were 9 more calls for the year-to-date.
- Mayor Pope reported Northern Regional Police would be participating in the Community Take-back Program For Unused Medications, sponsored by the Drug Enforcement Agency and York County Solid Waste Authority. The collection will be held on Saturday, April 30 at the Giant on Palomino Road from 10 am to 2 pm.
- Mr. Seidel is going to set up a meeting between Dr. Krantz, the DASD superintendent, Mayor Pope, Supervisor Duane Hull from Dover Township, and himself to discuss the school district hiring a school resource officer.
- Mr. Seidel stated he wants Dr. Krantz to explain the school district's 'zero tolerance' policy, due to the amount of police time spent at the intermediate and high schools. He does not feel it is a good use of police time or the Borough's money for one-third of the police time to be spent at these schools.

Ambulance Club Report

- As stated earlier in these minutes, Mr. Hess reported the EMA plan is outdated and Peggy is working to get it updated.
- Ambulance 6-3 is getting a new chassis before the end of the month. This unit was involved in an accident which has delayed the change out of the chassis.

Recreation Board Report

- Mr. Dentler reported the Egg Hunt will be held on Saturday, April 23 at 2 pm.
- They are planning for Sundaes in the Park and National Night Out, but dates have not been scheduled yet.
- The lacrosse club had a tournament on a recent weekend and there were food vendors in the park. This sparked a discussion of whether vendor trailers are allowed in the park and the issue of trash left behind by sports teams. It was decided that anyone selling food, other than team members or parents selling items as a fundraiser for the team, would be required to obtain a peddler license from the Borough office. The Borough

public works guys only empty the trash cans once a week. In light of this, it was decided that anyone using the park for special events is responsible for bringing their own trash receptacles and/or emptying the trash cans in the park when they leave. Mrs. Shirey would check with Dover Township to see what their policy is regarding outside vendors.

- Mr. Lentz reported Kevin Behr contacted him about the lacrosse team coach installing posts in the ground for safety nets. A sleeve would be placed in the ground and the posts for the nets are placed in these sleeves so they can be erected and taken down easily each time. There was concern about other teams using the field tripping over open pipes, even if they are put at ground level. Also, could these posts be used by the soccer teams for their nets? The council was not in favor of installing something which would only benefit one team. Mr. Lentz was asked to get additional information from Mr. Behr.
- Mr. Dentler reported Cathy Pope is the new Recreation Board secretary. She replaces Norma Botterbusch.
- Mrs. Shirey asked for clarification of the policy to reserve the pavilion in Ketterman Park. Mr. Botterbusch stated calls should be referred to him. He will then inform the office of dates that the pavilion is reserved.

Treasurer's Report

- There were no additions or changes to the bill lists. Mr. Dentler made a motion to approve payment of the bills. A second was made by Mr. Eisenhart. Six were in favor, with Mrs. Koch opposed.
- In follow-up to Mr. Eisenhart's question last month regarding the Water Fund balance, Mrs. Shirey had provided documentation for the Council which showed there was an error in the balance. There were no additional questions.
- A new financial report was provided. Mrs. Shirey asked if it met the criteria requested last month. The Council was satisfied with it, and thanked Mrs. Shirey for the effort to prepare it.

Old Business – None.

New Business – None.

With no further business to conduct, a motion to adjourn was offered by Mr. Hess, with a second by Mr. Eisenhart. The meeting adjourned at 9:05 pm.

Respectfully submitted,

Janet T. Shirey
Secretary/Treasurer