

## **MINUTES**

The regular monthly meeting of Dover Borough Council was held at Borough Hall, 46 Butter Road on Monday, February 6, 2012 at 7:00 pm. All members were present. President Sabold called the meeting to order. A moment of silent prayer was observed.

The January minutes were reviewed.

- Page 4, Solicitor's Report, in the last line of the second point. The word 'checked' should be 'check'.
- Page 5, Old Business, in the third point. The amount each of the employees should pay should be preceded by the word 'approximately'. This word would also be added under the motion preceding '10%'.

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

Mr. Sabold reported the ordinance for the adoption of Amberview was checked and the proper designation is 'Drive'. Darwin Frey had asked a question at the end of the January meeting regarding this.

## **PUBLIC COMMENT**

Assistant Chief Troy Dettinger reported the fire company responded to 25 calls in January. Only two of those calls were in the Borough. The February activities calendar was not received. Mr. Dettinger gave a verbal report of the activities, which included a public supper on 2/25, training sessions on 2/8 and 2/22, and a state required training course on 2/18. Mr. Seidel made a motion to approve the activities for the month of February. Ms. Bishop seconded the motion and it carried.

A letter was received from the York County Department of Emergency Services requesting a resolution requiring the automatic dispatch of the York County Advanced Technical Rescue Team for specific high-risk events. Mr. Sabold asked Mr. Dettinger if the fire company had an opinion regarding this request. Mr. Dettinger did not think the fire company was aware that a letter had been sent. He reported that fire companies in different parts of the county have specially trained personnel and equipment (Dover Township, Hanover, Yoe and Shrewsbury). Dover Township is automatically dispatched as back-up for Dover Fire Company. After some discussion, Mr. Dettinger stated he would discuss this with Chief Flohr and they would inform the Council of their opinion of the request for a resolution. Mr. Seidel made a motion to allow the Borough Council president make a decision based on input from the Fire Chief. Mr. Sabold requested the motion be worded differently. Mr. Seidel rescinded his motion. He then made a motion for the Council to act on the letter pending Chief Flohr's opinion. The Council will then adopt or decline the resolution. Ms. Bishop seconded the motion. Six were in favor. Mrs. Koch was opposed.

Sara Pifer, Director of Marketing with Hometown Press, made a presentation on municipal newsletters. She provided samples of several newsletters, including one for Dover Township. She explained the only cost for the municipality is the cost of postage. Hometown Press sells advertising to cover the printing costs. This allows even a small municipality to provide a professional quality newsletter. It would be full color, and the focus is the news not the advertising. The municipality decides on the frequency it will be published. The Council would like to think about it, and a decision would be tabled until next month.

Darwin Frey, 56 Amberview Drive, had several items.

- He was aware an engineer had visited 58 Amberview Drive. Mr. Lentz reported the front foundation wall has also buckled. Mr. Frey asked if a building permit had been issued. Mr. Lentz reported the initial permit was rejected. The contractor was asked to provide more detail.
- Mr. Frey reported Columbia Gas mailed an excavation permit to the Borough on 12/8/11, to install a gas line at his home. They did not receive the permit back from the Borough until 1/3/12. He was unhappy because due to the delay he missed out on a tax credit for 2011.
- He stated he feels Mr. Lentz is overworked and he feels the Council should hire a part-time person to help him with zoning.

- A car moved from 58 Amberview Drive has been parked at Hoffman's Service Center, at 60 South Main Street, for months. It does not have valid registration or inspection. Mr. Lentz stated he would check on this.

Elaine Kroft, 13 East Canal Street, had a request on behalf of the Dover Fire Company Fundraising Committee. The annual fireman's fair is their main fundraiser, but due to excessive rain in September their income was \$30,000 less than prior years. A number of fire companies in the area are having 50/50 or 300 Club Feed dinners, including beer, which are profitable. Cash prizes and gambling are also available at the dinner. They checked into the laws and the Liquor Control Board (LCB) would require them to get a Special Occasion Permit. The LCB would also require a resolution from the Council authorizing the fire company to serve beer with a meal. They have a tentative date set of June 2. It was noted that this is the same date as the Relay for Life. Mrs. Kroft stated the 6/2 date was the only one available for the dinner. Mrs. Kroft discussed this with Mr. Sabold prior to this meeting. In anticipation of the Council discussing this, Mr. Herrold prepared the required resolution. Mr. Seidel offered a motion to adopt Resolution 2012-1 authorizing the Dover Fire Company to obtain a Special Occasion Permit from the Pennsylvania Liquor Control Board to hold a fundraising dinner that includes beer. Mr. Dentler seconded the motion. Six were in favor. Mr. Sabold was opposed. Mrs. Kroft also announced the fire company would be having a Chocolate Bingo fundraiser on April 1.

Mr. Sabold asked the Council for authorization to sell the Ford tractor. Mr. Herrold stated a resolution or motion to authorize the sale would be required. Mr. Dentler made a motion to authorize the sale of the 1989 Ford tractor, with an estimated value of less than \$1,000. Mr. Seidel seconded the motion. The motion carried with all in favor.

Mr. Lentz stated four bids were submitted for the tractor. They were as follows: 1) Rodger Flohr - \$827; 2) Craig Gross - \$879; 3) Straley Farm Supply - \$998; 4) York Tractor - \$985. Mr. Seidel made a motion to accept the high bid of \$998 from Straley Farm Supply, with a second offered by Mr. Kroft. The motion passed.

## **SEWER**

### *Manager's Report*

- Mr. Lentz reported Winter Engine – Generator Service will not provide service for the new generator because it is not a brand they sell. He requested a quote from Cummins Power Systems, who supplied the new generator. The quote to provide preventive maintenance for both generators was \$2,331.53. Winters charged \$553 for one generator. Since Cummins quote is high, Mr. Lentz was instructed to get additional quotes for this service.
- The brushes in the influent chamber auger need to be replaced. Mr. Lentz is waiting for a replacement quote from WSG.
- The new return screws were delivered and are scheduled to be installed tomorrow.
- Mr. Lentz was asked if the sewer lateral at 12 Meadow Road, which was clogged, was in the Borough's right-of-way. It was.

*Engineer's Report* – Mr. Clark obtained a quote from Infratech Industries for \$850 to plug the old influent line. They propose inserting a mechanical plug and then sealing the opening with a combination of bricks and Strong Seal cement. They would comply with all the required confined space laws to perform the project. Mr. Seidel made a motion to accept the Agreement for Services bid from Infratech Industries to plug the abandoned influent line, at a cost of \$850. Mr. Hess seconded the motion and it passed.

*Solicitor's Report* – Nothing to report.

*Old Business* – Mr. Sabold asked if Mr. Lentz had received any quotes to add a catwalk on tank # 3. Mr. Lentz reported HOEM will be helping with installation of the screw pumps and he discussed the idea with them. They will look at the tank when they are here and come up with some suggestions.

*New Business* – None.

## **WATER**

### *Manager's Report*

- A water leak was repaired at the intersection of Butter and Willow Run Roads.
- The water tower is still low, which usually indicates a water leak. Mr. Lentz believes there is another leak and he will continue to search for it. Exeter Supply demonstrated some new equipment to help in the search. The PRWA and Dover Township will be coming in with leak detection equipment also.
- The Dover Fire Company trustees have given approval for the Borough to check for a new well site on their property. The PA DEP is reviewing the paperwork for a possible well site. The fire company wants to approve the final location once DEP gives their approval.

*Engineer's Report* – Nothing to report.

*Solicitor's Report* – Nothing to report.

*Old Business* – None.

*New Business* – None.

## **BOROUGH**

### *Manager's Report*

- Mr. Lentz reported Steve Milhimes looked at the planters to get ideas for repairing them. He was asked to give suggestions for a new kind of top edge which would discourage skateboarders from ramping off of them.
- Mr. Lentz recommended the following street work for 2012. City Hall Drive from East Canal Street to Mill Alley, Frederick Court and Lewis Lane. He noted \$50,000 is budgeted for Liquid Fuels money. He estimates this project cost at \$48,750. The project will be bid with Dover Township's paving for 2012. He asked if he should contact homeowners about repairing their curbs prior to the paving. He was told the Borough has an ordinance placing the responsibility of maintenance of curbs and sidewalks on the property owner, so he should send letters to any homeowners who need to repair their curbs. Mrs. Koch asked if property owners who have gravel driveways along City Hall Drive can be required to pave them. Mr. Herrold stated the Dover Borough Code requires driveways to be paved 25 feet from the street, and this could be enforced.

### *Engineer's Report*

- Mr. Clark submitted the RFP to pay York Excavating for the stormwater repairs projects done on Delwood Drive and Meadow Road. The final cost was \$39,799.20, which is about \$2,000 over the bid price due to additional sidewalk replacement. The majority of the bill would be paid with Liquid Fuels money. The driveway restoration, some PVC pipe and the curb replacement will be paid from the General Fund.
- The new stormwater ordinance should be ready for municipalities to review within a week.

### *Solicitor's Report*

- Mr. Herrold reported he supplied a copy of West Manchester Township's burn ordinance to Mr. Lentz. Mr. Lentz stated he would like to get input from the fire company and would meet with them before making recommendations to update the burn ordinance.
- Mr. Herrold reported Mr. Schaumann had researched an inquiry from the Personnel Committee. They wanted to know if the ordinance regarding the position of Borough Manager must be updated due to recent legislation. The law in question only applies if the manager has an employment contract with the municipality. The Borough does not have a contract with the manager.
- The SPCA sent a letter requesting that municipalities adopt an anti-tethering ordinance for outside dogs. Mrs. Koch noted there are provisions in the crimes code regarding cruelty to animals that can be enforced. The Council did not feel it was necessary to adopt an ordinance specific to this problem.

*Police Report* – Mayor Pope reported there were 31 more calls in December, and 96 more calls for the year-to-date compared to the same period last year. There was a domestic abuse incident that resulted in an officer being dragged by a car as he attempted to apprehend the suspect. The commissioners reorganized in January.

*Ambulance Club Report* – Mr. Hess reported one ambulance is not starting consistently. They have not been able to determine the problem. It is out of service. Mr. Hess noticed Mr. Sabold assigned Andrew Kroft as an alternate to attend the ambulance club meetings. Mr. Hess stated he is a member of the board, and he was told they would not allow an alternate to attend. In addition, Mr. Kroft is a member of the fire company. Mr. Hess believed the ambulance club by-laws state that fire company members cannot be a member of the ambulance club board. Mr. Sabold stated he thought Mr. Hess was a liaison between the Council and the ambulance club. He did not realize Mr. Hess was a member of the board, with voting privileges. This spurred some questions regarding the by-laws of the ambulance club. Mr. Hess was asked to get a copy for the Council.

#### *Recreation Board Report*

- Mr. Dentler reported Mayor Pope was elected the new chairman of the Recreation Board.
- A board member received a telephone call from Dover Township Supervisor Madelyn Shermeyer criticizing the way the Holiday House Decorating contest was judged. Mr. Dentler stated the members spent two hours driving through the Borough to determine the winners. Mr. Dentler explained it was judged based on house decorations, not yard decorations. He suggested perhaps people other than board members could judge the contest.
- Mayor Pope reported the board is planning the Easter Egg Hunt. He found an organization that employs disabled people to fill plastic eggs with candy. The cost would be \$100 for 1,000 eggs. He asked the Council if there was any objection to the Recreation Board purchasing the pre-filled eggs. The board would be making a decision at the next meeting, but the order would need to be placed before the next Council meeting. There were no objections to retroactively approving the purchase price at the March Council meeting.
- Mayor Pope announced Geri Miller told the Borough office that she would be resigning from the Recreation Board. He will nominate someone to replace her, once her resignation is received.

#### *Treasurer's Report*

- Mrs. Shirey asked Mr. Lentz which items on the York Excavating bill could not be paid using Liquid Fuels money. Five items totaling \$4,369.20 were deducted. This total would be paid from the General Fund. The balance of \$35,430 would be paid from the Highway Aid Fund. There were no other changes to the bill lists. Mr. Kroft made a motion to approve payment of the bills, as corrected, to include the check to be paid from the Highway Aid Fund. Mr. Hess seconded the motion. All were in favor.
- Mrs. Shirey inquired if the Council wanted to pay a \$40 fee for a comprehensive listing in the PSAB Municipal Yearbook. The short listing is free. No one felt it was necessary to pay for the longer listing.

Mr. Sabold stated a report of the Liquid Fuels Tax Fund, for the two years ending December 21, 2010 was received from the Auditor General. There were no findings.

#### *Old Business*

- Ms. Bishop asked if Mr. Lentz had checked the tree in the park which the historical society had requested be cut down. The historical society was asked to mark the tree with a ribbon. Mr. Lentz reported there were ribbons on two trees, but when Mr. Sabold checked only one tree was marked. The tree Mr. Sabold inspected had a limb which could be removed rather than cutting down the tree. There was some debate if there was a problem with more than one tree. Mr. Sabold suggested waiting until the trees leaf out in the spring. At that time any overhang will be more evident.
- Ms. Bishop asked if Mr. Lentz was able to determine if the microwave tower at Dover Elementary School was on the building plan approved by the Borough Council. He reported it was not, but a contractor had applied for a building permit to install it. Mr. Seidel felt the school district should not be allowed to install this tower without appearing before the Planning Commission because it was a modification to the approved plan. Mr. Lentz informed him that the building permit had been

approved by Commonwealth Code Inspection and was already issued to the contractor. Mr. Sabold stated he would check with Mr. Herrold to see if the school district should have taken this before the Planning Commission as an addition to the approved plan.

#### *New Business*

- The Borough received a letter from Patricia Smith, a Dover Township resident. She asked if the Borough would consider installing turn signals at the square. The Borough has done a traffic study to pursue this. Penn DOT turned down the request. A letter will be sent to Ms. Smith explaining the Borough cannot do anything. Mayor Pope stated he spoke to Representative Seth Grove about it again but Rep. Grove doubted anything could be done.
- Mr. Sabold presented a resolution honoring Jan Eisenhart for his years of service. He read it aloud. Mr. Seidel offered Resolution 2012-2, honoring D. Jan Eisenhart for his years of service as a councilman for Dover Borough. Ms. Bishop seconded the motion. It carried unanimously.
- Mrs. Shirey reported the existing computer maintenance agreement expires March 3. She gave an explanation of the two options being offered through Kasual Computing. The first is a Continuous Operations Agreement (COA), at a cost of \$2,500 for one year. Second, is a Guardian Agent Services Agreement, at a cost of \$3,000. She had rates from two other computer support companies. Their hourly rate is \$75, but they do not offer maintenance contracts. Mrs. Shirey stated she feels the contracts from Kasual Computing are costly, but the Borough stores a lot of vital information on the computers. The computers need to operate consistently and security of the data is extremely important. The issue was tabled pending additional information.
- The Personnel Committee made recommendations to the Council regarding changes to the Employee Manual. Mr. Seidel made a motion to approve changes to the Employee Manual discussed during an executive session. Mr. Kroft seconded the motion. Under the question, it was noted clarification was needed as to whether or not the changes could be retroactive to 2/1/2012. After some discussion, Mr. Seidel withdrew his motion. Mr. Sabold would speak to Mr. Herrold to determine if the changes could be made retroactively.
- Mr. Sabold suggested the Borough Council purchase a brick for the new carousel building in Brookside Park. The cost is \$50 for two lines. The text would be – 1<sup>st</sup> line: Dover Borough; 2<sup>nd</sup> line: 2012. Mr. Dentler made a motion to approve the purchase of a brick for Brookside Park's carousel building, at a cost of \$50. Mr. Seidel seconded the motion. All were in favor.
- Mr. Seidel made a motion to adopt the employee payroll changes approved at an executive session. Ms. Bishop seconded the motion and it carried.
- Mr. Lentz was asked to replace the light in the pavilion in Ketterman Park.
- Mr. Sabold asked if anyone was willing to serve as the Borough's Earned Income Tax representative to the York Adams Tax Bureau. Mr. Kroft volunteered.
- Mr. Kroft announced the assistant EMA director, Tom Courtney, moved out of the Borough and the fire company did not believe he could still serve in this capacity. The Council had not been informed an assistant EMA director had been appointed by the fire company. Mrs. Shirey would do research to determine if Mr. Courtney could continue to serve. The issue was tabled.

A motion to adjourn was offered by Mr. Dentler, with a second by Mr. Hess. All were in favor. The meeting adjourned at 9:53 pm.

Respectfully submitted,

Janet T. Shirey  
Secretary/Treasurer  
February 6, 2012 Minutes – Page 6

ADDENDUM: Addition to be included at the end of the Sewer section of the minutes. Mr. Dettinger interjected the following information.

Mr. Dettinger reported he had communicated with Chief Flohr, and the Chief did not feel it was necessary to pass a resolution authorizing the dispatch of the York County Advanced Technical Rescue Team for high-risk events. The Borough Council would take no further action, thus declining the requested resolution.