

MINUTES

The regular monthly meeting of Dover Borough Council was held at Borough Hall, 46 Butter Road on Monday, March 5, 2012 at 7:00 pm. Mr. Seidel was absent. The remaining council members and mayor were present. President Sabold called the meeting to order. This was followed by a moment of silent prayer.

The February minutes were reviewed.

- Page 1, Public Comment, second paragraph, in the 8th line. Mr. Seidel made a motion and then rescinded it. This will be added.
- Page 3, Water heading, Manager's Report, and the first item. The word 'found' will be replaced with 'repaired'.
- Page 1, Public Comment, second paragraph and the last line. Mrs. Koch voted no. The minutes will be changed to reflect this.

PUBLIC COMMENT

The fire company responded to 24 calls in February. Seven of those calls were in the Borough. A house fire at 8 Lewis Lane resulted in a \$150,000 loss. Chief Flohr complimented the actions of Northern Regional Police officers who arrived before the fire company arrived. They made sure the burning home, and adjacent homes were evacuated. It was noted the flames had been 25 to 30 feet in the air, but the fire was extinguished in 15 minutes. Mr. Lentz noted the Borough is very lucky for the dedication of the volunteers in our fire company!

The fire company March activities calendar was reviewed. An auction was added on March 31. Mr. Dentler made a motion to approve the activities on the March calendar. Mr. Kroft seconded the motion and it carried with all in favor.

Mr. Sabold asked Chief Flohr about the status of the EMA office. The chief reported he believes everything has been worked out. He stated the EMA computer no longer works. There is another computer EMA Coordinator Kevin Behr can use. He did note that a laptop computer might be more useful. He would discuss this with Mr. Behr.

Ed Ackerman, with Kasual Computing, stated his company provides IT services for the Borough. He was present to answer questions regarding the computer maintenance agreement options. They offered two contracts for these services. First, was a Continuous Operations Agreement (COA), at a cost of \$2,500, which provides for quarterly preventive maintenance and on-site troubleshooting. Second, was a Guardian Agent Services Agreement, at a cost of \$3,000, which includes monthly maintenance and remote or on-site troubleshooting. Software would be loaded on each work station which would provide additional security against hacking and notify them of problems which might not be evident until a problem worsened. A decision would be discussed later in the meeting.

Brad Smith, with Dover Youth Baseball, was present to discuss several requests regarding baseball season. Dover Township is not allowing them to use some of the baseball fields in their parks, so they do not have enough fields for the teams. He requested permission to use a grass area in Ketterman Park for T-ball. He also asked the Council to consider adding two more baseball fields at the southern end of the park, which were part of the original plan. The Council had no objection to them using the grass area for T-ball, but they would need to discuss adding the additional baseball fields. Mr. Smith was informed they could use an ATV or lawn tractor to drag the infields of the baseball fields, but no vehicles are allowed in the park. Mr. Dentler made a motion to allow Dover Youth Baseball to use Ketterman Park as long as they abide by the rules. Mr. Hess seconded the motion, and it carried. Mr. Smith stated he would like to be informed of any problems. Dover Youth Baseball wants to maintain a good relationship with the Borough.

Mr. Lentz reported the Eagle Lacrosse teams requested permission to place a port-o-potty in the park. They would like to place it at the edge of the lower parking lot near the walking path. This would allow easy access for servicing it. Mr. Sabold noted there has been a problem with the port-o-potties tipping over due to wind or vandalism. He suggested a way to anchor it should be considered. Mr. Lentz noted some parks build a frame around them to help prevent these problems. The team would also like to do some aerating and seeding. The Council had no objection to them doing this, but it would be at their expense.

Elaine Kroft informed the Council that the fire company received a Special Occasion Permit to hold the fundraising dinner on June 2. She thanked the Council for their assistance. She also reported they will hold Chocolate Bingo on April 1.

Darwin Frey, 56 Amberview Drive, reported a contractor is working to repair the walls at 58 Amberview Drive. He questioned what other work the homeowner needs to do to bring the home 'up to code'. Mr. Lentz stated the building permit he issued was only to repair the walls. Mr. Mengelkamp may need to do other work inside the property, but Mr. Lentz was not aware of anything else that requires a permit from the Borough. Mr. Frey also stated he visited the Borough's website and thought it looked good. He noted no Borough Council minutes from 2011 are posted on the website. Mrs. Shirey stated she would be adding them.

SEWER

Manager's Report

- Mr. Lentz pointed out a correction in the Manager's Report, in the second to last item. The word 'aluminum' should be 'alum'.
- Mr. Lentz had not been able to get any additional quotes for the generator maintenance contract yet.
- Mr. Lentz discussed the blockage between manhole #217 and #206, on Elmwood Drive. He recommends slip-lining this pipe.

Engineer's Report – Nothing to report.

Solicitor's Report – Nothing to report.

Old Business – None.

New Business – None.

WATER

Manager's Report

- Mr. Lentz reported he took a webinar explaining an emergency notification service called Swift 911. The charge is \$795 for the first year and \$595 each year thereafter. He will check into some other possibilities, but this is the most affordable one so far. It could be used to contact residents for multiple items, such as: Amber alerts, water main breaks, valve exercising, hydrant flushing, snow emergencies, past due bills, street sweeping, boil advisories, evacuations, and other public notifications. The fire company and police could also utilize it. It was suggested that Mr. Lentz could check with York County 9-1-1 and Dover School District to see if the Borough could piggyback on their systems.
- The light at well # 6 needs to be replaced. Mr. Lentz reported the vandalism-proof lights are very expensive. He is considering alternatives, such as moving the light higher on the pole or moving it to a different location.
- Mr. Lentz reminded the Council he requested a Water Committee meeting. Mr. Seidel, who is chairman of the committee, was absent. Ms. Bishop stated she would speak to Mr. Seidel and Mr. Hess to discuss the scheduling of a meeting.
- Mr. Kroft stated the fire company trustees inquired if the PA DEP had investigated the proposed new well site. Mr. Lentz stated he had not received any updates.

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 the stormwater swale, which runs beside well # 4, is worsening. It is backing up into the yards of the last two houses on the west side of Willow Run Road. He would like to find out if the Borough would be allowed dig out the middle of the swale to improve the flow until the full project can be done. Mr. Clark noted it could be two more months before the area is dry enough to do the planned project. He did not know if the Borough would be allowed to do this because it could allow sediment to go downstream.
- Mr. Lentz stated the light in the pavilion, at Ketterman Park, would be repaired.
- Mr. Lentz received an email from Dover School District Transportation Supervisor, Faye Rinker. The school district is requesting permission to allow six school buses to use Fairview Avenue as a temporary bus route to Dover Elementary School. It would be from the first or second week of April until the second week of June. They are requesting this due to construction on the new driveway, which will not completed before the end of this school year. There was concern about damage from the heavier busses traveling on the road. Mr. Lentz was told a school bus weighs 28 tons. Fairview Avenue is a six-ton weight limit road. An audience member noted he believed Mr. Lentz had been informed incorrectly. He believed the bus weight is 28,000 pounds, not 28 tons. Mr. Lentz read a portion of Dover Borough Code, Section 150-46 – “gross weight limits are hereby established as indicated for commercial vehicles or other tractor, trailer or tractor-trailer combinations, upon the streets, bridges or portions thereof described below, except for the purpose of making local deliveries on said streets,”. Mr. Sabold was concerned about the damage to the street from the additional weight. He also felt if they are allowed to do this, the busses must strictly abide by the speed limit. Mr. Lentz noted the school district was already put on notice regarding damage to Edgeway Road. John Hertzog had videotaped the condition of the road prior to the start of construction. Mr. Lentz will check with Mr. Hertzog to see if he also documented the condition of Fairview Avenue. Mr. Herrold suggested, if the Council allows the busses to use Fairview Avenue, the Borough should require a contract stating the school district would be responsible to repave Edgeway Road and Fairview Avenue after construction is completed. Mr. Sabold instructed Mr. Lentz to coordinate with Holley's office to notify the school district both verbally and in letter form that they will be allowed to use Fairview Avenue as a temporary bus route, with the following stipulations – 1) Busses must abide by the speed limit. 2) They are liable to repave Edgeway Road and Fairview Avenue due to damage from the construction vehicles. Either a signed copy of a letter stating they agree to the terms will be required or Mr. Herrold will draft a contract.
- Mr. Lentz informed the Council that the Lions Club offered to plant some trees in Ketterman Park. Mr. Lentz also recommended some could be planted between the two parking lots at the park to discourage people from driving between the two parking areas. It was noted the type of trees should be carefully considered because they may be near the gas pipeline. They should also be spaced so the mowing contractor can easily mow between them. Mr. Lentz suggested perhaps they could also plant some pine trees at the wastewater plant as a barrier.
- A representative from Spectra Energy informed the office they will be contacting property owners in the Delwood development to enforce their right-of-way. There are numerous encroachments and they will be notifying owners that they must move any items located within their right-of-way (fences, sheds, trees). In the event of phone calls or complaints to the Borough office, Spectra asks that residents be told the Borough has no jurisdiction in this matter. It is an issue between the property owner and Spectra Energy.

- Mr. Lentz and Mr. Herrold attended a hearing with District Justice Eshbach today regarding a building permit violation against Affordable Auto Sales. The owner, Rodney Reed, was fined \$500 for construction without a building permit. He was given until June 1 to restore the area and plant grass.
- Mr. Kroft had a question regarding the paving of driveways. At last month's meeting, Mrs. Koch asked if the paving of driveways could be enforced when City Hall Drive is paved. The fire company has an opening in the fence along City Hall Drive, which is kept closed using a chain. It is only opened when Baughman Memorials receives a delivery. Mr. Kroft asked if this would be considered a driveway. The Dover Borough Code was reviewed and it did not appear there were any clauses which would exclude them from the requirement to pave this driveway.
- Mr. Sabold asked Mr. Lentz about his cell phone upgrade. Mr. Sabold thought the bill seemed high. Mr. Lentz explained he upgraded to a 'smart' phone, which requires a data plan so he can receive emails. Mrs. Shirey stated she planned to speak to the AT & T representative to have him explain the charges.
- Mrs. Koch stated she noticed the ad for the Zoning Hearing Board listed the secretary/treasurer's name and title. She felt it should be the zoning officer's name and title. Mr. Herrold agreed with Mrs. Koch's suggestion.

Engineer's Report – Mr. Clark reported he believes the issues with the stormwater ordinance have been resolved. The Borough Council should receive a copy of the proposed ordinance shortly.

Solicitor's Report

- Mr. Herrold received a Proposal To Perform Cable Franchise Renewal Services agreement from the Cohen Law Group. They charge a flat fee of \$6,900 based on the population of the municipality. This fee will then be discounted based on the number of municipalities participating. The percentage of the discount ranged from 4 to 36%. The Cohen Law Group requested each participant sign a standardized letter stating they wish to engage the Cohen Law Group to negotiate a new cable franchise agreement on behalf of the Borough. Mr. Herrold noted the typical franchise agreement has been for 10 years. Due to the rapid changes in technology, most agreements are now shorter terms. Mr. Sabold called attention to the last sentence in the first paragraph of the letter. It mentions out-of-pocket expenses. This was explained in the last paragraph of page 17 and relates to travel, postage and copying expenses. Ms. Bishop made a motion to retain the Cohen Law Group to renegotiate the cable franchise agreement with Comcast. Mr. Kroft seconded the motion. It carried with all in favor. Mr. Sabold signed the letter and Mr. Herrold would submit it to the Cohen Law Group.
- Mrs. Shirey informed Mr. Herrold that she is having a problem with some landlords refusing to pay the quarterly water, sewer and trash bills for their properties. They feel it should be the tenant's responsibility. Mrs. Shirey wanted to recommend a policy which requires the landlord to pay, and payments would not be accepted from tenants. Mr. Herrold did not agree with this. He stated some property leases may require the tenant to pay the bill; however, the Borough is not bound by lease agreements between the landlord and tenant. If the landlord does not see that the bill is paid, then liens should be filed against the property.

Police Report

- Mayor Pope reported there were five less calls in January, compared to the same period last year.
- He then highlighted some items in the Northern York County Regional Police Department Annual Report. They received 92 commendations in 2011, compared to 26 in 2010. Last year was the busiest year in their 39 year history. Three of their officers were recognized among the top 50 for DUI arrests in the state. Aggravated assaults increased by 32, compared to the previous year, which means there was more violent crime. The Drug Buy Back program was very successful. They collected over 150 pounds of drugs in two events. Northern Regional plans to host these again in 2012, in conjunction with Giant Foods. The area they cover was the second highest in York County for sexual abuse cases against children. York City was first.
- Mr. Kroft noted the fire chief had reported an increase in minor arson cases in the last few years.

Ambulance Club Report – Mr. Hess reported the club is buying a demonstrator model of a new ambulance, at a cost of \$115,000. If they had put a new chassis on an old ambulance box, the cost would have been \$100,000.

Recreation Board Report

- Chairman Pope reported Robin Bowlsbey attended the last meeting to discuss the Relay For Life, scheduled for June 2. She requested the Borough waive the Peddlars License fee again this year, because the vendors donate a portion of their profits to the Relay For Life. Mr. Kroft made a motion to waive the Peddlars License fee for vendors. Ms. Bishop seconded the motion, and it passed.
- Sundaes in the Park will be held twice this summer. First, on July 22 with the Emigsville Band providing music. The second one will be held on August 19 and Crossroads Band is scheduled.
- The Egg Hunt is scheduled for Saturday, March 31 at 1 pm.
- Geri Miller and Hallie Elicker have not been attending meetings. Both of them had been contacted several times. Another effort would be made to get a letter of resignation from both women. The resolution establishing the recreation board was reviewed and there was nothing regarding the removal of members. Mrs. Shirey was instructed to check with Mr. Herrold, prior to the next meeting, to have the resolution updated so the issue could be resolved.
- Mr. Lentz reported several of the sports teams are contacting him about using Ketterman Park. He clarified that he should refer them to the Recreation Board.
- The Eagle Lacrosse group submitted a schedule of practices and games. Mr. Dentler made a motion to approve the lacrosse agenda for use of Ketterman Park for practice and games. Ms. Bishop seconded the motion. All were in favor.

Treasurer's Report

- Ms. Bishop noted there was an error in the balance of the Highway Aid Fund. Mrs. Shirey neglected to deduct a bill approved at the last meeting. The balance was revised.
- Mr. Lentz noted the bill for Snelbecker Electric to replace a clock in a pump house should have been paid from the Water Fund. The correction was made.
- Mr. Sabold asked Mr. Lentz if the filters from Aerzen could be purchased from another vendor. Mr. Lentz reported the filters are a unique shape and Aerzen is the only company who makes them.
- The cost of the bill from R. S. Bortner to replace a bathroom faucet was questioned. Several council people felt \$230 to replace a faucet was expensive.
- Mr. Dentler made a motion to pay the bills, as corrected. Mr. Hess seconded the motion and it passed.

Old Business

- The issue of Hometown Press printing the newsletter was reopened for discussion. There were no objections. Any organizations who wish to submit articles should submit them directly to Hometown Press. In the past, the newsletter was published three times a year in April, August and December. The council felt they would like to change this to a quarterly publication. Ms. Bishop will work with Hometown Press to prepare a newsletter. Ms. Bishop made a motion to use Hometown Press to print the Borough newsletter, with the Borough only paying the cost of postage. Mr. Dentler seconded the motion, and it carried.
- The computer maintenance contract options were discussed. Mr. Kroft made a motion to approve the Guardian Agent Services contract with Kasual Computing, at a cost of \$3,000. Ms. Bishop seconded the motion. All were in favor.
- Mrs. Shirey asked about the status of hiring a new part-time secretary. Ms. Bishop stated this will remain on hold until the job descriptions are approved.

New Business

- The York Habitat for Humanity Homeowners Association asked permission to meet at the Borough office for their annual meeting. The Borough office is not available for meetings unless a Borough official or employee is required to attend. They will be told they will need to meet somewhere else.
- The York County Boroughs Association will be meeting on March 22. Anyone who wishes to attend should contact Mrs. Shirey to make reservations.

- Ms. Bishop asked if signs could be posted at the tot lots in Ketterman Park stating the age restrictions for the play equipment. Teenagers have been seen using the equipment and there is concern it will be damaged. Mr. Lentz was instructed to research the cost of larger signs which state the age limits.
- The short and long term disability and life insurance policies for the employees were reviewed recently by Benefit Connections. They found the short and long term disability policies do not have enough coverage. They recommended increasing the weekly benefit to a maximum of \$1,000. Benefit Connections obtained quotes from four other companies. The one they recommend would cost \$2,760 per year, which is \$176 more than the current policies. There is enough money budgeted to cover this amount. Mrs. Shirey reported these policies are the only ones still with Keystone Insurers Group. The issue was debated. Mrs. Shirey was instructed to check if the PSAB offers this type of coverage for employees. The issue was tabled.
- The revised Employee Manual was presented for approval. Mr. Dentler made a motion to approve the revised Employee Manual, with an effective date of January 1, 2012. Mr. Kroft seconded the motion. All were in favor.
- The Personnel Committee distributed copies of new and revised job descriptions, and a copy of the revised Employee Manual. They are to be reviewed before the next council meeting. Mr. Sabold noted the Personnel Committee put a lot of time into them.
- A Healthcare Deduction Agreement was presented for approval. The employees eligible for health insurance coverage must sign this agreement which allows or refuses the weekly payroll deduction for health insurance. The form requires the employee and council president's signatures and will be filed in the employee's personnel file. Ms. Bishop made a motion to approve the Healthcare Deduction Agreement form. Mr. Dentler seconded and it carried.

With no further business to discuss, a motion to adjourn was offered by Mr. Kroft, with a second by Mr. Hess. All were in favor. The meeting adjourned at 9:50 pm.

Respectfully submitted,

Janet T. Shirey
Secretary/Treasurer