

MINUTES

The regular monthly meeting of Dover Borough Council was held at Borough Hall, 46 Butter Road on Monday, March 4, 2013 at 7:00 pm. All members were present. Council President Sabold called the meeting to order. A moment of silent prayer followed.

The February minutes were reviewed. Mr. Seidel made a motion to accept the minutes, as presented. Mr. Dentler seconded the motion. All were in favor.

PUBLIC COMMENT

Chief Flohr provided the fire company report.

- They responded to 44 calls in February. Four of these calls were in the borough.
- A letter was sent to borough residents requesting donations to help with the cost of replacing the roof. They will need a loan for whatever they do not receive in donations. The final estimate was \$75,000 to \$80,000. Repairs could begin this week depending on the weather.
- The fire company will participate in the Students Against Drunk Driving event at Dover High School.
- They are scheduled to participate in a TMI drill in April. Extra training is planned to prepare.
- Elaine Kroft reported Chocolate Bingo will be held on March 17.
- The fire company received the special license permits for the 500 Club dinners scheduled for May 4 and September 28. Mrs. Kroft thanked Mrs. Koch for her assistance delivering the application.
- The Easter Flower sale was added to the activity calendar for March 29 and 30. Mr. Seidel offered a motion to authorize the activities on the March calendar, as corrected. Ms. Bishop seconded and the motion carried with all in favor.

Jeff Firestone, a representative for the York Rescue Mission, informed the council they need to overlay sections of the parking lot at the Dover Economy Store, at 67 North Main Street. They also want to enlarge the entrance and exit by about a foot on both sides. The existing seepage pits are not working correctly. They want to overlay these areas with a porous blacktop designed for infiltration of water. He noted the proposed changes do not exceed the maximum allowed impervious surface. Mr. Clark believed a land development plan would be required because it is a commercial property. Mr. Firestone asked the council to grant a waiver or allow them to amend the prior land development plan instead. He explained that a land development plan would cost about \$10,000, while the entire project to pave and improve the stormwater drainage is estimated at \$3,000. Mr. Herrold stated many municipalities allow waivers in their subdivision and land development ordinances, but he would need to research if the borough's allowed it. Mr. Clark stated changes in stormwater drainage require a perk test. Mr. Seidel believed that if the paved area was altered, engineering would be required to install seepage pits. Mr. Firestone contended the seepage pits would not be new, they would be improving or replacing the existing ones. The council tabled a decision pending additional information.

Harold Fauth, 124 Cranbook Drive, stated he was present to question why the council increased real estate taxes by 59% this year! The Local Services Tax was also increased to the maximum of \$52. He was very upset and felt the borough needed to adjust spending to function within their means. He also pointed out that there are people who consistently do not pay their taxes. What is being done about them? Sam Herman responded and explained a list of the delinquent real estate and per capita taxes are submitted to the York Adams Tax Bureau and Tax Claim Bureau for collection. Mr. Sabold thanked Mr. Fauth for his concern. He stated the council gave this a great deal of thought but it was necessary to balance the budget.

SEWER

Manager's Report

- Mr. Lentz stated there are no carbon monoxide detectors in any of the borough buildings. He purchased two, which would be installed in the garage/office and chemical building at the wastewater plant. He suggested also purchasing them for the borough office and the well houses. Chief Flohr agreed it was a good idea to put them in the well houses because they use gas heaters. It takes less than one minute to be affected by carbon monoxide. It was suggested that a smoke detector should be installed in the borough office. Mr. Lentz stated he could purchase the combination smoke/carbon monoxide detector for this.

- Mr. Lentz stated he would like to take a Planning Tools and Techniques class in Gettysburg on May 9. He would check the Sewer Fund budget to be sure there was enough budgeted money available.
- The internal batteries in the flow meters have failed and must be replaced. Mr. Lentz reported the units must be returned to the manufacturer to have the batteries replaced. They are soldered in place, and a special tool is required to open them. The initial quote was \$1,040 per flow meter. He questioned this price and was told it was a flat rate. They could do it based on an hourly rate of \$250. The flow meters would be shipped to them, assessed and an estimate provided. They estimated the time required to replace the batteries at an hour, so this would be much cheaper. He also requested a price from Hach to add the flow meters to the preventive maintenance contract. Mr. Lentz was instructed to insure the meters when shipping them, in case of loss. The repairs needed to be completed, so the meters are returned in time to be used for monitoring the lines during wet spring weather.

Engineer's Report – Mr. Clark reported Chad Kehew reviewed the Sewage Planning Module for Dollar General. In the plan review letter he sent, Item # 7 referred to the Sewer Capacity Agreement with Dover Township from 1994. Mr. Herrold noted the agreement is 20 years old and the borough has had substantial changes in the sewer system. Mr. Seidel stated it is also vague in several areas. No timeline was included for the township to extend their sewer main. He was adamant that a new agreement with timelines should be negotiated to ensure the township pursued connecting the properties to their sewer system. Mr. Sabold referred to the January 30 letter received from Dover Township which stated they would give infiltration in the northern interception a high priority. He also noted that the loss of income should be considered before requiring the township extend their line. Mr. Clark stated he believes the infiltration problems in the northern interceptor originate from leaking laterals and sump pumps. After discussion, the council instructed Mr. Lentz to meet with Chuck Farley, Dover Township's Director of Public Works, and the borough's Sewer Committee to discuss a new agreement. Mr. Kroft questioned if signing the Sewage Planning Module committed the borough to giving Dollar General a sewer connection. Mr. Clark stated he was not familiar with the document and he would need to check with his office. The council was not in favor of signing the module until this was clarified. Mr. Clark stated he would leave it with Mr. Lentz so it was available for signature when the answer is obtained.

Solicitor's Report – Nothing to report.

Old Business – None.

New Business – None.

WATER

Manager's Report

- The fire hydrant at 10 North Main Street must be replaced. Mr. Lentz got one quote, which was \$2,000. He planned to get additional quotes. H & H provided a quote of \$1,500 for the labor to replace the hydrant.
- The water line on Edgeway Road stops at the dead end of the street and there is no blow-off. The homes between the school and Meadow Road are served by the water main on Meadow Road. Extending the line to East Canal Street and installing a 'T' in the line would make a loop and noticeably increase the water pressure to the area. Since Edgeway Road is to be repaved this year, it is more practical to do it before repaving. Mr. Clark estimated about 200 feet would need to be excavated and the cost at \$15,600. Mr. Lentz was instructed to get bids prior to the next meeting.

Engineer's Report – Chad Kehew contacted USTIF in response to the council's concerns about having sufficient funds for the cost of digging the new well. He was informed that bills can be submitted directly to USTIF, rather than the borough submitting them for reimbursement. Mr. Clark informed the council there could be expenses which will not be reimbursed. There are requirements for a new well, which were not required for the old well. USTIF could choose to limit the replacement costs to exactly what was lost. Costs for the new well could be considerably more for items such as:

- 1) If the new well is much deeper.
- 2) Three phase electric is more expensive.
- 3) The new well will require chlorine contact time, that was not required at well # 4. (This is known as the 4-log rule.)
- 4) Fencing will be required.
- 5) Security system.
- 6) The building may be larger.

Mr. Herrold was asked if the company responsible for the contamination would be liable for the difference. The borough should not have to absorb these costs when a leak in a fuel tank caused the abandonment of well # 4. Mr. Herrold stated they could be held responsible for the difference.

Solicitor's Report – Nothing to report.

Old Business – None.

New Business – None.

BOROUGH

Manager's Report

- Mr. Lentz reported Dave McAfee provided a proposal to replace the planters at the square at a cost of \$1,175 per planter. He would donate the Dover stone. Mr. Lentz was instructed to get a quote from Steve Milhimes before the next meeting. The issue was tabled pending another quote.

Engineer's Report – Nothing to report.

Solicitor's Report – Nothing to report.

Police Report

- Mayor Pope reported there were 8 less calls in January compared to the same period last year.
- The annual report was issued and was available if anyone wanted to review it. He noted the number of underage DUI's was an all-time high in 2012. Driving while under the influence of drugs was also the most in their history.
- West York Borough requested a quote for police services. Due to the negative response from their residents, it appeared unlikely they would pursue this.

Ambulance Club Report – Mr. Hess had no report.

Recreation Board Report

- Mayor Pope nominated Kim Eckert to fill the vacancy on the board. She would fill a five year unexpired term, which would expire in 2017. Mr. Seidel made a motion to appoint Kim Eckert to the Recreation Board. Mr. Dentler seconded this motion and it carried.
- Dover Youth Baseball and Dover Lacrosse requested permission to use Ketterman Park for practices and games during 2013. The council requested that the teams should be reminded to dispose of their trash and to inform people who attend of the parking rules.
- Mayor Pope stated the lacrosse team asked permission to mow the section of the park they use. The council asked if they have special mowing requirements for the field. Mayor Pope believed it was more an issue that the mowing was not done on a consistent schedule. It was suggested that Mayor Pope provide the name and contact information for the mowing contractor to the lacrosse coach so he could discuss any concerns with the mowing contractor directly.
- Mayor Pope reported that approximately 10 to 15 Civil War re-enactors have requested permission to camp in Ketterman Park overnight. This would require special permission from the council. There were no objections. The blacksmith shop may also be open. Mr. Seidel made a motion to allow the Civil War re-enactors to camp overnight, have a controlled campfire and perform a skirmish in Ketterman Park on June 29 and 30. Ms. Bishop seconded the motion. All were in favor. The mayor was instructed to tell them they must use a fire pit for the fire.
- The Easter Egg Hunt is scheduled for March 30 from 1 to 3 pm.
- Mr. Lentz reported the dusk to dawn spotlight on the back of the blacksmith shop is staying on all the time. The mayor was asked to inform the historical society.

Treasurer's Report – Mrs. Shirey added one bill to the General Fund bill list and provided an updated total. Mr. Kroft made a motion to approve payment of the bills, as corrected. Mr. Dentler seconded the motion. All were in favor.

Old Business

- The quotes to purchase a new desktop computer were reviewed. Only \$1,000 has been budgeted for this purchase. Mrs. Shirey suggested the balance could come out of the Office Supplies (405.20) category in the budget. Several

council members felt the cost quoted was high, so Mrs. Shirey was asked to get a third quote for the next meeting. The discussion was tabled.

- Mrs. Shirey reported that the laptop computer from the wastewater plant had been serviced and is functioning normally.

New Business

- Mrs. Shirey offered Resolution 2013-03, which adopts the Municipal Records Manual schedule for the disposition of records. A resolution was adopted in 2006; however, when the manual is updated a new resolution is required. The manual was updated in 2008. Mr. Kroft made a motion to adopt Resolution 2013-03. Mr. Dentler seconded the motion. It carried with all in favor.
- Next, Mrs. Shirey offered Resolution 2013-04, which authorized the disposition (destruction) of records. A list of the specific items was attached to the resolution. Mr. Seidel made a motion to adopt Resolution 2013-04. Mr. Hess seconded the motion. All were in favor.
- Mr. Seidel stated water was still pooling and running across the walking path in the area of the tot lot. There is also an area where it pools on the sidewalk beside Butter Road. It was suggested that perhaps the sidewalk could be cut in a way which would allow the water to drain out to Butter Road. Mr. Lentz was to research options and report back to the council.
- Ms. Bishop provided a copy of a quote from Hot Frog to print the borough newsletter. The price would vary based on the number of pages. She checked with Hometown Press and Dover Township's newsletter is already at the maximum size, so the borough could not partner with them to put out one newsletter. It was suggested that many homes have internet access so perhaps the majority of the newsletters could be distributed electronically. It was also suggested that the borough consider starting a Facebook page to inform residents of pertinent information. Mr. Kroft was willing to work on this but he would not have time until May or June. No decision was made regarding the newsletter.
- Ms. Bishop asked if the council should notify residents that recycling is now mandatory, since it was added to the Solid Waste Ordinance. Mrs. Koch did not believe it could be mandatory when the borough is under the minimum size required to recycle as mandated by state law. The ordinance would be checked.
- Ms. Bishop checked with Dover High School and there are no students interested in the Junior Councilperson program at this time.
- Mrs. Koch stated the banners should be replaced. Many have come down and the remaining ones are deteriorating.
- Mr. Lentz reported there are only 12 of the Master Meter water meters left. The borough will need to purchase more in the near future if he is to continue replacing the meters that have failed.
- Mr. Sabold stated the Water Committee should plan a meeting with Becky Hartzler to discuss drafting a past due policy for the utility billing. Due to conflicts it would not be scheduled until April.
- The York County Boroughs Association would be holding a quarterly dinner meeting on March 21.

With no additional 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 9:45 pm.

Respectfully submitted,

Janet T. Shirey
Secretary/Treasurer