

## **MINUTES**

The regular monthly meeting of Dover Borough Council was held at Borough Hall, 46 Butter Road on Monday, November 4, 2013 at 7:00 pm. Mr. Hess arrived late due to work. The remaining council members and the mayor were present. President Sabold called the meeting to order. A moment of silent prayer followed.

The October 7 regular meeting minutes were reviewed.

- Page 2, under Water, in the Engineer's Report and the last two lines. When transcribing the minutes Mrs. Shirey noticed the motion made was to "renew the 20 year contract to purchase water from Dover Township." The issue being discussed was renewal of the Water Allocation Permit. Mr. Kroft made a motion to amend the minutes from the last meeting and change it to 'renew the Water Allocation Permit for 20 years'. Ms. Bishop seconded the motion. All were in favor.
- Page 3, under Sewer, under Old Business, in the second line. For clarification 'man' will be replaced with 'Schreiber representative'.
- Page 1, in the fire company report, in the fifth item. The Farmer's Fair was in Dillsburg, not Wellsville.

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

The October 22 special meeting minutes were reviewed.

- Page 1, in the second line. Mr. Dentler noted he was out of town for both special meetings.

Mr. Seidel made a motion to accept the minutes, as corrected. Mr. Kroft seconded the motion and it carried.

The October 23 special meeting minutes were reviewed.

- Page 1, in the second line. Mr. Dentler was out of town for the meeting.
- Page 1, in the second line. The meeting began at 7 pm, not 6:30.

Mr. Seidel made a motion to accept the minutes, as corrected. Mr. Kroft seconded and the motion passed.

## **PUBLIC COMMENT**

Chief Flohr provided the fire company report.

- They responded to 22 calls. Only six of those calls were in the borough.
- The training exercise at the fire school went well.
- Additions to activities calendar: 11/5 - Election Day soup and sandwich sale; 11/8 - fire police will help with traffic control at Dover High School's football game; 11/29 - a fire truck will deliver Santa to the Tree Lighting Ceremony. Ms. Bishop made a motion to approve the activities on the November calendar, with a second by Mr. Dentler. All were in favor.
- Elaine Kroft reported the fire company was planning to have several 500 Club dinners in 2014. She asked how far in advance of the first dinner they should request the resolution to submit to the Liquor Control Board. She explained that the LCB will allow up to six events where alcohol is available in one year, but they must submit the application for all of them at one time. Mr. Herrold stated it would not take him long to draft the resolution once he is notified of the dates since it would just be a matter of updating the prior resolution.

Darwin Frey, 56 Amberview Drive, asked if there was any further discussion about moving a street light closer to the intersection of North Main Street at Butter Road. He was informed there had been no further action. He stated it is very difficult to see the intersection due to poor lighting. The problem is very noticeable when proceeding south on North Main Street if you intend to turn left on to Butter Road. It was suggested that council members should check the situation. No decision was made.

## **SEWER**

### *Manager's Report*

- It was noted there was significantly more sewer flow than what is pumped for water. This was likely due to I & I following the heavy rain last month. The manhole meters were installed during the heavy flow and the data had been downloaded. Mr. Clark would review it and provide a report.
- Chief Flohr informed Mr. Lentz that a sump pump was connected to the sewer lateral at 50 Mulberry Court. The fire company was called to pump water from the basement during heavy rain and he noted the illegal connection. Mr. Lentz would follow up on this.
- Mr. Sabold asked Mr. Lentz if he had created a plan of correction to prevent a recurrence of the spill into the creek. Mr. Lentz reported the flow would be directed to the ultraviolet tank and back to the head works of the plant. This would make it impossible for a spill to occur. The PA DEP representative was pleased with the clean-up results.
- Mr. Lentz reported the sludge hauling would be advertised for bids in November and would be awarded at the December meeting.

*Engineer's Report* – Nothing to report.

*Solicitor's Report* – Nothing to report.

*Old Business* – Mr. Sabold asked if Mr. Lentz had received the catwalk drawings from the Schreiber representative. He still had not.

*New Business* – None.

## **WATER**

### *Manager's Report*

- The heater in the well house at the interconnection with Dover Township was serviced recently. The plumber suggested it should be replaced.
- Mr. Lentz obtained a price quote from Exeter to purchase the additional water meters next year. This would lock in the price at \$198 per unit. They had informed him that there would likely be a price increase at the first of the year, but if he got the quote it would guarantee the lower price.
- Mr. Seidel asked about the bollard to be installed at 4 South Main Street. Mr. Lentz proposed using a cardboard cylinder and filling it with concrete. Mr. Sabold stated he felt using a 6-inch galvanized or black iron pipe and then filling it with concrete was a better way to go. It could be painted or a colored plastic sleeve could be placed over it. Mr. Lentz would check with Penn DOT to determine if he needed a permit to install the bollard, since the hydrant is in the right-of-way on Route 74. Mr. Herrold recommended permission should be obtained in writing. It was noted the problem is that trucks need to cut the corner because people do not abide by the turn lane stop line on Main Street.

*Engineer's Report* – Nothing to report.

*Solicitor's Report* – Nothing to report.

*Old Business* – None.

*New Business* – None.

## **BOROUGH**

### *Manager's Report*

- When the heating and cooling equipment was serviced recently, Mr. Lentz asked the plumber to check the efficiency and condition. The furnace was in good condition and was a high efficiency model. The

air conditioning unit is an older, less efficient model and showing wear. The plumber recommended replacing it with a more energy efficient model.

- Mr. Lentz reported he ordered replacement winter and lighter weight coats for the employees. Dover Borough would be embroidered on them.
- Mr. Sabold asked if Mr. Lentz had created a list of specs for a dump truck yet. He had not.
- Mrs. Koch stated Robert Swords, 75 South Main Street, received a code violation notice regarding his dilapidated garage a year ago. She asked if Mr. Lentz was required to send him another violation notice or if he could proceed with filing a complaint with the district justice's office. She reported that lumber, nails and other debris have continued to fall on her driveway, which abuts Mr. Swords' garage. Her husband had spoken to him several times, but Mr. Swords had made no effort to repair it. Mr. Herrold stated if it was a summary offense no additional notice was needed before Mr. Lentz could file a complaint with the district justice. Mr. Herrold asked Mr. Lentz to contact him the following day to discuss how to proceed filing a complaint so fines could be assessed.

*Engineer's Report* – Mr. Clark reported he spoke to Dave Lipinski and discussed the questions the council raised last month regarding adoption of the Stormwater Management Ordinance.

- Last month Mr. Clark was unaware of the email Mr. Lipinski had sent regarding Lancaster County appealing the 100 square foot or less exemption for stormwater runoff. Mr. Lipinski asked the municipalities they represent if they would want to postpone adoption of the ordinance pending the results of the appeal. The York County Planning Commission was sticking with the 100 square foot or less stormwater runoff exemption they adopted. Mr. Lipinski believed the YCPC would amend their exemption if other counties received a 1,000 square foot exemption. Mr. Lipinski informed Mr. Clark that most of the municipalities they represent were waiting to see what occurs with the request made by Lancaster and Adams counties to the PA DEP to increase the exemption to 1,000 square feet or less.
- The council was concerned about the action the PA DEP could take if municipalities did not adopt a Stormwater Ordinance. Mr. Lipinski told Mr. Clark the deadline to pass the ordinance was last October and the PA DEP has not taken action against anyone. Mr. Lipinski believed the PA DEP would not take any action as long as there were appeals and they would give another notice before enforcing the penalty to withhold the distribution of state aid funds.

*Solicitor's Report* – Mr. Herrold presented Ordinance 2013-02 which would prohibit parking on the south side of Butter Road from Meadow Road to Amberview Drive. He corrected and re-advertised it, as required. Mr. Seidel made a motion to adopt Ordinance 2013-02. Ms. Bishop seconded the motion. A vote was taken by show of hands. Mr. Kroft, Mr. Hess, Mr. Sabold, Ms. Bishop and Mr. Seidel were in favor. Mr. Dentler and Mrs. Koch were opposed. Mrs. Koch stated she believed it was a police enforcement issue, not a parking issue. A discussion about the problem followed. Several members shared opinions and experiences with the problem.

#### *Police Report*

- Mayor Pope reported there were 30 less calls in September, and 4 more calls for the year-to-date compared to the same period last year.
- Mr. Dentler reported a van has been parked across from 76 South Main Street for about a week and was parked 3 to 4 feet over the yellow No Parking curb.
- A resident informed Ms. Bishop that a person has been sitting in their car all day in one of the Ketterman Park parking lots. They were concerned because of the proximity to Dover Elementary School. It did not appear the individual was doing anything wrong. Mr. Lentz suggested the resident let him know when the car is there and he would visit the park to check on it.

*Ambulance Club Report* – The ambulance club was grateful for the increased donation the council planned for 2014. They are considering the purchase of refurbished equipment to monitor vitals. The cost of the refurbished new unit is considerably less than a new one.

### *Recreation Board Report*

- Dover Lacrosse attended their last meeting to request permission to use Ketterman Park for their practices and games from March until mid-May 2014. He would inform them of the new parking restrictions.
- The Tree Lighting Ceremony will be held on Friday, November 29 at 7 pm. They need people to donate cookies.
- The board discussed reducing the prizes for the House Decorating Contest. They proposed a \$25 Giant gift card prize for the top three houses, rather than the tiered prizes in prior years.
- The mayor noted Mr. Sabold had recommended that members of the council and the Recreation Board should meet to discuss plans for the 150<sup>th</sup> anniversary celebration. Their next meeting would be Monday, November 11 at 7 pm if the council wanted to attend.
- Mr. Lentz asked if Tri-Town Football asked permission to use Ketterman Park. Mayor Pope stated permission was given for a one-time use while their practice field was unavailable.

*Treasurer's Report* – There were no additions or changes. Mr. Kroft made a motion to authorize payment of the bills. Mr. Dentler seconded the motion and it passed.

### *Old Business*

- Quotes for a new computer were included with the agenda packet. The specifications of the bids were discussed. It appeared that one of the four quotes was for an 8 GB hard drive, while the others were only 2 GB hard drives. The lowest bid submitted was from Affordable Computers, Inc. at a cost of \$1,264. Their warranty was 'in shop', while the others were on-site. Mrs. Shirey stated she should check with WPS, the current computer tech support company, to be sure there would be no conflict if another company installed the computer when WPS provides the support. Mr. Kroft made a motion to purchase the custom built computer from Affordable Computers, Inc., at a cost of \$1,264. Mr. Seidel seconded the motion and it carried with all in favor.
- Mrs. Shirey reported on the research to add internet service at the WWTP. (The summary of this information was included on the sheet with the computer quotes.) Comcast was the most cost effective choice. The cost of internet service would be about \$70 per month. If telephone service is also switched to Comcast and the services are 'bundled', this will save approximately \$800 a year on the telephone bill. The cost for internet service would be \$47.40 and telephone \$57.40 for a total of \$104.80 per month. She explained that the two emergency callout lines, one for the wastewater plant and one for the Delwood lift station, would need to stay with Verizon because Comcast does not offer the rolling message service needed. She contacted Verizon and also eliminated long distance for both of those lines because they do not use long distance service. Mrs. Shirey stated she reduced the amount budgeted for Communication Services on the Sewer Fund 2014 budget to show the reduced cost. Mr. Seidel made a motion to switch to the Comcast bundle at a cost of \$104.80 per month for telephone and internet service. Mr. Kroft seconded the motion. All were in favor. Mrs. Shirey reported the fax line in the borough office was switched to Comcast also. The other telephone service for the office was already with Comcast. The savings from this showed on the General Fund budget under Communication Services.
- The final drafts of the budgets were reviewed. Mrs. Shirey reported she made minor changes in the General, Sewer and Water Fund expenses after receiving a recommendation from the Personnel Committee for payroll increases, and adjusting Communication Services on the General and Sewer Fund budgets for the change to Comcast. Minor adjustments were then made in income to balance the budgets. On the General Fund budget another line item 387.00 Borough Decorations, was re-added to show the income from selling business sponsored banners. This reduced the amount to be transferred from savings by \$5,000.
- Mr. Seidel made a motion to authorize a 1% increase for the employees for 2014. Mr. Kroft seconded the motion and it carried.
- Mr. Seidel made a motion to approve the tentative 2014 budgets for advertising. The motion was seconded by Mr. Dentler and the vote was unanimous.
- Mr. Seidel made a motion for the tax rates to remain the same. Ms. Bishop seconded the motion and it carried.

- Mrs. Koch reported Mrs. Shirey followed up on the question raised regarding the process the York Adams Tax Bureau used to collect the Local Services Tax (LST). Mrs. Koch stated the YATB had the incorrect LST rate on their website. They had not updated it since the borough increased it for 2013. She thought perhaps they had been collecting the incorrect amount and that was the reason the estimated total for 2013 was under budget. After Mrs. Koch notified her of this Mrs. Shirey verified they were collecting the correct amount.

*New Business*

- A list of proposed meeting dates for 2014 was reviewed. Mr. Kroft made a motion to approve the meeting dates for 2014, as proposed. Mr. Seidel seconded the motion. All were in favor.
- The 2014 SPCA Animal Services Contract was presented for approval. The cost remained the same at \$1,004. Mr. Dentler offered a motion to accept the SPCA Animal Services Contract for 2014, at a cost of \$1,004. Mr. Kroft seconded and it carried.
- Mr. Lentz reported he was getting quotes for the Animal Control Contract for 2014. Kohler Animal Control had stopped responding to calls. Mary Harris Animal Control submitted a proposal. Ellis Wildlife Control was endorsed by the SPCA and Dover Township planned to switch to them.
- Ms. Bishop asked Mr. Lentz if he checked on a building permit for a home on Allen Lane. He had followed up on it.
- A draft of the letter to Dover Area School District requesting they waive fees for use of their facilities was reviewed. Mrs. Shirey included signatures of the council president and mayor. The council felt they should all sign it as a show of support. It would be printed on letterhead and the additional names would be added. The members would need to stop at the office to sign it prior to the next meeting.
- An envelope was passed for any members or employees who wanted to contribute toward the Dover Food Bank Christmas Basket project.

With no further business to discuss a motion to adjourn was offered by Mr. Kroft, with a second by Mr. Dentler. All were in favor. The meeting adjourned at 9:05 pm.

Respectfully submitted,

Janet T. Shirey  
Secretary/Treasurer