

MINUTES

The regular monthly meeting of Dover Borough Council was held at Borough Hall, 46 Butter Road on Monday, February 10, 2014 at 7:00 pm. It was rescheduled one week later due to snow. Mr. Kroft arrived 10 minutes late due to work, the remaining council members and mayor were present. Dave Lipinski attended in place of Mark Clark.

The January 6 minutes were reviewed.

- Page 2, third paragraph, at the end of the fourth line. The 't' following the comma should be deleted.
- Page 4, in the first line of the first paragraph. The second word, in the first complete sentence, 'of' should be deleted and an 's' will be added to 'section'.
- Page 5, in the first complete bullet item. The word 'if' should be added between 'asked' and 'the'.

Ms. Bishop made a motion to approve the January 6 minutes, as corrected. Mr. Seidel seconded the motion. All were in favor.

The January 17 special meeting minutes were reviewed. There were no changes. Mr. Seidel made a motion to approve the January 17 minutes, as presented. Ms. Bishop seconded and the motion carried.

PUBLIC COMMENT

Assistant Chief Troy Dettinger provided the fire company report.

- They responded to 23 calls in January. Only four of those calls were in the borough, with no losses.
- Training dates of February 12, 15 and 26 were added to the calendar. Mr. Seidel made a motion to approve the activities on the February calendar. Mr. Dentler provided a second to the motion. All were in favor.
- Verizon would be submitting a building permit application to build another cell phone tower on the fire company property. Mr. Herman noted Verizon would pay property tax on the portion of land where the tower is located, even though the fire company is exempt.
- Mr. Dettinger asked if the council would be willing to donate Mr. Lentz's old computer to the fire company. Mrs. Shirey stated there was no sensitive information on it because it was not the server. There were no objections. Ms. Bishop made a motion to donate the computer to the fire company. Mr. Seidel made a second to the motion. It carried with all in favor.
- Elaine Kroft reported the fire company received the permits from the Liquor Control Board for the events they planned where alcohol would be served. She thanked the council again for the resolutions and Mrs. Koch for delivering them to the LCB in Harrisburg.
- The council had requested a copy of a bill paid by the fire company to repair something in the EMA radio system. The repair was done by Harris Communications at a cost of \$160. Mr. Seidel made a motion to reimburse the fire company for an EMA radio repair, at a cost of \$160. Mr. Slusser seconded the motion. It carried with all in favor.
- Mrs. Koch announced the fire company received a grant in the amount of \$12,972.07 from the Fire Commission. She asked if the ambulance club applied for this grant. Mr. Slusser stated he would ask when he attended the next meeting.

Darwin Frey, 56 Amberview Drive, asked if the council had given any more consideration to moving a street light on North Main Street, near the intersection of Butter Road. Mr. Lentz was instructed to check with Met-Ed to see if the street light could be moved or if an additional one could be installed. Mr. Frey also reported the street light in front of the borough office was not working.

Shirley Crone, 18 West Canal Street, asked what it means when a Snow Emergency is declared. Also, how can residents find out when one has been declared and when it ends? The mayor explained a Snow Emergency means vehicles are to be moved off the borough streets so they can be plowed more efficiently. He notifies TV stations 8, 21 and 43 and WGTU 107.7 radio. Mrs. Crone stated there are vehicles that are not being moved during a Snow Emergency. The mayor agreed this has been a consistent problem when plowing the streets

this year. The council asked Mr. Herrold what the options were for enforcement. He read the ordinance and stated the existing ordinance would allow for fines or towing of vehicles based on Section 150-34 - Penalty for violations. It was suggested that the Snow Emergency notices should be put on the borough's website. Mr. Dettinger stated he would also put it on the fire company website. It was noted that Main Street (Route 74) and Canal Street (Route 921) are Snow Emergency Routes. There is a difference between a Snow Emergency Route, which applies only to state roads and the mayor declaring a Snow Emergency on borough streets. Mr. Lentz was instructed to verify if the required signs are posted for a Snow Emergency Route. If not, he was to purchase and install them. There was discussion regarding notifying residents that the ordinance would be enforced. It was felt the public notice on television and radio was sufficient. People should also use common sense and move their vehicles when they know plowing would be done. The mayor reported people complain they do not have enough room to move all their vehicles off the street and question where they are expected to park them if there is not enough room in their driveway. The council decided people should receive a citation/ticket for the first violation. Vehicles may be towed if there are further violations. Section 150-32 - Parking and driving restrictions, allows for either of these actions three hours after the notice of Snow Emergency is announced.

Sam Herman, the borough's tax collector, reported he recently attended a tax collectors meeting where they strongly recommended tax collectors should have a 'deputy' tax collector. This was recommended in case the elected tax collector is incapacitated and cannot perform his duties. He was told it is not an elected position and the person does not need to be a resident of the borough. He would recommend someone to the council and they would have to approve the person. There was no objection from the council. Mr. Herrold stated he would research the PA tax collectors code and report back to the council. The issue was tabled pending additional information.

SEWER

Manager's Report

- Mr. Lentz reported that he and Dennis Sarpen met with representatives of the PA DEP regarding the fine for the spill to Fox Run Creek in October 2013. The DEP reduced the fine to a final amount of \$5,005. A Consent Assessment of Civil Penalty form was received, signed and returned with a check to pay the fine.
- A sewer back-up occurred on North Main Street on February 5. It affected 35, 39, 41 and 43 North Main Street. Dover Township televised the line and tree roots were seen, which would be cut out this week. The televising also showed cracks in the line. Mr. Lentz suggested a spot repair with a cure-in-place product could be used to repair the line. He would discuss this with Mr. Clark.

Engineer's Report – Mr. Lipinski reported the NPDES permit renewal is due in March. He requested a motion to authorize the council president to sign the application. Mr. Seidel made a motion to authorize the council president to sign the NPDES permit application. Mr. Slusser seconded the motion and all were in favor. In addition, a \$500 check would be needed to include with the application. Holley's office would notify Mrs. Shirey when it is needed, because it must be dated within 10 days of when the application is submitted. Mr. Seidel made a motion to authorize a check for \$500, made payable to the Commonwealth of PA when the engineer's office requests it. Mr. Slusser seconded and the motion carried.

Solicitor's Report – Mr. Herrold reported Mr. Lentz contacted him about a property owner who was upset about the sewer back-up at their property. He also filed some updated liens.

Old Business – Ms. Bishop asked Mr. Lentz if Schreiber had provided any additional information for a catwalk. Nothing more had been provided.

New Business – None.

WATER

Manager's Report

- Mr. Lentz reported a water main break was found in front of 523 Oakwood Drive. The level of the water tower is an indicator of a leak. The level of the tower went back up but dropped again within a few days. Someone called to report a leak at a vacant house at 202 Willow Drive. After the water was shut off, the level of the tower went back up.
- The warranty on the handheld meter reading unit and the receiver had expired. Master Meter would allow the borough to still purchase a warranty. Mr. Lentz reviewed several options. The warranties he recommended would include coverage for the wearable parts. The one for the receiver unit was called the Silver Plan, at a cost of \$850. The plan recommended for the handheld unit was Option 2, at a cost of \$900. Mr. Seidel made a motion to approve the purchase of warranty agreements for the Master Meter handheld meter reading unit and receiver, at a total cost of \$1,750. Mr. Dentler seconded the motion. The motion passed.
- Mr. Lentz requested a meeting with the Water Committee. It was scheduled for February 18 at 7 pm to discuss a plan to install the new water meters.

Engineer's Report – Mr. Lipinski reported the Water Allocation Permit was also due for renewal. He requested a motion to authorize the council president to sign the application. Mr. Seidel made a motion to authorize the council president to sign the Water Allocation Permit application. Mr. Slusser seconded the motion and all were in favor. A check for \$25 check would be needed to include with the application. Holley's office would notify Mrs. Shirey when it is needed. Like the NPDES permit, the check must be dated within 10 days of when the application is submitted. Mr. Seidel made a motion to authorize a check for \$25, made payable to the Commonwealth of PA when the engineer's office requests it. Mr. Slusser seconded and the motion carried.

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

Old Business – Ms. Bishop asked if a leak had been found on Queen Street. Last month Mr. Lentz speculated there may be a leak in this area. Mr. Lentz stated the leak was found on Oakwood Drive.

New Business – None.

BOROUGH

Manager's Report

- Mr. Lentz reported the dump truck was still being used for spreading cinders. The salt in the new spreader was clumped badly and it could not be used during the last snow. Also, the salt in the bin at the wastewater plant was clumping. He recommended having a backhoe come in to break up the clumps and to help rotate the stock.
- A KAB grant was submitted to get recycling bins for Ketterman Park. The grant was offered through Dr. Pepper.
- Three properties were submitted to the district justice for snow removal violations.
- Mr. Lentz reported the borough would no longer be bidding the street work in conjunction with Dover Township. The threshold requiring payment by prevailing wage increased to any projects over \$100,000 and Dover Township's projects would be over this threshold.
- Mr. Lentz contacted the property owners on North Main Street who had been seen putting the snow from their sidewalks into the streets.
- Don Miller submitted a bid to replace the planter boxes at the square. The total price included installing a rebar reinforced base and a brick top course in a pattern which would prevent skateboarders from using them. The total cost for all four of the planters was \$4,531. It was noted this was much less than the quote from Dave McAfee, which was a total of \$7,840. The difference in the quotes was debated. Mr. McAfee's quote included using Dover stone and adding footers. Mr. Miller did not believe footers were necessary. He proposed using rebar to reinforce the base. The council

discussed the bids and wanted Mr. Lentz to get additional detail on Mr. Miller's plan before making a decision. The issue was tabled.

- Mr. Slusser had questions about the fuel purchased from Dover Township. He asked what it was used for and if the borough gets a better price than what we would pay at a normal gas pump. Mr. Lentz informed him the fuel was for the borough trucks and tractor. It was noted that municipalities and some other entities are exempt from paying some of the fuel taxes. This saves about \$0.50 per gallon.
- Mr. Lentz reported his new computer was installed and he was very happy with it.

Engineer's Report

- Mr. Lipinski reported Holley's office reviewed the plan submitted by the Davenports to build houses on the lots at the corner of Mayfield Street and Newlon Road. There were still a few minor items to be addressed. The Davenports canceled their appearance at this meeting because they wanted additional time to take care of some items. They should request an extension in writing to be certain they do not exceed the 90 day time limit for approval.
- Mr. Lipinski provided an update on the Stormwater Ordinance. Lancaster County did receive additional exemptions from the PA DEP. He does not know if York County would request the exemptions also and update their ordinance. He would like to schedule a meeting with the council and Mr. Herrold to review the ordinance. The borough has an MS4 waiver until 2018, unless the EPA forces the PA DEP to rescind waivers. If so, and the borough is required to meet the stormwater requirements alone, this would likely cost significantly more than if the borough participates in a countywide plan. If municipalities participate in a county plan, projects done in any municipality would count for everyone participating. The York County Planning Commission (YCPC) called the borough to ask if a Stormwater Ordinance had been adopted. Mr. Lipinski spoke to Pam Shellenberger, at the YCPC, and an opt-in/opt-out deadline had not occurred yet. The YCPC was still in the fact-finding stage and the cost for participation had not been determined. Representatives from municipalities considering participation are meeting to discuss a countywide plan. Each municipality is required to have a representative as a contact person and member of the committee. Mr. Lentz was suggested, but he did not feel he had the time and suggested Duane Grim. The YCPC needed the name of the contact person as quickly as possible. The committee had been meeting for several months, so the borough would need to provide some data so the committee could continue to move forward. Mr. Lipinski offered his assistance with compiling the information. Mr. Sabold did not believe the borough would have much to do for stormwater compliance.
- Mr. Sabold noted the letter reviewing the Davenport's plan recommended the borough staff should check the condition of the sidewalks and curbs to see if they need to be replaced. Mr. Lentz was aware of this and stated he would check on them.

Solicitor's Report – The council debated the borough's ability to ticket people who do not move their vehicles during street sweeping. Mr. Herrold stated if the council wanted to do this an ordinance would be required, including specific schedule and permanent signs would have to be posted on all the streets prohibiting parking on those dates. Mr. Lentz stated it is normally scheduled the first week of May, but the dates fluctuate. The borough pays Dover Township to do the street sweeping and the dates vary depending on the weather and the availability of the equipment. Mr. Herrold referred to Section 150-3 of the borough's code. It gives the mayor the ability "to regulate traffic and parking temporarily", but he did not believe street sweeping could be included in that. Mr. Slusser noted that businesses on Main and Canal Streets could be affected by no parking if people receive tickets. Mr. Sabold asked the council if they wanted to expend the money to implement an ordinance to allow ticketing. Since there were variables which would not allow the street sweeping to be done on a set schedule the council decided not to pursue adopting an ordinance for street sweeping. Suggestions to remind residents about street sweeping were debated. A notice could be put on the website. Larger signs could be purchased to announce street sweeping. Perhaps Northern Regional would allow the borough to use their portable electronic sign. It could also be posted on the sign at Ketterman Park. Mrs. Koch suggested the borough could be split into quadrants, with each section being swept a different day. It was also noted that the sweeping had been starting at 6 am. This was before most people leave for work and more cars would be off the street if it started later.

EMA Report – Kevin Behr was present to give a report.

- He met with someone from York County Emergency Services last summer to update the Emergency Operations Plan. A new promulgation may be needed since there was a new council person.
- He keeps in close contact with the borough manager and mayor when severe weather is predicted.
- The mayor reported he and Mr. Slusser attended the Elected Officials Seminar held at the Office of Emergency Management recently. He noted there is a lot of paperwork involved for the EMA Coordinator. The purpose of the seminar was to explain the responsibilities of municipal officials during a State of Emergency and the process to submit damage reports and request reimbursement for damages from PEMA.
- Mr. Behr responded to a claim that his son was the assistant EMA coordinator. He explained that his son assists him, but he does not have an official title and no powers to act on Mr. Behr's behalf.
- A 'deputy' coordinator is also recommended for this position in case Mr. Behr is incapacitated. Mr. Behr stated there are a number of people at the fire company who are aware of what to do if he is unavailable. He did not feel it was necessary to name a deputy coordinator.

Police Report

- Dover Area School District received the grant for a School Resource Officer. Officer Mark Allen was assigned to the position, and started February 3. He was the first officer assigned to Spring Grove School District when the program started there.
- The Dover Township supervisors decided against purchasing half a unit of additional police time in 2014. There was miscommunication between their police commissioner and the other supervisors and they did not amend their budget to allow for the extra expense. They would consider purchasing half of the unit when they budget for 2015.
- Mayor Pope reported there were three less calls in January compared to the same period last year.
- On January 8 the police changed to 12 hour shifts. This will be re-evaluated after one year.
- Northern Regional began purchasing their fuel at Rutter's Farm Stores. There were problems with the fuel system at their office and it was eliminated. Rutter's is offering them a discount. There was debate about whether the police submit for reimbursement for fuel taxes they are exempt from paying. Mr. Seidel asked the mayor to verify Northern Regional was aware of this.

Ambulance Club Report

- Mr. Slusser reported the ambulance club was considering whether or not to become an ALS (advanced life support) provider because Memorial Hospital would be discontinuing Medic 98 at the end of February. If so, the ambulance would be staffed with one EMT and one paramedic rather than two EMT's. They would need to increase the cost of memberships to cover the increased payroll cost.
- Peggy Durnin continues to implement cost savings measures. They are no longer keeping supplies in stock and are ordering only as needed.
- They responded to 1945 calls in 2013.
- They responded to 177 in 2014 as of January 26.

Recreation Board Report

- The Easter Egg Hunt was scheduled for April 19.
- Two Sundaes in the Park were scheduled for June 15 and July 20. Wayne Snelbaker, a borough resident, has a band and they will be performing at the June 15th event. Entertainment had not been scheduled yet for July 20.
- Saturday, August 23 will be Dover Borough's anniversary celebration. The York County Commissioners have committed to attend and will present a proclamation honoring the borough.
- National Night Out is scheduled for August 5.

Treasurer's Report - Mrs. Shirey had not included the bill for NYCRP pending a decision if it would be for a half or a whole unit. The council wanted the additional cost to be shown separately on the invoices. Before stating the amount to be paid, Mrs. Shirey asked the council if she could revert to paying the Northern Regional bill quarterly, rather than monthly. NYCRP bills for a quarter. A number of years ago she was instructed to pay it monthly to allow the borough to earn extra interest on the money. Since interest rates are so low, the amount

of interest lost would be negligible. There were no objections. The payment to NYCPRP would be \$47,979.93. This would cover the remaining balance of the first quarter bill for February and March plus two months of the prorated cost for the additional unit. Mr. Seidel made a motion to approve payment of the bills, as corrected. Mr. Dentler seconded the motion and it passed with all in favor.

Old Business- The 2014 budgets were presented for approval. The budgets had been reopened at the January meeting to allow changes. Additional money was added to the General Fund to cover the cost to purchase an additional unit of police protection. Money was reallocated within the Sewer and Water Fund budgets from Cash Reserve to the Health Insurance category. Mr. Kroft made a motion to approve the revised General, Sewer and Water Fund budgets. Mr. Seidel made a second to the motion. Under the question, Mrs. Koch stated she supported changes in the budget to allow for the cost of the additional police time; however, she did not support allocating additional money for employee health insurance. The vote carried with all in favor.

New Business

- Representative Grove's office requested permission to use the borough office for another Town Hall meeting on April 17. There were no objections.
- Dover Borough, Dover Township and the Shiloh Water Authority held a Water Source Protection meeting a number of months ago. They want to apply for a grant and must have a name for the group. The 'Dover and Shiloh Area Watershed Group' was the name proposed. There were no objections.
- Mrs. Koch how the council planned to respond to an email received from the acting superintendent of Dover Area School District, Jason Conway. He wanted the opportunity to meet the borough council. He was not able to attend a borough council meeting because the school board meets the same evening.
- Mr. Lentz informed the council that the hearing for Robert Swords, 75 South Main Street, was postponed. It had not been rescheduled.
- Mr. Lentz asked if he could be paid overtime, since he is putting in more time due to all the snow. He did not feel he could use all the comp time he was accumulating. Mr. Slusser noted salaried people do not usually get paid for overtime. Mr. Kroft suggested the council could 'buy back' the time if he was unable to use it within the stipulated time period. Mr. Seidel stated the Personnel Committee would discuss this. A meeting was scheduled for February 18 at 8 pm. Mr. Lentz was instructed to provide a list of his comp time for the committee.
- In follow up to his comment earlier in the meeting, Mr. Lentz told the council he does not feel he or the public works guys have time to take on more duties. He suggested the council may need to consider making the part-time laborer position full-time next year. This would free up time for him. The council felt another full-time person would be too costly because full-time employees receive benefits. It was suggested that another part-time person would be a less costly solution. This would be discussed further at budget time.

With no further business to discuss, Mr. Kroft made a motion to adjourn with a second by Mr. Slusser. All were in favor. The meeting adjourned at 9:40 pm.

Respectfully submitted,

Janet T. Shirey
Secretary/Treasurer