

## **MINUTES**

The regular monthly meeting of Dover Borough Council was held at Borough Hall, 46 Butter Road on Monday, April 7, 2014 at 7:00 pm. Mr. Seidel was absent due to illness. The remaining council members and the mayor were present. President Sabold called the meeting to order. A moment of silent prayer followed.

The March minutes were reviewed.

- Page 3, Old Business, the third sentence and the fifth word. "She' would be replaced with 'Mrs. Shirey' for clarification.

Mr. Dentler made a motion to accept the minutes, as corrected. Mr. Slusser seconded and all were in favor.

## **PUBLIC COMMENT**

Chief Flohr provided the fire company report.

- They responded to 28 calls in March. Four of those calls were in the borough.
- A calendar had not been received, so Chief Flohr reviewed the activities. They were as follows: 4/6 – chocolate bingo; 4/12 – Water Rescue Awareness training; 4/12 – Standby for West York; 4/19 – 300 club dinner; 4/26 – Public supper. In addition, a hazmat refresher course was scheduled for May 4, which would occur prior to the next council meeting. Mr. Slusser made a motion to approve the activities scheduled, as stated. Ms. Bishop seconded the motion and it carried.
- The first planning meeting for National Night Out was held last week. It was scheduled for August 5 at the fire company.

Darwin Frey, 56 Amberview Drive, stated he had two questions. First, he asked if street sweeping was scheduled. Mr. Lentz informed him it would be done May 5 to 9. Second, he asked about the status of his request to have a street light on North Main Street moved. Ms. Bishop reminded him that Mr. Seidel had informed him at the last meeting that a request had been submitted to Met-Ed. They had not informed the borough of their decision yet.

## **SEWER**

### *Manager's Report*

- Mr. Lentz noted that although the flow was up significantly from all the rain that the average daily flow was still less than the 500,000 gallons the plant was permitted to process.
- The EQ tanks overflowed during heavy rain. Mr. Lentz was required to send a letter to the PA DEP explaining the situation.
- Holley's office completed and submitted the Chapter 94 Report.

*Engineer's Report* – Mr. Clark reviewed a memo summarizing the televising of the sewer main on North Main Street. There were no major problems, but there was root infiltration in a number of joints. The CDBG grant included sidewalks in this area, so this repair should be done prior to the sidewalk replacement. Mr. Clark recommended it be done as two projects, slip-lining of the sewer main and replacing the laterals. The total estimated cost was \$66,464. He requested authorization to proceed with advertising for bids. Mr. Slusser made a motion to authorize the engineer's office to get bids to slip-line the sewer main and to replace 14 laterals in a section of North Main Street. Mr. Dentler seconded. Under the question Mrs. Koch asked if the homeowner would be required to install a backflow preventer in the new laterals. Mr. Clark stated that the repairs should prevent back-ups. There was nothing else under the question. The motion carried.

*Solicitor's Report* – Nothing to report.

*Old & New Business* – None.

## **WATER**

### *Manager's Report*

- The PA DEP was reviewing the pre-drilling plan for the proposed well site.
- As of 3/31, the plumber had installed 173 water meters.
- Ms. Bishop asked if R. S. Bortner offered to reduce the \$70 quote to install the water meters, as mentioned last month. Mr. Lentz would follow up with them.

*Engineer's Report* – Nothing to report.

*Solicitor's Report* – Nothing to report.

*Old & New Business* – None

## **BOROUGH**

### *Manager's Report*

- Rutter's submitted a plan to upgrade the store and fuel pumps. The Planning Commission was scheduled for April 8 to review the plan. The Zoning Hearing Board was scheduled for April 15.
- R. L. Snelbecker, Inc. submitted a quote to replace the circuit breaker panel and load side of the 150 amp electrical service cable at Borough Hall. This was needed due to water damage from the worn service cable. The estimated cost was \$1,278. Ms. Bishop made a motion to accept the proposal from R. L. Snelbecker, Inc. at a cost not to exceed \$1,300 to replace the electrical service. Mr. Slusser seconded and the motion passed.
- Mr. Dentler asked Mr. Lentz if he was satisfied with the performance of the poly caster spreader. Mr. Lentz stated it is safer to operate but it is more difficult to load than the dump truck. The load in the dump truck had to be shifted manually but the poly caster spreader has a conveyor which moves the materials. The poly caster spreader is more difficult to clean and the conveyor already had some corrosion spots. Dover Township recently purchased a similar unit and the interior on theirs has the same corrosion. Some paint was rubbed off in the center of the bed. He suggested installing a spray on liner to prevent further damage.
- Mrs. Koch asked if two uses were allowed at 121 South Main Street. Mr. Lentz stated he reviewed the ordinance with Mr. Herrold, before issuing a permit, and it was allowed.
- Discussion of rebuilding the planter boxes was reopened. Mr. Lentz noted the specifications in the bids varied and they could not be compared equally. He suggested a drawing and specifications should be prepared, and ask the contractors to bid using matching specs.
- Mayor Pope thanked Mr. Lentz for cleaning up the downed branches in the park.

*Engineer's Report* – Mr. Clark reported he received the Penn DOT Highway Occupancy Permit (HOP) for the CDBG sidewalk project that will be done North Main Street. Since it did not make a difference in the cost, he included the commercial properties in the application. They would also need a permit and they would not have to apply individually. He provided a report showing the estimated cost for each of the properties in the area of the project. The commercial properties do not qualify for the CDBG grant, so the cost to replace these sidewalks would be the responsibility of the owner. Mr. Lentz was instructed to send out letters to these businesses and inform them of the cost estimated by the engineer. Mr. Lentz noted there are sections of some commercial property sidewalks that are in good condition and do not need to be replaced. The council discussed who was responsible for determining this. The Dover Borough code book, Section 135-22 stated it was the borough engineer's responsibility to determine whether repair or replacement was necessary. Mr. Clark stated he and Mr. Lentz would check the area to determine which commercial properties should replace their sidewalks.

### *Solicitor's Report*

- Mr. Herrold reported on his findings regarding a letter appealing the issuance of a building permit. Jack Smith, the tenant at 21 North Main Street, applied for a permit to install a fence. Angie Yingling,

owner of the bordering property at 17 – 19 North Main Street filed the appeal. Mr. Herrold explained the council would need to hold a public hearing regarding the appeal. Normally the hearing must be held within 30 days. Ms. Yingling's attorney informed Mr. Herrold that a title search and property survey was being done and it may take more than 30 days to get the results. A follow-up letter was received stating they agreed to postpone the hearing until these items are available.

- The fire company asked Mr. Herrold to review a lease to approve an additional cell tower on their property.
- Mrs. Koch asked if Robert Swords, 75 South Main Street, would be required to notify adjoining property owners when he begins the work on his garage. The garage is on the property line on the north side of the Koch's driveway. Mr. Herrold stated it was reasonable to request that Mr. Swords notify them if the work would interfere with the access to their driveway or if he would need to come on their property to perform any work.

#### *Police Report*

- Mayor Pope reported there were 5 less calls in February compared to the same period last year.
- The chief will begin providing a monthly activity report for the School Resource Officer (SRO). They are receiving a lot of positive feedback about the officer being in the schools.

*Ambulance Club Report* – Mr. Slusser stated he was not able to attend the monthly meeting due to work. The monthly reports were provided by the DAAC.

#### *Recreation Board Report*

- The Easter Egg Hunt is scheduled for April 19 at 1 pm in Ketterman Park.
- A pizza and sub fundraiser was done during January and February to earn money for the anniversary celebration. A total of \$320 was raised.
- Members 1<sup>st</sup> donated \$250 toward the celebration.
- Wednesday, April 16 a fundraising event will be held at the West York Hoss's restaurant. People will present a card which states they are participating in the fundraiser. Hoss's will donate 20% of the total sales to the borough.
- Eagle Lacrosse asked if the Dover Intermediate School choir could have a yard sale during a Lacrosse tournament on May 10. Some players or their siblings are in the choir and this was why they wanted to schedule it at the same time. There was concern that allowing this activity would set a precedent and could be a liability issue if anyone was injured. Since Dover Elementary School is adjacent to the park it was suggested it might be more appropriate for a school group to have a fundraising activity on school property. Mr. Slusser made a motion to deny the request from the Dover Intermediate School choir to have a yard sale in Ketterman Park. Mr. Kroft seconded the motion and it carried with all in favor.
- Some of the sports teams had been selling food. They had not requested permission to do this. A discussion ensued regarding items being sold in the park. Section 109-20 of the Dover Borough code states the sales of any items in the park must be authorized by the Borough Council. The teams would be notified they cannot sell anything without getting permission from the council. Mr. Slusser made a motion that if any organization using the Park goes through the proper channels of purchasing a peddlers permit from the borough, and meets the standards that they should be allowed to sell items. Mr. Kroft seconded the motion. Two were in favor. Three were opposed – Mrs. Koch, Ms. Bishop and Mr. Dentler. Mr. Sabold abstained. No groups would be allowed to sell items until the issue is revisited. Mayor Pope would inform any groups using the park.
- The Mayor also stated there had been questions about the sports teams using the fields when they are wet. He noted some municipalities close fields to sports teams when they are wet. The council felt it made sense for the mayor to be responsible for this since the Recreation Board schedules the use of the fields, and he was chairman of the Recreation Board.

#### *Treasurer's Report*

- There were no changes to the bill lists. Mr. Dentler made a motion to approve payment of the bills, as presented. Mr. Kroft seconded the motion. The motion carried.

- Mrs. Shirey provided a written recommendation regarding the transfer/loan of money to pay Water Fund bills. She recommended a one-time, larger transfer of money from the Sewer Fund rather than smaller transfers each month over several months. Mr. Kroft made a motion to transfer \$110,000 from the Sewer Fund to the Water Fund. Mr. Slusser seconded and the motion passed with all in favor.

*Old Business* – At the March meeting the council voted to renew the computer support contract with WPS. The day after the last meeting, Mrs. Shirey discovered the computer back-up failed in June 2013 and WPS was not aware of it. Due to the significance of this oversight, she did feel the contract should be renewed without discussing it with the council. The council discussed the issue and decided to contract with a different company. She provided a spreadsheet outlining proposals from four companies. After reviewing and debating the options, Mr. Kroft presented a motion to award the computer tech support contract to Korporate Computing at a cost of \$600 per year for unlimited remote support, on-site support at a rate of \$100 per hour and \$300 per year for remote monitoring software. This was contingent upon Mrs. Shirey verifying that the \$300 remote monitoring could be included with this plan. If the remote monitoring cannot be added then the decision would be the other proposal from Korporate Computing at a cost of \$1,800 option. Mr. Slusser seconded and the motion carried.

*New Business*

- Ms. Bishop asked if street sweeping would be done in the parking lots at Ketterman Park. She noted there are cinders leftover from the snow that was moved there. Mr. Lentz informed her the parking lots are cleaned.
- A per capita tax exoneration request was received from Travis Nace. There were no objections. Mr. Kroft made a motion to approve the exoneration request. Ms. Bishop seconded the motion and all were in favor.

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

Respectfully submitted,

Janet T. Shirey  
Secretary/Treasurer