

## **MINUTES**

The regular monthly meeting of Dover Borough Council was held at Borough Hall, 46 Butter Road on Monday, October 6, 2014 at 7:00 pm. President Sabold, Mayor Pope, Mr. Seidel and Mr. Slusser were absent. All other council members were present. Vice-President Koch called the meeting to order. A moment of silent prayer followed.

The September minutes were reviewed. Mr. Herrold stated there was an error on Page 4, second paragraph under Solicitor's Report. The word "Gluten" should read "Pollution" each time it is used in the paragraph. Mr. Kroft made a motion to approve the September minutes, as corrected. Mr. Dentler seconded the motion. All were in favor.

## **PUBLIC COMMENT**

Chief Flohr provided the fire company report.

- They responded to 16 calls in September. Two of those calls were in the borough.
- The Annual Car Show and Halloween Parade went very well, including beautiful weather. It was the biggest Halloween Parade they have hosted with 50 entries. Forty-two (42) was the previous high for line-up numbers.
- This is Fire Prevention Week. The second grade classes from Dover Elementary will be coming to the fire house for safety presentations. On Wednesday, October 8, 6-8 pm the fire company will hold its Open House with free food and fire truck rides. Strinestown Fire Company will bring an engine to help and on Thursday evening, the Dover fire company will send an engine to Strinestown to help with rides. For the scheduled school drills on October 10<sup>th</sup>, the Dover Township Fire Chief requested help with Dover Intermediate School as they were unable to handle all the calls. Union Fire and Hose will be assisting with drills at Dover Elementary, Dover High School and Dover Intermediate School this year.
- Trick or Treat is scheduled for October 31<sup>st</sup>.
- The Chicken BBQ was moved from Sunday to Saturday, October 18<sup>th</sup>. The ladies auxiliary will be very busy this month.
- Coach Bag Bingo will be on November 2<sup>nd</sup> at 2 pm.
- On Monday, October 13<sup>th</sup>, an engine will be going to Dover Bethany Church for a fire prevention class.
- On October 17<sup>th</sup>, the fire company will be going to Dillsburg at 5 p.m. for standby during their Farmer's Fair and an engine may be taken there for the parade on Saturday night, October 18<sup>th</sup>.
- Ms. Bishop made a motion to approve the updated fire company activities on the October calendar. Mr. Dentler seconded the motion and it carried.

Mr. George Harlacher, from 4 Willow Run Rd., was present to discuss a borough right-of-way that goes from Willow Run Rd. to the well house behind Rutter's. In 1956, when Mr. Harlacher's residence was built, in lieu of a driveway, they were allowed to use the right-of-way to get behind the house. Mr. Harlacher has an interest in any changes to that right-of-way. Mr. Herrold asked if it was a deeded right-of-way and Mr. Lentz responded that he believed it was. Mr. Harlacher stated the right-of-way may have been used before his home was built in 1956. The builder was allowed to use it instead of a driveway. Mr. Harlacher purchased the home from the Youngs in 1966. He knew some reference was made on his deed, but he would have to look at it to verify. Mr. Harlacher is pricing blacktop for a driveway at his house. The borough black-topped the ROW about 30 years ago and it is breaking up. If the borough is not going to make changes to it, he wondered if there would be an objection to him recoating it. Mr. Herrold stated a determination would need to be made on the status of the ROW before a decision could be made about what Mr. Harlacher may do. Mr. Herrold clarified the location of the ROW is from Willow Run Rd., on the south side of 4 Willow Run Rd., between Mr. Harlacher's home and Mr. Krug's office. Mr. Krug may have some interest in this matter as well. Some years ago, an approximately 18" corrugated pipe was installed to provide a way to cross the swale that runs in the back of Mr. Harlacher's property. The pipe became blocked so water did not flow through it and it was removed. The ROW has not

been used since that time and Well #4 was accessed through Rutter's parking lot. Mr. Herrold will check if it is a deeded right-of-way or a "paper alley" that has never been adopted by the borough.

Brad Smith from Dover Baseball was present. The Baseball Association has a tournament scheduled for Saturday, October 18, 2014, from 8 am – 5 pm, consisting of three games with 6 teams at Ketterman Park. He was seeking permission for Bricker's to have one concession truck at the event, on the blacktop in the smaller parking lot. There were no objections. The issue of a peddler's permit was discussed. Mr. Lentz had previously indicated to Mr. Smith they would be exempt from the peddler's permit under Dover Borough Code. At the time, he believed the team was going to sell food and drinks as opposed to Bricker's holding a concession stand. Mr. Herrold confirmed that Bricker's would need to obtain a Peddler's Permit as it would be a "for profit" event for them. If the baseball team was setting up a food stand, they would be exempt from obtaining a peddler's permit. Mr. Smith thanked the council for their time.

Shirley Crone, 18 W. Canal St. wished to thank the Dover Fire Company for responding to her home when a car landed on her front porch striking her home. The fire company fixed supports for the porch, checked the car for leaking substances and provided excellent assistance. The fire police and the township directed traffic while the high school principal rerouted buses and traffic continued to move. There were no injuries. Her house will require reconstruction of the bricks and some structural work. She asked council if a change could be made to the alley which comes out onto W. Canal St. beside her property. She is suggesting that cars be restricted from crossing over W. Canal St. or making left turns. It could also be posted as "Entrance Only". She fears that someone will be killed at that location. The accident was caused by a young man trying to cross over W. Canal from south to north and hitting a vehicle traveling west from the square. Mrs. Crone feels something must be done to prevent future accidents at that location. To make any changes to the alley, a traffic study would have to be requested from the state. A discussion followed as to the current traffic direction allowed on that alley. It is currently one way coming out. It was noted that many accidents are caused by inattentive driving. Recently poles have been struck on two sides of the square and parked cars have been hit. There is no way to prevent accidents that are caused due to careless driving or failure to obey posted traffic signs. A traffic study can be requested at a cost of approximately \$200. The issue was tabled for further consideration by council.

## **SEWER**

### *Manager's Report*

- The screw pump for Tank #2 at the WWTP was raised to change the oil. During maintenance last year, the gear box on Tank #1 came apart causing the return to drop suddenly. The same thing happened this year on Tank #2. There was a spare gearbox available from stock. Currently the screw is suspended with cables rigged by Mr. Lentz and the laborers. Brad Draper from Schreiber was contacted for a price on an overhead I-beam like the one installed on Tank #3 in 2010. Mr. Lentz is concerned with the structural integrity of the return chamber which was installed in 1984 and whether it would support a heavy I-beam. Also, the ground surrounding the tank is not level. Mr. Clark suggested the footings for the equipment could be secured underground so the tank structure would not be used for support. Brad will contact Schreiber again regarding quote.
- Johnston Construction contacted Mr. Lentz to provide information regarding electrical and mechanical repair work which is a service they have added. He requested a quote for the catwalk at the WWTP, but it has not been received yet. Mr. Clark commented that the quote from Kottcamp for the catwalk was very high at about \$300,000.

*Engineer's Report* – A copy of an updated bill from Detraglia was reviewed, including several change orders for the North Main St. sanitary sewer rehab project. Mr. Clark, Mr. Lentz and Mr. Craig Detraglia had negotiated the revised invoice. There were problems with the project because the contractor who lined the sewer main made holes too large for the saddle which required additional work. The project came in about \$7,000 over the budgeted amount. Detraglia originally asked for \$1,050 for each lateral, but agreed to reduce the price to

\$730 each. Change Order #3 was a result of looking for a solution to that problem. Mr. Clark considered it to be fair considering the amount of time involved. Change Order #2 may have been somewhat high, but was accepted as billed for \$620. Mr. Clark indicated Change Order #3 was a result of an error he made in calculation. Mr. Clark's firm proposed reimbursing Dover Borough in services to total the amount of \$3,630, if Dover Borough would pay Detraglia's bill for \$48,735. This would make the total cost to the borough for the project \$44,505. The contractor damaged the curb at the church, which will not be included in the Block Grant sidewalk restoration, and \$600 had been deducted for that. The total for the contracted work and the change orders is \$48,735. Mr. Kroft made a motion to approve the change orders from Detraglia with the stipulation that \$3,630 be reimbursed the borough in engineering services from Holley's making the total amount due Detraglia \$48,735. Ms. Bishop seconded the motion and all were in favor. Mr. Kroft made the motion to pay Detraglia's bill for \$48,735 for the North Main St. Sanitary Sewer Rehab project. Ms. Bishop seconded and all were in favor.

*Solicitor's Report* – Nothing to report.

*Old Business* – Ms. Bishop asked Mr. Lentz if he had followed up with Dover Township regarding the timeline for tasks to be completed under the agreement to inspect sewer laterals north of the borough. Mr. Lentz will make contact with Dover Township about that issue.

*New Business* - N/A

## **WATER**

*Manager's Report* – Mrs. Koch asked if one of the new water meters had failed per the manager's report. Mr. Lentz stated it was a new meter with 100 gallons on the display at installation and no additional usage had registered. Exeter Supply picked up the meter which will be disassembled to determine why it did not operate properly. It will be replaced under warranty. The resident was billed an average based on prior history.

*Engineer's Report* – Nothing to report.

*Solicitor's Report* – Nothing to report.

*Old Business* – Ms. Bishop questioned if the Water Committee had met to discuss the billing policy. The committee had not met.

*New Business* – N/A

## **BOROUGH**

*Manager's Report*

- Mr. Lentz was in the process of obtaining quotes to replace the flooring in the lobby at the borough office. He is not ready to present them and make a recommendation. One quote was \$1,100 for linoleum. The product was not appropriate for the borough office lobby since it would be scratched and gouged by cinders and debris tracked into the building. Another quote came in around \$2,300 for the project and another at \$1,800. He is awaiting more estimates. The 2014 budgeted amount for all building maintenance is \$2,000 with flooring anticipated to be about \$1,000 of that. It appears the actual cost may be more. Several companies are recommending pulling up the linoleum, replacing the subfloor and then covering it with new flooring. One suggested product comes in squares that are scratch and skid resistant and very durable. Mr. Kroft mentioned a type of flooring that was laid at the fire company resembling diamond-plate, but is made of a rubberized material. It has held up well with all the traffic and equipment dragging over it. Spurgeon Stare installed the flooring and Mr. Lentz will contact him.

- York County Solid Waste Authority provided an amendment to their existing agreement with municipalities. Mr. Herrold did not have an opportunity to review the document. Council members will receive a copy and Mr. Herrold will review it to be discussed at the next regular council meeting in November. The deadline to respond is December 15, 2014.

*Engineer's Report* – Mr. Clark recommended waiting until spring of 2015 to request bids for the CDBG North Main St. sidewalk project. York County Planning Commission sent a document extending the deadline for the project until June of 2015 which President Sabold had signed. Mr. Clark stated the paperwork was in place and the project could be started when the weather was suitable in the spring. Mr. Lentz is concerned about the sidewalks being left in stone over the winter where the sewer rehab work was done. This involved 12 properties plus the church. There is a safety and liability issue if stones are caught up in a snow blower and thrown. A discussion followed regarding the type of material which could be used to temporarily patch those areas for the winter months. Hot mix is the cheapest alternative, but there would be a cost to install it. Cold mix could be applied by borough employees. Mr. Lentz would get a price from H & H to install hot mix in a thin layer to get through the winter.

*Solicitor's Report* –

- All Chesapeake Bay Pollutant Reduction Plan paperwork has been forwarded to the York County Planning Commission. The County will collate the signature pages from all the participating municipalities and each will receive a copy of the signed agreement.
- The council's opinion on the Pizza Express building permit appeal was sent out to all involved participants. Ms. Yingling has filed an appeal with the Court of Common Pleas. Mr. Herrold is recommending the borough not participate in the appeal proceedings. Mr. Conley was present at the hearing to defend his position and the decision of council was made. If the judge does not uphold the decision of the borough, Mr. Conley will not be able to put up the proposed fence. The borough is not affected whether there is a fence constructed or not.
- Ms. Hartzler provided a PUC document to Mr. Herrold which he will review and report on for the next meeting.
- Mr. Herrold had discussed with Ms. Hartzler the issue of PA State Mini-COBRA paperwork for Mrs. Shirey in which she would be entitled to pay the premium to continue health coverage for up to nine months on the borough plan. He advised asking Mrs. Shirey to sign a waiver stating she did not wish to participate in that option.

Mr. Herrold and Mr. Clark left the meeting.

*Police Report* – No police report was received from NYCRP.

*Ambulance Club Report* – No discussion.

*Recreation Board Report* – The Ketterman Park Reservation Form was reviewed. The issue of charging a fee versus requesting a donation was discussed. To date, the policy has been to inform users that a donation would be appreciated. Ms. Koch felt that a small fee or deposit would encourage people to clean up after an event. Ms. Bishop and Mr. Kroft both felt a copy of park rules should accompany the form and by signing, an individual would be acknowledging receipt of the rules. The policy regarding disposal of trash was debated. A deposit could be required which would be returned if the area used was cleaned and in good condition. Mr. Kroft asked if there had been a problem with trash removal in the past. Mr. Lentz indicated there had not. Borough laborers empty the trash cans twice a week during the summer and once per week the rest of the year. It is taken to the WWTP for disposal. The form should be made available on the website with the park rules also. The issue was tabled pending further discussion with full council.

### *Treasurer's Report*

- There were no changes to the bill lists. Ms. Hartzler stated that third quarter payroll reimbursements had not been made yet. Ms. Bishop asked when the sewer fund loan for water meters would need to be repaid from the water fund. Ms. Hartzler did not know and would have to research the answer. Mr. Dentler made a motion to pay the bills as presented. Ms. Bishop seconded the motion and all were in favor.
- The two CD's at People's Bank, with an interest rate of .6%, matured on October 6, 2014 with a 10-day deadline to renew or cash out. The CD rate quotes were reviewed. York Traditions Bank was the only option with a higher rate than People's Bank and the money would be deposited for 18 months. Mr. Kroft calculated the interest would be about \$42 more for a 10-month period at York Traditions as opposed to renewing at People's Bank for another 10 months. The difference would not be worth the time and extra paperwork involved to cash out the CD's at one bank and process the paperwork for new deposits at a different bank. Mr. Kroft made a motion to roll over both CD's, maturing October 6, 2014, into another 10-month deposit at People's Bank at the rate of .55%. Mr. Dentler seconded and all were in favor.

*Old Business* – Ms. Hartzler made enquiries to several CPA firms listed in the PSAB book for a price to perform an audit. Mrs. Koch had researched the requirements under the Borough Code and sent out an email with the information. Ms. Hartzler had not seen the email in which Mrs. Koch indicated an exit audit upon a change in Secretary/Treasurer was at council's discretion. One verbal quote obtained by Ms. Hartzler was approximately \$6,000 and another was \$7,950 provided in writing. Council would need to determine what "type" of audit they wished to have. Typically, the firms do a full annual audit after year-end and prepare and submit the DCED report required each spring. This would not involve the municipality's elected auditors. Another option is a "per item" audit which results in a much higher cost. Ms. Hartzler stated that an email had been received from DCED this week requesting more information upon review of the 2014 report submitted by the auditors in April of 2014 which appeared to have discrepancies. DCED informed Ms. Hartzler there was no "panic" in providing the requested information. Mrs. Koch stated that the office of the elected auditor would have to be eliminated if the borough hired an outside firm to conduct the annual audit. The question of hiring an external auditor was tabled pending a review of the audit submitted this year and the request from DCED for more information. It would also be discussed at the upcoming 2015 budget meetings. Ms. Hartzler will request additional quotes for an annual audit to prepare the DCED report. Ms. Bishop mentioned the time frame of the existing bond for the Secretary/Treasurer. Ms. Hartzler explained H.A. Thomson advised a bond could not be extended past the last date of employment for Mrs. Shirey. If errors were found at a later time, she would still be covered since the bond was current at the time the actions were taken. It was necessary to issue a new bond to cover the acting Treasurer/Secretary effective the first date of those duties being assumed.

### *New Business*

- Meeting dates for 2015 were reviewed. Mr. Kroft made a motion to approve the 2015 meeting dates as presented. Ms. Bishop seconded the motion and it carried.
- Budget meetings will be advertised this week as scheduled for Monday and Tuesday, October 13th and 14th, 2014.
- The Annual York County Boroughs Association meeting is scheduled for Saturday, November 1, 2014 in Red Lion with entertainment being provided by Seth Knorr, a Christian stand-up comedian. Ms. Bishop stated the YCBA had asked for donations of door prizes for the meeting and she would take care of contacting businesses in Dover for this.
- The annual SPCA contract was received and the price had not changed from \$1,004. Mr. Kroft made a motion to approve the renewal of the annual SPCA contract in the amount of \$1,004. Mr. Dentler seconded the motion and all were in favor.

- Mr. Lee Knaub submitted his resignation from the Zoning Hearing Board effective December 31, 2014. An opening should be advertised on the borough website. Mr. Dentler made a motion to accept the resignation of Mr. Knaub from the Zoning Hearing Board effective December 31, 2014. Ms. Bishop seconded and the motion passed.
- Michelle Grochalski from Benefit Connections met with Mr. Lentz and Ms. Hartzler to provide renewal rates and options for Healthcare Insurance which had been provided to council. The renewal date is December 1, 2014, but they will have enough time to process the changes if council makes a decision at the regular meeting in November after budget consideration. Ms. Hartzler provided clarification of a few details of the quoted plans.
- Ms. Bishop stated that Sarah's Creamery has a "tip bucket" which collects approximately \$300-\$400 per month during the summer. They were interested in donating the money to purchase a piece of equipment or a project at Ketterman Park. Mr. Lentz suggested trash cans were a possible use. Mr. Dentler recalled there had been conversation in the past regarding installation of exercise equipment at Ketterman Park, but it had not been pursued. The borough will let Sarah's Creamery know at the time they wish to donate what equipment is needed.
- Ms. Bishop asked if Mr. Lentz had made contact with anyone with regards to the condition of 30 S. Main St. He indicated that he would continue to follow-up with the current responsible party.

With no further business to discuss, Mr. Kroft made a motion to adjourn with a second by Mr. Dentler. All were in favor. The meeting adjourned at 9:17 pm.

Respectfully submitted,

Rebecca Hartzler  
Acting Secretary/Treasurer