

MINUTES

The regular monthly meeting of Dover Borough Council was held at Borough Hall, 46 Butter Road on Monday, November 3, 2014 at 7:00 pm. All members were present. President Sabold called the meeting to order. A moment of silent prayer followed.

The October 6, 2014 minutes were reviewed. Ms. Bishop stated on Page 3, last sentence, the name “Stony” should be “Spurgeon”. Mr. Seidel made a motion to approve the October minutes, as corrected. Ms. Bishop seconded the motion. All were in favor.

PUBLIC COMMENT

Chief Flohr provided the fire company report.

- They responded to 10 calls in October. Three of the calls were in the borough. Chief Flohr thanked council for the donation check they received. The November activities calendar was reviewed and the following events were added:
 - November 8th - Standby for Manchester Borough from 11 a.m.-4 p.m.
 - November 22nd - Burn class at the York Co. Fire School.
 - November 28th - *Santa Coming to Town* in Dover Borough.
 - November 29th - Training at York Co. Fire School.
 - December 1st - Gun Raffle – rifle

- The gun raffle tickets sell out quickly. The winner of the last gun raffle has not called and the gun must be held for a year. Coach Bag Bingo was sold out in October with 230 people in attendance. Mr. Seidel made the motion to approve the activities on the fire company November calendar with the additions. Mr. Slusser seconded the motion and it carried. Chief Flohr expressed his appreciation of the great communication he is receiving from Dave Nelson, Dover Area School District, who is managing the district’s safety drills. Chief Flohr has been involved in more activities with the schools this year than anytime previously.

Tracy Kistner, 117 Cranbrook Dr., was present as a representative of Eagle Lacrosse. They attended the Rec Board meeting last month and were instructed to get a Ketterman Park field use request form. Mayor Pope indicated the form has not been approved by council. She was also requesting a list of dates the park was reserved for other uses next year. The lacrosse organizing group is asking for dates the Eagle Lacrosse “home” field would be available. Mayor Pope felt these dates should be available by the December meeting. Council would be looking at the park reservation form this evening for approval and Mrs. Kistner should contact the office for a copy after tonight.

SEWER

Manager’s Report

- Mr. Lentz received quotes for installing a fence at the Delwood lift station and a fence repair at the WWTP.

	<u>WWTP Repair</u>	<u>Lift Station</u>	
Snyder’s Fencing:	\$375	\$2,695 reg chain link	\$3,100 black-coated
A & M Fencing:	\$400	\$3,300 reg chain link	\$4,050 black-coated
Security Fence Co:	\$540	\$4,140 reg chain link	\$5,240 black-coated

Mr. Lentz felt that black-coated fence, like the one around the retention pond at Dover Elementary School, would look better than regular galvanized chain link around the lift station at the entrance to Delwood. Mr. Sabold asked if the products quoted by each company were the same material and gauge and Mr. Lentz confirmed they were. At one time the idea of installing a fence with privacy slats had been discussed by council, but Mr. Lentz felt obstructing the line-of-sight to the lift station was not a wise

idea. The budgeted amount for this project was discussed, but could not be determined since it had been combined with the funds for a catwalk at the WWTP. Mr. Kroft made a motion to approve the installation of black-coated chain link fence at the Delwood lift station by Snyder's Fencing at a price not to exceed \$3,100. Mr. Slusser seconded and all were in favor. Mr. Lentz was instructed to use Snyder's Fencing for the repair at the WWTP as well.

- Mr. Lentz obtained a quote for \$3,950 from H & H Excavating to install about 1" of blacktop to patch the sidewalks on N. Main St. which were left in stone from the sewer repair. This is needed for safety and liability protection during the winter months. It includes twelve properties and requires mostly hand work to lay the hot mix. The sidewalks will be replaced in the spring. Mr. Seidel made a motion to approve the repair of sidewalks on North Main St. with blacktop to be installed by H & H General Excavating at a cost of \$3,950. Mr. Kroft seconded and all were in favor.
- Mr. Seidel asked if flows at the WWTP, in comparison to water flows, run higher now than in previous years. Mr. Lentz stated that flows at the WWTP used to remain high for several days following rainfall, but go down quickly now. In the past, there was a lot of volume that was not metered so we do not know exactly what the flows were. Mr. Clark mentioned the flows this October were some of the lowest in several years.

Engineer's Report – Nothing to report.

Solicitor's Report – Nothing to report.

Old Business

- President Sabold asked if there had been communication from Dover Township regarding the timeline in the agreement for work on the sewer laterals north of the borough. Mr. Lentz had not heard from the township and will follow-up with them to report at the next meeting.
- Ms. Bishop asked if Johnston Construction had returned a quote for the catwalk at the WWTP. Mr. Lentz clarified the quote from Kottcamp for \$300,000 was actually for three bridges. They mistakenly thought the borough wanted to install catwalks on three tanks, so approximately 1/3 of the price, or \$100,000, is the correct quote. Johnston Construction's quote was about \$96,000. The high cost for this project is due to the materials required.

New Business - No new business.

WATER

Manager's Report

- There is a minor fence repair needed at the water tower. Snyder's Custom Fencing had the lowest quote at \$75 with Security Fence Co. at \$540 and \$150 from A & M Fencing.
- Sixteen radio transmitters were installed on large meters in the borough so the 4th quarter readings in November will be obtained solely with the Master Meter handheld system.
- The daily average for water in October was 101,000 gallons. There was a small water leak at the sewer plant which Craig Gross repaired today and another small leak fixed at Dovern Towne Apartments. Mr. Lentz feels that people are conserving water and the system is tight at this time.
- The DEP inspection of the water system went very well. It could be up to 3 years before they inspect again due to manpower issues.

Engineer's Report – Nothing to report.

Solicitor's Report – Nothing to report.

Old Business – Ms. Bishop raised the question of a Water Committee meeting to discuss a utility fee collections policy. Ms. Hartzler will call Mr. Seidel to schedule a meeting.

New Business – No new business.

BOROUGH

Manager's Report

- A letter was received from DEP concerning illegal dumping, under Act 101, at 73 South Main St. Mr. Lentz had been in contact with the property maintenance company for the home which is vacant and in foreclosure. He informed DEP about clean-up being conducted there and they were happy with that result. Mr. Lentz also showed the maintenance company some work needed on weeds and grass for Dover Borough zoning compliance.
- President Sabold asked if there was an update from NYCRP concerning illegal activity around the "red shed". Mr. Lentz reported another resident from that area recently came to the office with concerns as well. Mr. Lentz and Mayor Pope had been in communication with Chief Bentzel and a drug enforcement officer about the issue. Mr. Lentz checked prices for fake surveillance cameras which cost about \$6 a piece. Chief Bentzel requested that cameras not be installed until the police have an opportunity to apprehend the individuals involved. They have increased patrols in that area. Mr. Lentz suggested installation of flood lights may be a useful deterrent also.

Engineer's Report – Nothing to report.

Solicitor's Report

- Mr. Herrold reviewed the York County Solid Waste Authority agreement and it is acceptable to sign. The agreement allows the authority to obtain financing without a bond issue. YCSWA is planning to upgrade their facility in stages instead of undertaking a large-scale project.
- The PUC requested a waiver allowing them to communicate complaints to the borough in email format as opposed to certified mail. Mr. Herrold recommends the waiver not be signed as an email is more likely to be overlooked and a certified letter would be more noticeable. All council members were in agreement.
- Mr. Herrold spoke with Mr. George Harlacher regarding a right-of-way on his property and Mr. Harlacher is providing more information.
- The 2015 tax ordinance will be prepared and advertised as required. Mr. Herrold will provide it for adoption at the December meeting.
- A letter has been dictated and will be sent to Mr. Rehmeier asking what the Dover Area School District is willing to do regarding damage to streets during the elementary school renovation.

Mr. Herrold and Mr. Clark left the meeting.

Police Report

- There were 112 calls in September. This number was up 43 calls from 69 in the same period last year. Mayor Pope had asked Chief Bentzel if this was of concern and was told the majority were service calls. The year-to-date is down 3 from last year.
- During the previous week, Mayor Pope had been contacted by NYCRP and State Police regarding sending officers up north to aid in the hunt for fugitive Eric Frein. He has been apprehended so this was not necessary.

Ambulance Club Report – Nothing to report.

Recreation Board Report – The annual tree-lighting ceremony will be held Friday, November 28th at 7 p.m. Donations of cookies are appreciated. The Dover Orchestra will be playing and the fire company will bring Santa

approximately 7 o'clock. Traffic will be stopped from about 6:45 p.m. until 8 p.m. and will be routed through Park St. instead of Palomino Rd.

Treasurer's Report – There were no additions. Mr. Kroft made a motion to pay the bills as presented. Mr. Seidel seconded and all were in favor.

Old Business

- Mayor Pope received an email from Met-Ed stating they will install a street light at the corner of Butter Rd. and North Main St. They will install it free-of-charge, but the borough will pay for the electricity. Council must authorize the installation and sign the form provided by Met-Ed. Mr. Lentz questioned whether council will request installation of street lights whenever a resident complains of a dark area. There are many roads and alleys with dark areas within the borough. The issue of safety at the Butter Rd. and North Main St. intersection was discussed. Mr. Slusser made a motion to approve the installation of a street light, by Met-Ed, at the corner of Butter Rd. and North Main Street. Mr. Seidel seconded the motion. Five were in favor and two opposed and the motion carried.
- A discussion followed regarding the traffic flow direction on Reservoir Alley on the south side of W. Canal Rd. This issue was raised by Mrs. Shirley Crone at the previous meeting following an accident at her property. It had been discussed and tabled for further consideration. No members were in favor of a traffic study at the location and no action will be taken at this time.
- Council was shown samples of rubberized flooring like the fire company had installed. It has an industrial appearance and is not suitable for the office lobby. The flooring quotes and materials were discussed. Mr. Seidel made a motion to approve the quote from Wecker's to replace the flooring in the office lobby and two restrooms using the proposed material and including the repair of the floor in the men's room at a price not to exceed \$2,400. Mr. Slusser seconded and all were in favor.

New Business

- Mr. Kroft indicated there are old EMA radios at the fire company office which are not compatible with the current system and the fire company would like permission to dispose of them. There is no market for resale. Additionally, there are filing cabinets with EMA records they would like to remove as well. Council agreed the radios could be taken to electronics recycling, but wanted to know what paperwork is in the filing cabinets before they are disposed. Municipal records must be managed on the state's record retention schedule. There was a discussion regarding the emergency management plan filed with York County and whether it was up-to-date. Chief Flohr had not received an updated copy from the current EMA coordinator Kevin Behr. Mr. Lentz will check if he has a copy. The EMA filing cabinets at the fire company should be accessible for Mr. Behr.
- The 2015 Animal Control Contract with Ellis Animal Control was presented with no changes from last year. The retainer is \$250; \$18/hr normal rate; \$27/hr after hours; & .65¢/mile. Mr. Seidel made the motion to accept the contract as presented. Ms. Bishop seconded and all were in favor.
- The employee health insurance must be renewed before December 1, 2014. Mr. Seidel made a motion to approve the renewal of the employee health insurance using the Health America Gold Premier PPO \$25/\$75 plan. Ms. Bishop seconded and the motion passed unanimously.
- President Sabold stated that at the September 8, 2014 regular council meeting a motion was approved to temporarily appoint Ms. Hartzler as the Acting Secretary/Treasurer. He asked if council wished to make the appointment permanent. Mr. Seidel presented a motion to appoint Ms. Rebecca Hartzler as Secretary/Treasurer. Ms. Bishop seconded and all were in favor.
- Ms. Bishop and Mayor Pope met with Tim Smith from the graphics department at Dover High School to discuss the idea of having them print a Dover Borough newsletter. It would cost approx. \$200/1000 copies. The borough would still have the cost of mailing. There is a possibility the graphics department

may be able to print banners as well. Mayor Pope and Ms. Bishop will compare the type of material from our old banners to banners printed at the high school. Mr. Smith is willing to assist with finding a young person from the high school to serve as "Junior Councilperson".

- The proposed Park Facilities Use Form was discussed including the issue of collecting a rental deposit versus the current policy of accepting donations. Mayor Pope asked if non-profit organizations would have to pay the rental fee and who would be responsible for collecting and returning the deposit. He has been handling scheduling of the Ketterman Park reservations. Several members did not feel a deposit for using the park was necessary. Ms. Koch suggested the line stating "donations..are appreciated" should be removed from the form. Mr. Slusser made a motion to approve the Park Facilities Use Form, deleting the line stating, "A donation for use of the facilities is appreciated, but not required." Mr. Seidel seconded the motion. Six were in favor; one opposed.
- Council was in favor of Ms. Hartzler attending the YCGFOA seminar in November and taking a DCED webinar regarding e-filing of reports.
- The proposed 2015 General Fund budget was discussed. Ms. Hartzler stated the SRO Grant (354.02) was showing \$60,000 for income, but the disbursement of the money to NYCRP was not reflected in expenses. The Police Service Contract amount of \$280,000 (410.30) is the contracted amount for 7 Units of police protection and does not include payment of the grant monies to NYCRP. In following up with Diane Wales from NYCRP, Ms. Hartzler was told there would only be an additional \$30,000 in grant monies for the SRO and it would be received and disbursed within the 2014 calendar year. The amount for Line 354.02 under income should be \$0. However, on Line 395.01 for *NYCRP Pension Reimbursement*, an amount should be shown for the pension reimbursement the borough receives from NYCRP for the difference between the MMO and State Aid. This amount was estimated to be \$36,000. These changes left the budget in the red by \$24,000. The options for reducing various expense items were discussed as well as the option to raise taxes for increased income. There is money in savings (CD and cash), but income must be increased to match increase in expenses over time. Mr. Seidel stated an adjustment could be made to the percentage of reimbursements from water and sewer to balance the General Fund budget. Mr. Kroft felt the other funds could not accommodate an increase of expenses. The issue of scheduling a special meeting to rework the budget numbers was debated.

Mr. Kroft made a motion to suspend the November regular meeting at this time for an Executive Session regarding an audit and for the regular meeting to be reconvened at the end of the Executive Session. Ms. Bishop seconded and all were in favor.

At 9:05 p.m. the regular monthly meeting was reconvened following an Executive Session.

Mr. Kroft made a motion to authorize Ms. Hartzler to obtain information for engaging a CPA firm to help reconcile the issues with the 2013 DCED audit. Mr. Seidel seconded and all were in favor.

Discussion continued regarding the proposed 2015 General Fund budget and whether the percentages of reimbursement from the water and general fund should be adjusted. Mr. Kroft questioned which expense line item in the sewer fund would be reduced to free up funds. The \$124,000 allotted for *Contracted Services* (429.45) may not be enough to cover the proposed work in 2015. There will be more sewer projects in the coming years. It was suggested that raising sewer and water rates is a way to increase income. Mr. Seidel felt the amount needed to balance the 2015 General Fund budget should be brought in from savings and an increase in tax rates and utility rates should be considered in preparation for next year's budget meetings. Mr. Kroft is in favor of raising taxes in smaller, more frequent increments to prepare for future expense increases as opposed to raising taxes by higher percentage increases which is hard on residents with fixed incomes. Mr. Sabold suggested line 409.31 for *Utilities* be reduced to \$22,000 and line 430.45 for *Contracted/Prof Services* reduced to \$2,000. It is not necessary to replace the planters at the square in 2015 and the banners could be installed for less than \$4,000. Ms. Bishop suggested line 433.00 for *Traffic Signs* be changed to \$0 since money had been allotted in the Highway Aid fund for signs as well. Tax rates and requirements for raising taxes were discussed

at length. The issue of increasing taxes would be considered in advance of budget meetings in 2015. It was noted that an additional ½ Unit of police protection had been added to the 2014 budget. If the borough wants to reduce their coverage, they must provide one year's notice to NYCRP. The borough does not pay for the SRO and when the grant ends, the school district will have to pick up the cost for the officer. All members were in agreement with adjusting line 392.01 - *Transfer from GF Savings* from \$38,575.23 to \$48,575.23 to balance the budget. Mr. Seidel made a motion to approve the preliminary 2015 budgets for all funds to be advertised as required. Mr. Kroft seconded and all were in favor.

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

Respectfully submitted,

Rebecca Hartzler
Secretary/Treasurer