

## **MINUTES**

The regular monthly meeting of Dover Borough Council was held at Borough Hall, 46 Butter Road on Monday, February 2, 2015 at 7:00 pm. All members were present. President Sabold called the meeting to order. A moment of silent prayer followed.

The January 5, 2015 minutes were reviewed.

- On page 2, 2<sup>nd</sup> line from the bottom, "HB 18" should be "HB 80".
- On page 3, under the Police Report, 2014 should be inserted after the first "November".

Mr. Seidel made a motion to approve the January 5, 2015 minutes, as corrected. Ms. Bishop seconded the motion. All were in favor.

## **PUBLIC COMMENT**

Chief Bentzel of NYCRPD was present to address council and the public as well as answer questions. He is finalizing the year-end figures for 2014 and calls were up slightly in their jurisdiction as compared to the previous year. They experienced a significant decrease in crime particularly in the category of theft. At 11 p.m. on the previous evening, there was an attempted robbery of a pizza delivery man at the apartments on Kenray Ave.

Everyone should be aware that law enforcement is battling a heroin issue in this area, across the state and nationwide. There were some deaths due to heroin overdose in the borough in 2014. The number of drug-related arrests is up, but no one believes the heroin problem will be solved by simply making more arrests. Chief Bentzel is sitting on a Heroin Task Force in York County that is working to educate the public about the signs of heroin use and where to get help. They are holding a "town hall meeting" in Spring Grove this week to inform that community and Chief Bentzel would like to plan a similar event for Dover Borough. The York County Coroner and the District Attorney's office will be participating as well as addictions specialists and other relevant public services. Chief Bentzel was asked if officers had administered Narcan which is an antidote for opioid overdose. Officers had not been carrying Narcan to date. He indicated the department is nearing completion of the extensive paperwork, agreements, and policies necessary for them to administer Narcan. He estimated there were about 20 heroin overdose calls for their jurisdiction in 2014.

A copy of the NYCRP Annual Report will soon be available at the borough office and on the police department's website. It contains specific information about Dover Borough. The department is currently using all forms of social media, including Facebook and Twitter to provide timely information to the public.

The chief responded to a question regarding a lack of speed limit enforcement on North Main St. after dark. He indicated they have more time earlier in the day to run speed enforcement, but in the afternoon and evening, the higher volume of 911 calls has priority. Speeding is an ongoing issue which the department addresses with the resources available. Approximately 20,000 vehicles were stopped last year and about 13,000 citations issued. The department has 52 officers and does not receive any money from the speeding tickets it issues. Local municipalities receive a small fraction of the fines with most going to the court and other entities. The police department enforces speed laws as a matter of public safety, not income for itself. Chief Bentzel will attend another meeting within a few months and can be reached by phone at the station.

Assistant Chief Dettinger provided the fire company report.

- They responded to 21 calls in January. 8 of those calls were in the borough. An updated list of officers, numbers and email addresses has been provided to the office.
- Mr. Dentler had inquired about the number of motor vehicle accidents in the borough in 2014 and there were 9. Most occurred on Main St. or Canal St.

- The EMA grant items were ordered, received, and installed at the fire station. The registrations for warranties, updates, etc. were completed using the borough's email address, and logins were created on the computer for EMA and guest. The administrator password for the computer was emailed to the mayor. The iPad was set up for use with the fire company's Sprint data plan and has a durable protective case.
- The fire company has added several new members during the past few months providing revitalization as many active members are aging.
- The website is up-to-date with information and dates for 2015 fundraisers and events, with the exception of the Carnival and Halloween Parade details.
- The February calendar was reviewed. Mr. Seidel made the motion to approve the activities on the February calendar. Mr. Slusser seconded the motion and it carried.

Mrs. Karen Laflamme was present to be considered for the vacant auditor position. She completed a financial accounting course at York College and works in medical billing. Mr. Seidel made a motion to appoint Karen Laflamme as auditor. Mr. Slusser seconded and the motion carried unanimously.

Darwin Frey, 56 Amberview Dr., asked the status of the installation of a street light at Butter Rd. and N. Main St. The scheduling of the work is at Met-Ed's discretion.

Tammy MacDonald of 113 Blue Hill School Rd. and Tracy Kistner of 117 Cranbrook Dr. were present as representatives of Eagle Lacrosse Club to answer questions of council regarding a concession stand at home games in Ketterman Park. They emailed the Department of Agriculture, Bureau of Food Safety and were told youth recreational organizations were not required to obtain a permit. They should follow "good food safety practices". Eagle Lacrosse intends to sell pre-packaged drinks and snacks as well as hot dogs and hamburgers prepared on the grill. They will have water available for cleaning tools. Council was particularly concerned about the fire and burn risk of fryers which they will not use. Mr. Slusser made a motion to allow Eagle Lacrosse to serve pre-packaged foods, drinks, and hot dogs and hamburgers prepared following good food safety practices and with fire safety equipment available. Mr. Dentler seconded the motion and all were in favor.

## **SEWER**

### *Manager's Report*

- One of the nitrox probes was shipped back to Hach and will be repaired quickly. It monitors nitrate levels in the tank which have increased while it has been running from the pre-programmed settings.
- The fuse has been changed three times in a year on the new sampler which is of concern. It is used twice each week and is no longer under warranty. Mr. Lentz is unsure why the fuse keeps blowing and it was felt he should contact Hach since it is a relatively new piece of equipment.

*Engineer's Report* – Mr. Clark viewed tapes from televising the sewer main on the west side of North Main St. south of Mayfield St. The footage showed tree roots which he recommends treating with a root killer product since the pipes are in good condition. Manchester Twp. has the equipment to apply the foam product which sits in the line and kills the roots. The results can be expected to last for several years. The job would require 1 box of the product at a cost of \$445. Manchester Twp. would televise the line, cut roots, apply the foam, re-televise and provide a DVD for about \$1,000. Dover Township uses Manchester Twp. for this type of work and the whole project should be less than \$1,500. The roots are infiltrating at the joints and from two laterals which the foam would also treat. The main is underneath a sidewalk which will be replaced under the block grant in the spring. Mr. Clark reviewed the tapes several times and was confident the pipe could be sliplined in the future without excavating the sidewalk. Council was in favor of the project.

*Solicitor's Report* – Nothing to report.

*Old Business* – Mr. Lentz was asked about bids for installation of the screw pump A-frame support. He is waiting on a print from Schreiber and should have bids next month. All three flow meters are currently

installed in Delwood and collecting data. The desiccant was replaced in two meters as suggested. One meter did not have desiccant which Mr. Lentz is following up with Hach.

*New Business* – None.

## **WATER**

*Manager's Report* – Mr. Lentz discussed with Mr. Holley his knowledge of well sites drilled behind Jim and Nena's and on the east side of North Main St. behind the Habitat for Humanity homes. This was done in the late seventies or early eighties. Mr. Holley indicated the drill site behind Jim and Nena's was within the gas company right-of-way and very close to the gas line. It was abandoned for that reason. The flow at the northeast site was 30 gal/minute which would meet the required volume. Mr. Downs, who owns the property, may be willing to sell a portion to the borough. The original drill site was within borough boundaries, but is in a wetland. The proposed site is in Dover Township, outside the wetland, and would need to include a 100 ft. buffer zone for wellhead protection. United Environmental is researching the feasibility of the site which is more favorable than the location behind Jim and Nena's. Mr. Shappell wanted to discuss and provide information to council regarding rehabilitation of Well #4, but council is opposed to that option.

*Engineer's & Solicitor's Report* – Nothing to report.

*Old Business* – None

*New Business* – A Water Committee Meeting is scheduled for Monday, February 9 at 7 p.m., to be held at the fire station since the Recreation Board is holding their meeting at Borough Hall at the same time.

## **BOROUGH**

*Manager's Report*

- Another salt and cindering event should be added to the count on Mr. Lentz' report totaling 6 events.
- There was a gas tank leak by a maintenance building at Dover High School several years ago that has been monitored. The monitoring company wants to dig two monitoring wells on Reservoir Drive between School Lane and Mill Alley that will be accessed for monitoring on a quarterly basis. They should be finished with the work after a year and the sites would be filled in. Mr. Lentz is working with them regarding excavation permits and necessary paperwork. There is a storm drain located in that area which the company will have to work around.
- The Dover Area School District prepared a letter, signed by Mr. Lentz, requesting funds be released to Dover Borough for reimbursement of the repairs on Edgeway Rd. and Fairview Ave. due to damage during the school renovation.

*Engineer's Report* – The CDBG curbs and sidewalks project is out for bids and will be opened on Thursday, February 26, 2015 at 10 a.m. at York County Planning Commission. The bids will be presented to council at the March meeting. President Sabold asked if any businesses on N. Main St. had responded to our request for contributions to the project and Mr. Lentz stated they had not. Mr. Clark mentioned an option to request additional funds if the bids came in over \$100,000 since it was the last year of the planning cycle.

*Solicitor's Report* – Mr. Herrold presented Ordinance #2015-1 which repeals Section #109-17 of the Dover Borough Code dealing with firearms, fireworks and explosive devices in Ketterman Park. The question was raised if state law covered potential issues with fireworks since this was also a part of the section being repealed. It was agreed there were applicable state laws regulating fireworks. Mr. Seidel made a motion to approve Ordinance #2015-1 repealing Section #109-17 of the Dover Borough Code. Mr. Slusser seconded and all were in favor. The sign at the park should be altered to reflect the change in the code.

Mr. Herrold also presented Ordinance #2015-2 which authorizes Dover Borough to enter an intermunicipal agreement as part of the Chesapeake Bay Pollutant Reduction Plan. This was previously done in 2014, but was nullified by a provisional deadline in the original agreement. Mr. Seidel made a motion to approve Ordinance #2015-2 authorizing Dover Borough to enter an intergovernmental agreement as part of the Chesapeake Bay Pollutant Reduction Plan. Ms. Bishop seconded and the motion carried. Mr. Kroft made a motion to authorize the Council President to execute the intermunicipal agreement. Mr. Seidel seconded and all were in favor.

(Mr. Clark left the meeting at this time.)

Mr. Herrold addressed the issue of a Right-To-Know verbal anonymous request made the previous week for the written policy of Dover Borough for its Office of Emergency Management Facebook page. The law states that an agency “may fulfill verbal, written, or anonymous verbal or written requests for access to records under the act. If the requestor wishes to pursue the relief and remedies provided for in the act, the request for access to records must be a written request”. It is not required that the borough responds to a verbal anonymous request, but it would be required to respond to a written request which must include a name and address. Mr. Herrold distributed copies of an Office of Emergency Management Facebook page, believed to have been created by Mr. Behr, which appears to be updated on a regular basis with appropriate information. The individual making the verbal anonymous request stated to Ms. Hartzler that he made a comment on the Dover Borough OEM Facebook page which was subsequently deleted and he had been blocked from accessing the page. While the Facebook page had not been authorized by council, nor were they aware it existed, Mr. Herrold indicated a reasonable person might conclude it was a Dover Borough page since Mr. Behr is the appointed Emergency Management Coordinator. It was agreed Mr. Behr should be directed to remove the Facebook page until council has opportunity to authorize and establish policies and regulations for social media sites. Mr. Slusser noted the page is linked to a Twitter account as well. Mr. Herrold suggested PSAB be contacted for guidance with respect to establishing social media policies. Mr. Behr had not responded to council with respect to a letter sent to him following last month’s meeting addressing issues of communication with the fire company and directly with council. All members agreed it is imperative for Mr. Behr to speak directly with council. Council members were open to the idea of an official Dover Borough Emergency Management Facebook page, but only as authorized by council and there should be an established policy for interaction on the site. Mr. Herrold advised council to authorize social media sites as a platform for outgoing information only. Mr. Seidel made a motion to send a certified letter to Mr. Behr directing him to immediately remove the Dover Borough Office of Emergency Management Facebook page and all other social media sites representing Dover Borough until such time as Dover Borough Council has opportunity to promulgate regulations and policies regarding its social media sites; and requesting Mr. Behr be present at the March 2, 2015 regular council meeting. Mr. Slusser seconded the motion and all were in favor. Mr. Herrold advised Ms. Hartzler not to respond to the verbal anonymous record request. We will respond to a written request which must have a name and address.

Mr. Herrold left the meeting at this time.

*New Business* – An issue with vision benefits was discussed. Mr. Lentz discovered when he tried to purchase contact lenses that Dover Borough’s vision rider had been canceled when we changed health insurance policies in December. Our insurance broker, Benefit Connections, was not aware that Health America’s policy had changed and therefore did not notify us this would happen. They had included details for vision benefits in our renewal benefits packets. The owner, Mr. Kole, declined our request to cover the cost of a vision plan, but offered to reimburse Mr. Lentz for the benefits he would have received under the plan. It was agreed we should research other brokers before the next renewal date since this is the second year problems have occurred with Benefit Connections. Options for a new plan were reviewed. The plan most comparable to the previous plan is the Highmark Blue Shield Fashion Advantage 5 Gold at \$606 for the year. Mr. Seidel made a motion to purchase through Benefit Connections the HBS Fashion Advantage 5 Gold vision plan at a cost of \$606. Mr. Kroft seconded the motion and all were in favor. Mr. Lentz may purchase the contacts and he will be reimbursed by the borough if there is a delay in receiving the reimbursement from Benefit Connections.

*Police Report* – Mayor Pope reported there were 16 more calls in December 2014 than December 2013. The NYCRPD has an individual on staff who will be conducting fire investigations so they will not be relying on the Fire Marshall. Mayor Pope will be on vacation during the week of the next Police Commissioners Meeting on February 17, 2015. Mr. Seidel, the usual alternate, is not available that evening. Mr. Dentler offered to attend in the Mayor's place which was agreeable to council.

*Ambulance Club Report* – Mr. Slusser reported there were 13 calls in Dover Borough and 172 calls total for the month of January. They had been approached with an offer to combine with York Regional Emergency Medical Services who is buying out White Rose Ambulance. Dover Ambulance Club is not interested in the merger.

*Recreation Board Report* – Mayor Pope reported the next event is the Easter Egg Hunt scheduled for Saturday, April 4, 2015.

*Treasurer's Report* – Ms. Hartzler had an addition to the General Fund bill list. Mr. Herrold's invoice in the amount of \$1,392.50 was received by fax at the end of the day when council packets were completed. It was for 8.2 hours. This increased the Bills to Be Paid total to \$1,437.44 for the General Fund. A question was raised about a \$10 payment to PennDOT from the Water Fund for a bridge occupancy permit. Mr. Lentz explained it is paid yearly for the water line that runs along the bridge on S. Main St. The sewer lines run under the creek. Mr. Kroft made a motion to pay the bills as amended. Mr. Slusser seconded the motion. Ms. Bishop asked under the question if the Milt's Repair Service bill for the crosswalk signs at the square would be reimbursed by the person responsible for damaging them. Mr. Lentz stated it was an unidentified vehicle. The motion passed unanimously.

*Old Business* – None.

With no further business to discuss, Mr. Slusser made a motion to adjourn with a second by Mr. Kroft. All were in favor. The meeting adjourned at 9:19 pm.

Respectfully submitted,

Rebecca Hartzler  
Secretary/Treasurer