

MINUTES

The regular monthly meeting of Dover Borough Council was held at Borough Hall, 46 Butter Road on Monday, April 6, 2015 at 7:00 pm. Mr. Seidel was absent. All other members were present including Ms. DiGiovanni, Junior Council Person. President Sabold called the meeting to order. A moment of silent prayer followed.

The March 2, 2015 minutes were reviewed. Mr. Dentler made a motion to approve the March 2015 minutes. Mr. Kroft seconded the motion. All were in favor.

PUBLIC COMMENT

Chief Flohr provided the fire company report.

- They responded to 29 calls in March. Three of the calls were in the borough.
- The fire company's tanker has a leak at the seal on the pump. Quotes to repair this ranged from \$12,000 down to the lowest at \$8,500. The tanker is operational and does all it is designed to do, but cannot draft from a pond. The deputy chief from Dover Township Fire Company had mistakenly reported the tanker was out-of-service. Laurel Oswald, Dover Township Manager, notified Chief Flohr that Dover Township supervisors had authorized payment of the repair. They requested the tanker be first to respond for structure fires in the north end of the township. Chief Flohr noted the repair will be postponed until the end of May or into June to ensure the tanker is available for brush fires which have increased. An updated estimate effective through June is being obtained. Mrs. Koch felt the offer should be in writing and Chief Flohr stated it would be in Dover Township's minutes.
- Chief Flohr thanked Mayor Pope for his help at the fire company with various meetings and events and for arranging volunteers.
- The April calendar was reviewed. On April 18th, staffing standby will be provided for West York Fire Company. On April 25th, a truck will be sent to a baseball event at Lehr Park. Mr. Slusser made the motion to approve the activities on the April calendar with the additions. Mr. Kroft seconded the motion and it carried.
- Mr. Kroft noted the fire company will be selling flowers for Mother's Day on May 8th and 9th. The next meat raffle will be on April 10th. The recreation board will be helping.

Mr. Marc LaFlamme, auditor for Dover Borough, was present to notify council the 2014 Annual Audit Report has been completed and was submitted to DCED on April 1st. They have several recommendations for council:

1. There is a payroll liability of \$1,507.88, on Line 2120, which has been carried over on the annual report since 2008. This was a payroll deduction for a prior employee, reimbursing the borough for taxes paid out, which should be cleared from Quickbooks.
2. On Line 210, "Other"; a balance of \$816.40 has been carried over since the 2007 audit. The auditors were unable to find the origination of this balance, but it should be adjusted from Quickbooks.
3. The 2014 report shows net revenue of \$19,000. It is the opinion of the auditors that the borough should hire an accountant to prepare the annual audit moving forward. Their training is not adequate to do a comprehensive audit. Mr. LaFlamme has not been taking compensation for his time, but will not do that in the future. The auditors are permitted to be compensated up to \$1,000 and all three auditors intend to reach that maximum this year by general oversight of all billing and money coming in. They will take turns sitting in the office on random days. They should be examining bills and credit card receipts to check if employees are buying non-work related items. They feel a "professional auditor" would be more qualified to do this type of in-depth look at the books. Since the three auditors intend to reach their maximum compensation, or a total of \$3,000, Mr. LaFlamme feels that council should spend the additional money it would cost to have an accountant perform the audit. There were no questions for Mr. LaFlamme.

SEWER

Manager's Report

- Mr. Lentz stated there was a problem with Miller's unloading our sludge at Springettsbury Township that caused conflict for them. The sludge was extremely thick and difficult to move. Mr. Lentz was able to defuse the tension with Miller's, but we may want to consider using a blower to aerate the sludge. The agitator circulates slowly and does not provide adequate aeration. Mr. Lentz spoke with Dover Township Sewer and they are willing to occasionally take our sludge. If Kline's won the hauling bid in the future, they have a treatment facility that Mr. Lentz believes could handle the thicker sludge which has been at 4-5%. The sludge is not always that thick, but the recent addition of extra polymer had condensed it.

Engineer's Report

- There are recent flow meter downloads from which Mrs. Hartzler will prepare reports for Mr. Clark. Ground water levels are high so Mr. Clark anticipates televising some lines in Delwood and remaining on schedule for the COA. Mr. Lentz will contact Shrewsbury Borough to check their availability if there is wet weather next week.

Solicitor's Report – Nothing to report.

Old Business & New Business - None

WATER

Manager's Report

- Mr. Lentz had previously reported that PRWA would provide mapping of valves and wells free-of-charge. Upon further investigation, he learned there is a \$800 set-up fee and a charge of \$100/hr while they are doing the work. Council is not interested in paying for this service. It may be possible to have a college intern work on this. Mr. Ferry stated there was a GIS class at Dover High School. Mr. Lentz would follow-up with Mr. Benton there to see if high school students could do this project.
- The curb stop at 107 Cedar Dr. was dug up and realigned. There was a water leak at the property during the winter.
- The water meter at Dover Intermediate School was tested today and is not registering all the usage. Mr. Lentz will contact them to have the meter replaced.

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

Old Business & New Business - None

BOROUGH

Manager's Report

- PRWA's new membership classification of "Stormwater Member" causes Mr. Lentz to be concerned about DEP's future actions with regards to stormwater.
- The oil was changed in the '09 Ford truck.
- Mr. Thomas Fadely would like to plant a Red Sunset Maple tree in Ketterman Park in memory of his wife, Janet, who passed away. They grow about 45' high and Mr. Fadely selected a location between the baseball field and the basketball court. Mr. Slusser made a motion to permit Mr. Fadely to plant a Red Sunset Maple in Ketterman Park in memory of his wife at the location approved by Mr. Lentz. Mr. Dentler seconded and the motion passed unanimously. Mr. Lentz was instructed to make sure there is a mulch ring large enough to protect the tree from mowers.
- There will also be a tree planted in memory of Gail Heagy which was previously approved by council.
- The Zoning Hearing Board has two vacancies currently.
- There is a local Scout who is in need of an Eagle project. If anyone is aware of a project, they should contact Mr. Lentz.
- Street-sweeping is usually scheduled for the first week of May. Mr. Lentz is waiting to hear about this year's schedule from Mr. Kern of Dover Twp., who will be out for surgery.

- Ace Hardware contacted Mr. Lentz regarding an upcoming community event on Memorial Day weekend. They are seeking volunteers for a dunk tank. Anyone that is willing should contact Susan Forry at the store.
- There is approximately 1 truck load of salt remaining.

Engineer's Report

- There has been no answer from the York County Planning Commission regarding additional funds for the CDBG sidewalk project. Mr. Clark revised the scope-of-work by eliminating Dover Garage which reduces the estimated total to \$144,000. Since sewer repairs had contributed to the poor condition of the sidewalks on the east side of N. Main St., it was suggested the sewer fund could provide some additional monies toward the project. Mr. Lentz measured and Mr. Clark presented a figure of \$15,300 for damages caused by sewer work. We can award the project contingent upon receiving additional funds and increase the project as it progresses. Mr. Slusser is concerned about reserving sewer funds for work necessary in Delwood under the COA and feels some of the cost of the N. Main St. sidewalk project should be deferred to property owners. Mr. Clark offered another option to complete the east side of N. Main St. which is estimated around \$92,000 and to use any remaining funds to spot repair only the most deteriorated portions of the west side of the street. The area around Kelly Transit is not as bad as portions north of that point where the sidewalk is unsafe. Mr. Clark stated in this scenario, the grass strip would only be placed on the east side. On the west side, only damaged existing materials would be replaced. Even if the residents are required to pay a portion, they still benefit greatly from the grant. After the 2010 census, the borough is no longer eligible for low-moderate income projects like this. A discussion followed regarding the calculation of cost to the homeowners. Mr. Kroft suggested the residents should be responsible for the balance of the project over and above the grant and any additional funds from the county. Each resident's portion of that overage would be based on their property's percentage of the overall square footage of the project. It was noted that property owners must be given 30-day's notice of the work, providing time to have the work done themselves. Council could send a letter to residents, giving 30-day's notice, which includes their possible cost based on the \$100,000 grant we currently have been awarded. If we receive additional funds, they would pay less or nothing at all. Homeowners choosing to have repairs completed themselves are required to conform to our bid specs. To demonstrate the benefit of the grant to residents, the notice could include their cost for repairs participating with the project and without. Mr. Sabold noted the repair of the sidewalks damaged during sewer work could not be charged to those property owners. Mr. Slusser made a motion to transfer \$15,300 from the sewer fund to the general fund for repair of sidewalks, included in the block grant project, which were damaged during sewer rehab work. Mr. Kroft seconded the motion and all were in favor. Mr. Herrold indicated the borough would first need to pass an ordinance, with the required advertising, before sending a letter to residents. Mr. Clark had notified the contractor of a possible start time of June. There was discussion of council awarding the bid for the project with contingency of receiving additional funds. Mr. Clark stated if council approved the project for \$115,300 tonight, the bond could be initiated and the scope of work expanded if funds become available. The timeline was discussed with regards to passing an ordinance, notifying residents, and awarding the bid. Mr. Kroft made a motion authorizing the preparation of an ordinance for sidewalk replacement charging the property owners. Mr. Slusser seconded. President Sabold was uncertain of the verbal vote and asked for a show of hands. All were in favor.
- Mr. Lentz provided Mr. Clark with measurements for paving on Fairview Ave., Edgeway Rd. and Gross Ave. Mr. Clark has not seen figures for paving bids this year so is unsure of his estimate. The price of asphalt for roads has not decreased relative to the decrease in the price of oil. He presented an estimate of \$84,600 to complete all three roads, replacement only. He separated the work into 2 portions to avoid sales tax and used a figure of \$22/ton in place, which includes allowance for milling. The price would be for milling, overlay, sealing and scratch coat. Mr. Lentz will provide the risers. The Highway Aid Fund has sufficient monies to cover the estimated project. The Liquid Fuels allocation was received and the reimbursement from Dover Area School District. Mr. Slusser made a motion to authorize Mr. Clark to request bids for the paving projects on Fairview Ave., Edgeway Rd., and Gross Ave. Mr. Dentler seconded and it carried unanimously.

Solicitor's Report – Mr. Herrold has not received the information he requested from the PSAB regarding social media policies.

Mr. Herrold and Mr. Clark left the meeting.

Police Report – Mayor Pope reported there were 13 more calls in February than in February ‘14, and 42 calls for the year-to-date compared to the same period last year. As of March 30, the police have been carrying Narcan and two lives were saved in the first 4 days.

Ambulance Club Report – There were 7 calls in Dover Borough in March. Mr. Slusser was unable to attend the last meeting.

Recreation Board Report – The Easter Egg Hunt was a successful event on this past Saturday. Mayor Pope estimated there were about 160-170 kids and everyone had a good time.

Treasurer’s Report – Mr. Kroft made a motion to approve the Treasurer’s Report as presented. Mr. Slusser seconded. Under the question, Mrs. Koch indicated the Worker’s Compensation renewal should be discussed before the Treasurer’s Report is approved. Mrs. Hartzler reviewed the information provided by the insurance administrator indicating AmeriHealth will no longer cover the volunteer fire company under the borough’s policy. This is due to loss runs from claims by the fire company in the past few years. The only option is to enroll the fire company in the State Workers’ Insurance Fund as insurance companies are eliminating coverage for the Code 994 Volunteer Firefighter category. The annual premium cannot be verified until application has been made which requires a check for \$2,900 which is 25% of the estimated premium. Our account representative anticipates the borough’s Worker’s Comp insurance cost should decrease as all the losses can be attributed to the fire company while we should anticipate paying more for the fire company. There were no additional questions. All were in favor.

Old Business – Mr. Sabold asked for volunteers to serve on a committee to draft a social media policy. Mr. Slusser indicated he is willing. Mayor Pope offered to serve as well. Mrs. Hartzler questioned if council had decided to have social media sites. The idea was suggested of allowing entities of the borough, such as the Recreation Board, to have social media sites which included a disclaimer indicating the opinions or views were not those of council. A discussion followed about the need for a disclaimer on the borough website. If social media sites relating to the Recreation Board or Emergency Management have a disclaimer for Dover Borough Council, there may not be the need for an extensive policy. There should be guidelines for governing social media sites that may appear to be official Dover Borough sites and how they are to be administered. Mr. Sabold felt Mr. Herrold should draft the wording for this policy which could include the stipulation that council must approve social media sites and the site must include an approved disclaimer. The issue was tabled pending further information from Mr. Herrold.

New Business

- The Animal Control Officer, Mr. Ellis, dropped off a sample “tethering ordinance” that several municipalities have adopted which he is promoting. Council did not wish to adopt this ordinance in the past and its opinion has not changed.
- A Per Capita Tax Exoneration Request Form was presented for Brittany Geiselman, an 18-year-old resident of N. Main St. with a reported annual income of \$0. Council has previously approved these requests. Mr. Kroft made a motion to approve the Per Capita Tax Exoneration Request for Brittany Geiselman. Mr. Dentler seconded and all were in favor.

Mr. Marc LaFlamme asked for another period of public comment which President Sabold granted. Mr. LaFlamme asked what the estimate was for the CDBG sidewalk project over and above the \$100,000 grant and how many properties would it entail. It was stated the overage was \$44,000. There are 5 businesses in that area and approximately 30 houses. Mr. LaFlamme questioned how these residents could be expected to come up with \$1,500 towards the project within 30 days. It was explained that the 30-day notice was a period in which the residents could have the work done themselves. The property owners would not be billed for their portion until the project was completed and invoiced and they would be given a period of time in which to pay it. The York County Planning Commission also offers interest-free loans for this type of work. After taking into account the \$15,300 being contributed from the Sewer Fund and the portion of the project covering commercial properties, Mr.

Kroft stated the cost per residential property owner was more likely about \$500. Mr. LaFlamme is concerned that many of the residents on N. Main St. cannot afford the cost for these repairs and feels that council should consider reducing the project to be paid solely by the grant monies. Many of the residents on N. Main St. are tenants in rental properties and not home owners. Mr. Slusser explained that property owners are responsible for the maintenance of their properties to the curb and could have incurred 100% of the cost for replacement of the sidewalks. Mr. LaFlamme asked if eliminating the grass strip would be cheaper. Mr. Kroft stated the grass strip was included to reduce the cost of concrete for the project. It is council's hope that the county will provide more funding and there will be little or no cost to the homeowners. The condition of some of the sidewalks has deteriorated to the point that repairs cannot be delayed. Council requested contributions from the businesses on two occasions with no response. Mr. Sabold indicated that council understands Mr. LaFlamme's concerns.

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 8:37 pm.

Respectfully submitted,

Rebecca J. Hartzler
Secretary/Treasurer