

MINUTES

The regular monthly meeting of Dover Borough Council was held at Borough Hall, 46 Butter Road on Monday, October 5, 2015 at 7:00 pm. President Sabold was absent due to vacation and all remaining members were present. Junior Councilperson, Ms. DiGiovanni, was absent. Vice-President Koch called the meeting to order. A moment of silent prayer followed. The September 2015 minutes were reviewed. Mr. Seidel made a motion to approve the September minutes as presented. Mr. Dentler seconded the motion. All were in favor.

PUBLIC COMMENT

Mr. Eric Brinser, Rettew Associates, was present on behalf of Verizon Wireless to present the Preliminary/Final Land Development Plan for construction of a 120' monopole cell tower on the fire company's property at 30 E. Canal St. It will be located within a fenced compound, directly behind the existing tower within an 80' x 80' leased area. Verizon's antenna will be located at the top of the pole with room for two co-locators below that. There will be a 12' wide access road from City Hall Dr. and E. Mill Alley. The Erosion and Sediment Control Plan has been approved and a recommendation received from the Planning Commission. Rettew received comments from the borough engineer and the York County Planning Commission which have been addressed with the exception of a few administrative items. The signed and sealed plans have been provided. There are two required bonds, one for the escrow amount for the proposed improvements (\$20,010) and a Tower Removal Bond coordinated between the borough's solicitor and the attorney for Verizon Wireless. These are being processed and will be completed. An Operation and Maintenance Agreement for stormwater has been approved by all parties and is in the signing stage. The Non-Building Waiver has been signed off by the owner and Verizon Wireless and has been forwarded to the borough for filing with DEP. Mr. Brinser requested Dover Borough Council approve the Preliminary/Final Land Development Plan. Mr. Dentler asked if the access road will be stone or blacktop. Mr. Brinser indicated the road will be stone; however, the first 25' will be paved in compliance with Dover Borough's code. A note is included stating Verizon will pave an additional portion of the access drive if stones wash onto the existing alley during run-off. Mr. Slusser expressed concern that construction vehicles may damage the paved alley and Mr. Lentz will monitor this. Mr. Seidel made a motion to grant conditional approval of the submitted Preliminary/Final Land Development Plan pending posting of the bonds, signing of the Operation and Maintenance Agreement, filing of the Non-Building Waiver and the satisfaction of all items outlined by the borough engineer in their letter of September 29, 2015. Mr. Slusser seconded and it passed unanimously.

Ms. Denise Decker, 33 N. Main St., was present to address her request for sewer relief which was not approved at the previous council meeting on September 14, 2015 when the discussion had been tabled. The filler valve on her furnace broke and leaked 157,000 gallons of water which drained from her basement and not into the public sewer system. She believes there is a difference between people making a conscious decision to use water for swimming pools or gardens, knowing they will be charged for sewer, and this situation in which she did not choose to use the water. Mr. Seidel stated that research of council's past decisions indicated the policy has been to deny requests for reduction of sewer charges in similar situations. Mr. Herrold mentioned the borough has allowed payment arrangements by which the resident paid the bill over time without incurring penalties. Mr. Seidel would like the sewer committee to consider a policy allowing council to grant sewer relief in the future for certain circumstances. Mr. Slusser explained the only way to monitor sewer usage is by metering the inflow of water into a residence. Ms. Decker questioned if she had further recourse with council and was told she did not, but payment arrangements could be made with Ms. Hartzler.

Mr. Dentler provided the fire company report.

- They responded to 11 calls in September. Five of those calls were in the borough.
- The October calendar was reviewed. Open House at the fire station will be on Wednesday, October 7 from 6-8 p.m. during Fire Prevention Week. Fire drills and activities are scheduled for the schools on Wednesday morning in conjunction with Dover Township. Dover Elementary's first grade classes will be visiting the fire station on Tuesday morning, Oct. 6th. There may be a staffing standby at Dillsburg on October 17th. Engine 6-1 is scheduled for some minor body repairs this month. The hose cart and an engine will be taken to Cousler Park on Sunday, October 11 from 8 a.m. - 4 p.m. for a fire muster displaying antique fire equipment. Seven Valleys will be bringing their hand-pumper from the early 1900's and children's activities are from 10 a.m. to 1 p.m. The fire department will be open during Trick-or-Treat on October 31st and one engine will be going to Dover Intermediate School for the band show that day. Coach Bag Bingo is

November 1st which is before the next council meeting. Mr. Seidel made the motion to approve the activities on the October calendar with the additions. Mr. Slusser seconded and it carried.

SEWER

Manager's Report – Mr. Seidel asked if the sewage flow numbers were lower than prior to the sewer plant upgrade and Mr. Lentz stated they are. Previously the by-pass flows were estimated. He believes the I & I problem has improved. The manhole meters are still installed in the Delwood Development.

Engineer's Report – Mr. Clark reviewed the Delwood sewer project scope-of-work and estimated costs which had been revised after the previous council meeting. Some items had been removed and street restoration changed to base repair as previously discussed. There is an error on Page 2 under 2016 construction; "Item 6" for Elmwood Dr. is a duplicate from Page 1 and should be crossed off. This item should be Amberview Dr. with its corresponding figures. The estimate for Phase I is \$82,600 not including sliplining which will be necessary in early 2016. Mr. Clark feels the liner quote may be high. He consulted with Chad Kehew from his office who believes the proposed work will satisfy DEP with regards to the COA, particularly as sliplining and Phase II work is planned for 2016. Mr. Kroft made a motion to authorize Holley & Associates to prepare and advertise for bids on Phase I of the sewer rehabilitation project in the Delwood Subdivision which has an estimated cost of \$83,000. Ms. Bishop seconded the motion. Under the question, Mr. Seidel asked if the Sewer Fund had available monies to fund the proposed work. Given the current sewer account balance and the remaining loan payments in 2015 of about \$62,000, there are enough funds to cover Phase I of the project. The motion passed unanimously. The bids will be opened during the last week of October and Mr. Clark will have the result available for the November meeting.

Solicitor's Report – Nothing to report.

Old Business & New Business - None

WATER

Manager's Report – United Environmental is finalizing the agreement with York Habitat for Humanity for drilling the proposed well to replace Well #4. DEP must approve the site which should happen quickly and the anticipated time for drilling of the test well is by December.

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

Old Business - None

New Business – We received the annual Maintenance and Support Agreement for the Master Meter Handheld System which has no change in cost at \$1,500. The fee is paid 50/50 from the water and sewer funds and is included on the bill lists.

BOROUGH

Manager's Report

- Mr. Lentz anticipates Strathmeyer's will be planting 2 or 3 pine trees at Ketterman Park on Thursday of this week.
- The Kubota tractor was taken to York Tractor Supply for maintenance and repair. Eight bucket pins were frozen from contact with road salt which was labor-intensive to repair. The pins will be greased each time it is used for salt.
- Seth Gross has been working in the borough performing community service.
- The trash contract is up for renewal at the end of the year and allows for a 1 yr. or 2 yr. extension. Penn Waste's proposal was provided which includes 32-gallon, round recycle containers as part of the contract price. After discussion, it was agreed the contract will be reviewed during upcoming budget meetings.

Engineer's Report – Nothing to report.

Solicitor's Report – Mr. Herrold reviewed the status of the floodplain management ordinance required by FEMA. A letter dated June 2015 requested a copy of the borough's existing ordinance be sent for review to Mr. Fitzpatrick at DCED which was done on July 11, 2015. No response has been received. The state hired an individual to handle the reviews, but she was subsequently ordered to cease work due to the budget crisis. Federal law requires the new

ordinance be adopted by December 16, 2015 in order for borough residents to be eligible for flood insurance. There is a model ordinance available which Mr. Herrold can adjust for the borough's use. He suggested Holley & Associates may have already worked on an ordinance for other municipalities and should be consulted before he duplicates that work. Mr. Seidel made a motion to authorize Mr. Herrold to complete a draft floodplain ordinance, after consulting with Holley & Associates to determine if they are already in the process, to be adopted at either the November or December meeting. Mr. Slusser seconded the motion. All were in favor.

Ms. Bishop asked if there were any developments with regards to the monitoring violation discussed at the September meeting. Mr. Lentz stated he spoke with the DEP inspector who confirmed there is no appeal process available. We are required to test for 4 consecutive quarters which would have been required anyway. There was no explanation why the first quarter notification for missed sampling was never received. Mr. Lentz requested that in the future all testing notifications be sent to both his and Mr. Grim's email and a hard copy mailed.

Mr. Herrold and Mr. Clark left the meeting at this time.

Police Report – NYCRPD did not have September's report compiled for today.

Ambulance Club Report – The new ambulance will be in service as soon as the staff is trained.

Recreation Board Report – Trick-or-Treat will be held on October 31, 2015.

Treasurer's Report – The Animal Control Contract was reviewed with no change for the coming year. The retainer fee is \$250. We have not received the invoice from Korporate Computing for the new laptop. Mr. Seidel made a motion to accept the Treasurer's Report as presented. Mr. Dentler seconded and all were in favor.

Old Business – The High School did not have a presentation prepared for tonight's meeting for renovation of the planters at the square. Mr. Lentz will follow-up with Mr. Bowen.

Mr. Slusser questioned if council would be meeting with the insurance broker prior to the health insurance renewal date of December 1st. Benefit Connections met with Mr. Lentz and Ms. Hartzler to provide renewal quotes which will be distributed tonight to the Personnel Committee for review and recommendation at budget meetings. A discussion followed regarding previous problems with this broker. Ms. Hartzler indicated a meeting could be arranged with Benefit Connections and borough council before the renewal deadline. The committee agreed to meet at 5:30 p.m. prior to the budget meeting on Monday, October 12, 2015.

New Business – The Annual Computer Support Contract was reviewed with no change in pricing for the coming year. The fee is \$600 for the Managed Services portion and \$300 for the Onsite Back-up License. Service calls are billed at \$100/hr. and calculated in 15 minute increments. This 'per call' type of contract is more economical for the borough compared to a contract which includes set service hours and overage billed at a higher rate. Korporate Computing will also provide AVG anti-virus software for \$96 to cover 4 PCs compared to the current \$85 we pay for only one PC. Ms. Bishop made the motion to approve the Annual Computer Support Contract with Korporate Computing at an annual fee of \$996. Mr. Seidel seconded and the motion carried.

Mayor Pope announced he will be resigning as mayor effective December 31, 2015 as he is moving to Dover Township.

The town clock has been repaired and is chiming correctly.

With no further business to discuss, Mr. Dentler made a motion to adjourn with a second by Ms. Bishop. The meeting adjourned at 8:29 pm.

Respectfully submitted,

Rebecca J. Hartzler
Secretary/Treasurer