

MINUTES

The regular monthly meeting of Dover Borough Council was held at Borough Hall, 46 Butter Road on Monday, June 6, 2016 at 7:05 pm. Mayor Dentler was absent. All other members were present. President Sabold called the meeting to order. A moment of silent prayer followed.

The May 2, 2016 minutes were reviewed. Ms. Bishop made a motion to approve the May minutes as written. Mr. Swords seconded the motion. All were in favor.

PUBLIC COMMENT

Chief Dettinger provided the fire company report.

- They responded to 21 calls in May. Nine of those calls were in the borough.
- The resident at 36 N. Main St. had a "campfire" in a large tin can on their front porch. Chief Dettinger requested Mr. Ferry advise them of the safety hazard. Mr. Lentz stated there are other residents having recreational fires closer than 25' to structures. He feels the burn ordinance should be updated.
- The June calendar was reviewed. Mrs. Kroft stated there will be an Appreciation Picnic on Sunday, June 12th for the volunteers who helped during the carnival. Mr. Slusser made the motion to approve the activities on the June calendar. Mr. Raffensberger seconded the motion and it carried.

SEWER

Manager's Report – Dover Township televised the sewer lateral for Calvary Lutheran Church, 9 N. Main St. and found no roots in their lateral. There are roots in the main sewer line which Mr. Lentz intends to treat with RootX at the same time as Stony Lane. Calvary Lutheran Church submitted two bills for labor to unclog the line when sewer backed up in March. One bill for \$526.61 is from Miller & Sons, Inc. who were called on March 10. Several days later on March 14, Roto-Rooter was called for more sewage back-up and they determined the problem was in the main line. Their invoice was for \$473. President Sabold asked if Miller & Sons were able to unclog the line during the first call and Mr. Lentz indicated they were. Dover Township televised the line after Roto-Rooter was there and confirmed the lateral was clear, but roots are in the borough's sewer main. Mr. Herrold suggested the bills be submitted under the borough's liability insurance. Ms. Hartzler will check the amount of the deductible.

Mr. Lentz would like to proceed with repairs to the tops of the tanks at the WWTP which was budgeted for this year. Tank #1 is in bad shape and he is concerned about saving the main bearing. John Zange (Enhanced Concrete Concepts) provided a phone quote of \$1,900 for Tank #1 and \$5,800 for all three. Wagner Construction Inc. quoted \$15,915 to apply a 10,000 lb. tensile strength epoxy PolyCoat. They propose to replace blocks previously installed by Sam Gross & Son and apply the PolyCoat overtop. John Zange would use a product to bridge between loose blocks and then apply a different coating overtop which was used on several aeration tanks at Hampden Township about 3-4 years ago. Their tanks are much larger than ours and they have been very satisfied with the result. Tank #2 and Tank #3 are in good shape and would only need to be coated with no repair work. President Sabold suggested Tank #1 could be repaired first and the price held for Tank #2 and #3. All three tanks could not be done simultaneously, but Tanks #1 and #2, which were installed in 1984, could be repaired at the same time. Mr. Slusser made a motion to approve the repair of Tanks #1 and #2 with Tank #3 to follow by Enhanced Concrete Concepts at a cost not to exceed \$5,800. Mr. Raffensberger seconded. Under the question, Mrs. Koch stated the work and price should be in writing before the work begins since Enhanced Concrete Concepts provided a phone quote. Mr. Slusser amended his motion to include the phrase "provided Enhanced Concrete Concepts submits a written price and description of work to be performed before work begins." Mr. Raffensberger seconded the amended motion and all were in favor.

Mr. Slusser asked Mr. Lentz if Speedy Rooter hit our water line at 222 Maplewood Dr. and repaired it before Mr. Lentz saw the work. Mr. Lentz stated that he was able to see the repair that was made. The resident had

the same issue with their sewer after Speedy Rooter was finished and subsequently called Chris Osborn to fix the problem.

Mr. Lentz reported Tank #3 is nearly pumped out so anyone who wishes to see the tank and how it works can contact him for a visit to the WWTP.

Engineer's Report

Mr. Clark reported on a meeting he and Mr. Lentz had with National Water Main. They are requesting a 1-month extension of time until July 3, 2016 to complete the job. This company prefers to televise first and then order product based on a more accurate measurement. Mr. Clark was not aware of this procedure since other companies he works with use measurements provided by the engineer. The contractor was already in to televise the line without contacting Mr. Lentz or Mr. Clark whose email was down for a few days. Chad Kehew confirmed the extension would not cause issues with existing DEP deadlines. The borough would not lose anything by granting the extension; however, the matter of the contractor conducting work without verbally communicating with the borough manager or engineer should be addressed. Mr. Slusser made a motion to grant a 30-day extension to National Water Main with the contract work to be completed by July 3, 2016. Mr. Kroft seconded and all were in favor.

A quote was received from National Water Main to complete two point repairs in the Delwood Development. Mr. Clark and Mr. Lentz agree the prices are extremely high, especially since the work could be done at the same time as the sliplining. This would be a change order to the existing contract. The proposal is for \$1,800 per point repair plus \$160/ton to remove nonhazardous material, a 5% fuel charge, and 7% New Jersey sales tax, "unless sales tax exemption certificate is provided". Mr. Clark is contacting Mr. Rehab for a comparison quote. The issue of the New Jersey sales tax was discussed and President Sabold instructed Mr. Clark to reject the proposal and seek prices from other sources.

Solicitor's Report – Nothing to report.

Old Business & New Business - None

WATER

Manager's Report - The fire hydrant on N. Queen St. has not been exercised during the time Mr. Lentz has been employed. The riser is misaligned and the valve cannot be accessed. He would like to schedule that repair as well as the removal of a fire hydrant in the right-of-way on land adjoining Ketterman Park and Meadow Rd. With no breaks or repairs this year, there is sufficient money in the budget. President Sabold indicated there were no issues with scheduling the work if budget monies are available.

The water main valve that was frozen shut on S. Main St. was opened by increasing the hydraulic pressure on the valve exerciser and it is now operational with no repairs needed. This work caused an episode of dirty water at Sarah's Creamery which was cleared by flushing the line. Mr. Lentz noted the start and finish readings on their meter and they were not charged for the water.

In follow-up to a question about double deadbolts at last month's meeting, Mr. Lentz confirmed they are keyed from both sides. Mr. Sabold asked if there was a quote to install 2 single deadbolts, one each near the top and bottom of the doors. Mr. Lentz will obtain that information for the next meeting.

Engineer's Report – Nothing to report.

Solicitor's Report – Mr. Herrold received a request for pay-off amount on a property at 511 Oakwood Dr. where liens were previously filed for water, sewer and trash charges. A copy was provided to Ms. Hartzler and the calculation will be provided as requested.

Old Business – President Sabold reviewed a draft letter from council to Dover Township Supervisors requesting permission to exercise the right of eminent domain on a property in Dover Township for the purpose of replacing Well #4. Mr. Herrold was in favor of sending the letter as written. He expects the supervisors will have questions, but feels council should respond to those as they arise. Mr. Slusser is opposed to the idea in principle. Mr. Lentz stated the portion of the property in question is wetlands and not useful for any other purpose. Sending the letter would demonstrate the borough has exhausted all possible options for replacing the lost well. Ms. Hartzler questioned whether the borough would want to exercise eminent domain for the purpose of drilling a test well which may not yield sufficient flow to be used. Mr. Herrold stated a Declaration of Taking would be filed to gain access to the property to drill a test well. If the well is not viable, the Declaration of Taking would be withdrawn; however, compensation would be owed for the test well. Full compensation would not be owed if the property is not kept. Mr. Lentz confirmed with United Environmental that York Habitat for Humanity denied their request to drill a test well. Justin Shappell was in favor of the borough attempting to obtain the right to exercise eminent domain from Dover Township. Ms. Bishop asked how the wetlands on the property affects the location of a well and Mr. Lentz explained a site can be drilled on the edge of the wetlands. Mr. Kroft made a motion to send the letter as written to Dover Township Supervisors asking permission to exercise eminent domain on a property north of the borough for the purpose of locating a replacement well site. Ms. Bishop seconded. By a show of hands, five members were in favor; Mr. Swords and Mr. Slusser were opposed and the motion carried.

President Sabold reported the Water Committee met to discuss a collections policy for unpaid utility bills. The first phase of a proposed policy would be to require a portion of the bill to be paid by the due date and the balance to be paid before the next billing cycle. Everyone that does not pay the balance of the bill by the due date would be charged the 10% late fee. The Water Committee will meet again to continue working on this issue in an effort to have a uniform payment date on accounts in arrears. Ms. Hartzler suggested the residents who have been paying on a 3-month installment plan since the large sewer rate increase a few years ago should be notified they will now be assessed a late fee if the bill is not paid by the due date.

New Business - None

BOROUGH

Manager's Report – The inlets on Delwood Dr. at Canal St. and on Mill Alley outside the sewer plant need to be replaced. Mr. Lentz is obtaining quotes for the July meeting.

Mr. Lentz reviewed a quote of \$1,053 from Hively Landscapes to install sod in the grass strip outside the post office and Golden Carriage. Two other companies he contacted did not respond. Mr. Clark stated the contractor is responsible for the grass for one year and he will follow up with them.

Mr. Lentz asked council to consider establishing a weight limit on Butter Rd. to prohibit truck traffic. The stop sign at the end of Butter Rd. at N. Main St. was knocked down for the second time in a year by a large truck and there are issues with the swale and the culvert on Butter Rd. This would require a traffic and engineering study. The current weight limit on borough roads is 6 tons with the exception of Butter Rd. and Meadow Rd. Pro Pallet reimbursed the borough for the cost of the first damaged stop sign. Mr. Herrold advised that a traffic study be initiated and a decision on prohibition be based on the engineer's report. This will cost about \$725. Mr. Kroft made a motion to initiate a traffic study to investigate the impact of large trucks traveling on Butter Rd. and turning at the intersection at N. Main St. Ms. Bishop seconded and 5 members were in favor. Mr. Slusser was opposed. The motion carried.

Mr. Lentz had an additional item for sewer. A few years ago, a resident on Mayfield St. contacted the borough because a woman tripped and fell on an uneven sidewalk and broke her wrist. It was at a location where sewer lateral repairs had been done, possibly in 2006, and the sidewalk has dropped about 1 inch. There are other locations like that and in one place the drop is 3-4". Mr. Lentz will obtain prices for the July meeting to have those areas raised without replacing them.

Mr. Slusser asked the condition of the cinder spreader and auger. Mr. Lentz stated the spreader should be replaced.

Engineer's Report & Solicitor's Report – Nothing to report. Mr. Clark and Mr. Herrold left the meeting at this time.

President Sabold introduced Katrina Rife who is recommended by the Personnel Committee to be appointed as Assistant Secretary-Treasurer. She will train with Ms. Hartzler over the next few months and take over as Secretary-Treasurer when Ms. Hartzler leaves at the end of the year. Mr. Sabold invited Ms. Rife to share some information about herself. She has municipal experience having worked at East Manchester Township for 8 years and has recently been working part time as a church secretary. Mrs. Koch made a motion to appoint Katrina Rife as Assistant Secretary-Treasurer and Mr. Slusser seconded. All were in favor.

Police Report – The printed police report was reviewed in Mayor Dentler's absence. Mrs. Koch asked what action the NYCPRD took with the resident on Willow Run Rd. who was creating a disturbance. Mr. Lentz observed the individual yelling and throwing a microwave and trash into the yard. The police arrived and were not able to enter the premises. The resident's father was called to unlock the door and police officers removed the resident in handcuffs. He has not returned to the residence. Several neighbors have expressed concern to Mr. Lentz over what may happen with this resident. Mr. Lentz has been taking pictures and documenting events over several months when the resident has thrown trash in the yard, on the street and on neighbor's property. He asked if council wanted charges to be filed so a case worker would be aware of the incidents. Mr. Kroft suggested a call be made to York County MH-IDD to check if there is an open file for this individual. It may be useful for case workers to have documentation of recent incidents.

Ambulance Club Report – Mr. Raffensberger reported there were 145 calls in May and 800 year-to-date.

Recreation Board Report – There was no Rec Board meeting in May.

Treasurer's Report – Under an EMA grant, the fire company purchased 4 tablets with cases for a total cost of \$2,252.64. The grant provided \$1,968.28 for a difference of \$284.36, which the fire company is willing to reimburse. Ms. Hartzler suggested council consider covering this overage from the borough's EMA budget which is \$1,000 for the year.

Ms. Hartzler stated the annual donations for the fire company, Dover Area Ambulance Club, the library, Conewago Garden Club and NYCPRD for National Night Out were issued. Mr. Slusser made a motion to approve the Treasurer's Report as presented. Ms. Bishop seconded and all were in favor.

Old Business – President Sabold asked about the inlet repair on Mill Alley. While checking a sinkhole in the area, Mr. Lentz discovered the resident at 2 Mill Alley was pumping water onto the road. Mr. Lentz is working with the resident on a fix for that situation and the resident is currently discharging the drainage to his yard. Mr. Lentz is considering the option of tying the drain directly into the inlet when the repair is done. This would require documentation stating the borough is not responsible for maintaining that line. The sinkhole was filled with stone and cold patch.

Ms. Bishop asked if any work had been done to correct the pointy curbs on N. Main St. Mr. Clark was to follow-up with the contractor.

Ms. Bishop asked if the residents in the Cranbrook Development and YHFH Development are aware it is their responsibility to maintain the lights in their yards. There was discussion about the existence of Homeowners Associations in those communities and whether those lights could be included in an "energy-saving" program for the borough. Some investigation should be done, possibly in Planning Commission minutes, to determine what agreements are in place for the maintenance of the lights.

New Business – President Sabold presented Resolution #2016-06 which establishes council’s desire to furnish a bond for the billing clerk in the amount of \$100,000. This was necessary to satisfy the insurance company’s requirements. Mr. Kroft made a motion to approve Resolution #2016-06 establishing a bond be furnished for the billing clerk. Mr. Slusser seconded and all were in favor.

Ms. Hartzler reported the borough letterhead is nearly gone and an order should be placed shortly. During the preparation for the Anniversary Celebration in 2014, there had been discussion about changing the date on the letterhead to include Established 1764 and Incorporated 1864. Currently the letterhead reads “Est. 1864”. Mr. Kroft suggested the official letterhead of Dover Borough should carry the date it was incorporated which is documented. Celebrations can be held commemorating the “area” being founded in 1764, but the official date of Dover Borough’s existence as a borough should be on the letterhead. Council was in agreement that new letterhead would be ordered with “Inc. 1864” on the logo.

A letter was reviewed in which the York County Commissioners state their intention to transfer to municipalities the responsibility for collection and maintenance of Per Capita tax rolls. Dover Area School District, Dover Township and other municipalities have decided to drop their Per Capita Tax. This action will increase work and expense to the municipalities. No decision is necessary by council at this time, but should be considered during budget meetings. It is unclear if the York Adams Tax Bureau will continue to collect the delinquent Per Capita Tax.

(Mr. Swords left the meeting at 9:12 pm)

President Sabold presented a Request for Exoneration from Payment of Per Capita Tax 2016 for Brittany Geiselman of 61 N. Main St. whose stated income is \$0. Mr. Kroft made a motion to approve the Request for Exoneration from Per Capita Tax for Brittany Geiselman. Mr. Slusser seconded and all were in favor.

Mr. Slusser thanked council, on behalf of Eagle Lacrosse, for the use of Ketterman Park. Their season is finished and they hope to use the field again next year.

With no further business to discuss, Mr. Kroft made a motion to adjourn with a second by Ms. Bishop. All were in favor. The meeting adjourned at 9:16 pm.

Respectfully submitted,

Rebecca J. Hartzler
Secretary/Treasurer