

## **MINUTES**

The regular monthly meeting of Dover Borough Council was held at Borough Hall, 46 Butter Road on Monday, September 12, 2016 at 7:00 pm. All members were present with the exception of Mr. Swords. President Sabold called the meeting to order followed by a moment of silent prayer and the Pledge of Allegiance.

The August 1, 2016 minutes were reviewed. Corrections were noted as follows: on Page 1, second point under the Fire Company Report, "Ketterman Park" should be changed to read "the Dover Fire Company" as the location of National Night Out; on Page 3, under Solicitor's Report, "Mr. Clark" should be changed to "Mr. Spangler". Mr. Slusser made a motion to approve the minutes, as corrected. Mr. Raffensberger seconded the motion. All were in favor.

## **PUBLIC COMMENT**

Chief Dettinger provided the fire company report.

- Thank you to council members and all those who gave their time to volunteer at the carnival. It was a huge success and many comments were made about the outstanding work and quality of food from the Ladies Auxiliary.
- They responded to 9 calls in August with 1 of those calls being in the borough and it was a false call.
- The September calendar was reviewed. Two additions were made: October 1<sup>st</sup> - Car Show and October 2<sup>nd</sup> - Halloween Parade which will occur before the next meeting. Ms. Bishop made the motion to approve the activities on the September calendar. Mr. Slusser seconded the motion and it carried unanimously.

Mr. Richard Pope was present for the Recreation Board Report.

- The last activity was *Sundaes in the Park*.
- Tree-lighting is scheduled for November 25<sup>th</sup>.
- Changing the message on the sign at Ketterman Park was discussed. Mr. Pope is responsible, but does not have enough time to keep it current. Ms. Bishop commented that Mrs. Snelbaker offered to do it since she lives directly beside the park.
- Mr. Pope did not receive his reimbursement for the soda purchased for *Sundaes in the Park*. Ms. Hartzler will check into this.

Crystal Wilcox and Bob Boyer from Eagle Lacrosse were present to request permission for Small Games of Chance at Ketterman Park during their lacrosse games and use of the Ketterman Park address for the application for a Small Games of Chance license. Ketterman Park is leased from the Dover Area School District and Mr. Herrold advised approval should be granted by the school district first. Mr. Slusser added that he is abstaining from the discussion and decision due to his service on the board of Eagle Lacrosse.

Mr. Carl Kroft was present seeking appointment to the Zoning Hearing Board. A motion by Mr. Slusser to appoint Mr. Kroft to serve on the Zoning Hearing Board was seconded by Mr. Raffensberger. The motion was passed by a vote of 4 yea and 1 nay. Ms. Bishop abstained from the vote.

## **SEWER**

*Manager's Report* – Mr. Lentz reported on the broken influent chamber auger. It was purchased from WSG (now ADA) in California and they have not responded to Mr. Lentz' phone calls or email messages. Since it was installed, more debris has been getting through than with the old comminutor and bar screen, causing more maintenance in a confined space. He looked at a Muffin Monster system at Dover Township and a Franklin Miller grinder at Asbury Point which was a replacement for their old Muffin Monster. The Muffin Monster has stacked cutting plates which must all be replaced when some are worn and requires tightening when they wear down. The Franklin Miller cutters are milled from a solid piece of metal. When the cutters at the bottom become worn, the rack can be flipped for more use by the unworn cutters which were near the top and this can be done in-house. Both companies provide good technical support. Currently the auger is being bypassed and the waste is going through a bar screen. A pump was pulled today because it was clogged. The quote for Muffin Monster is \$31,146 and \$32,120 for Franklin Miller which includes a stainless steel enclosure for the electrical. Starters and PLC are already in place

and Mr. Lentz wants to determine the cost for retro-fitting what is already there. The broken auger was cut into 3 pieces for removal. Wearing of the brushes indicates it is out of balance. Mr. Lentz prefers the Franklin Miller device because the cutter is one piece. Both units will trigger high current shut-off when something is bound up and reverse direction before continuing. Delaying the auger replacement may cause the need for repairs or replacement of pumps. A time frame of 10 weeks was given for the Muffin Monster and 12 weeks for Franklin Miller. Ms. Hartzler asked if advertised bids are required due to the cost. Mr. Herrold will check if this item can be purchased without bid advertising and Mr. Lentz will have more information on installation costs for next month.

Mr. Slusser asked if Clear View Excavating will cover the cost of repairing the sinkhole in the Delwood Development. Mr. Lentz confirmed they will be back to saw-cut, compact, and black top the area at no cost to the borough.

Ms. Bishop asked the purpose of the Hampden Twp. tour and what was learned. Mr. Lentz explained he was looking at the 15-year-old epoxy coating on their tanks which is different than the product recently applied to ours. Hampden Twp. plans to redo theirs with the same material applied to our tanks. Mr. Lentz was impressed with their weir covers which eliminate the need for weekly scrubbing.

*Engineer's Report & Solicitor's Report* – Nothing to report  
*Old Business & New Business* - None

## **WATER**

*Manager's Report* – Mrs. Morris, the director for YHFH, informed Mr. Lentz she has not heard from her board regarding the test well drilling.

President Sabold asked whether the ADT alarm system battery replacement had been triggered by an alarm. Mr. Lentz noticed the bell for the door quit working and there was a light on the keyboard. He called ADT and was informed it was a battery indicator light. ADT shipped the replacement battery and Mr. Lentz installed it.

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

*Old Business* – The letter eliminating installment payments was discussed and revised; it will not include the reference to monthly payments and will include an example of billing dates, late fees and actions that will be taken for nonpayment.

*New Business* - None

## **BOROUGH**

*Manager's Report* – Mr. Lentz presented the DAHS Homecoming Parade route request for Friday, October 7<sup>th</sup> from 6:00 to 6:30 pm following the same route as in previous years. Northern Regional Police and the Fire Police are aware and the PennDOT permit is in process. A motion from Mr. Kroft to approve the DAHS Homecoming Parade request was seconded by Mr. Slusser and carried unanimously.

*Engineer's Report*

- Mr. Spangler presented the quotes for the Mill Alley and Delwood Dr. inlet repairs. Five written quotes were received and the low bidder was Clear View Excavation at \$17,950. Bid amounts were close with \$19,380 being the high bid. Mr. Slusser was concerned with the work of Clear View Excavation on the Delwood Sewer Rehab project such as hitting water lines and extra costs on the project. This was due to problems with line location in Delwood. Mr. Spangler was asked for his recommendation. He recommends awarding to Clear View Excavation and obtaining a current Certificate of Insurance from them. The work will be funded from the Liquid Fuels account. A motion from Mr. Kroft to accept the bid from Clear View Excavation for the Mill Alley and Delwood Drive work in the amount of \$17,950 was seconded by Ms. Bishop. Mrs. Koch questioned if the homeowners at 2 Mill Alley were responsible for an item relative to

this project. Mr. Lentz explained there will be a 4" pipe extended to the edge of the road allowing them to connect their sump pump drainage into the storm sewer, eliminating the water that is pooling on their property. Mr. Herrold will draft an agreement giving responsibility for the 4" pipe to the homeowner. The motion carried unanimously.

- Mr. Spangler reviewed the quotes for the Butter Rd. stormwater culvert improvements. He noted that 9 contractors were contacted for bids of which only 3 provided bids. The low bidder was York Excavating at a cost of \$18,400. MacMor Construction and Shiloh Paving were the other bidders. Mr. Slusser abstained from this matter due to his employment with York Excavating. Mr. Kroft motioned to accept York Excavating's bid of \$18,400 for the Butter Road stormwater culvert improvements. Motion seconded by Ms. Bishop and carried unanimously.
- Dover Borough currently has an MS4 stormwater waiver issued from 2013. The next permit cycle starts in 2018; however, a new Notice of Intent and Waiver Request must be submitted 180 days before on September 16, 2017. The borough opted to participate in the Chesapeake Bay Pollutant Reduction Plan even though the waiver was issued. YCPC is trying to roll the current plan over to cover the next permit cycle which is advantageous for a small borough due to costs. There are several grants that will cover the cost of plan development and the county is asking all municipalities to adopt a resolution either opting in or out of the development portion at this time. There is no cost to the borough for opting in since the costs are specific to the implementation stage and they are not to that point yet. A resolution is requested by October 4<sup>th</sup>; the next council meeting is scheduled for October 3<sup>rd</sup>. Mr. Herrold reviewed the September 1st letter from Pam Shellenberger explaining that MS4 Permit municipalities that opt in to the YCPC plan development are automatically opting in to the plan implementation, although no costs are stated. The letter also states that MS4 Waiver municipalities who opt in to the plan *development* will have the opportunity to opt out of the *implementation* phase at the end of the plan development process. At some point, the EPA could eliminate MS4 Waivers altogether. DEP changed the process for the new Notice of Intent. With the new permit cycle, a Pollution Reduction Plan must be submitted with the NOI and the Waiver Application. If the Waiver is denied, the Notice of Intent and accompanying PRP are already in place. Mr. Spangler feels it is in the borough's best interest to opt in to the YCPC plan since the cost to develop our own Pollutant Reduction Plan and specific project plans would be high should the borough's waiver request be denied. Mr. Herrold will prepare the resolution to opt in to the YCPC plan for the October meeting.

*Solicitor's Report* – Mr. Herrold spoke with Attorney John Milakovic regarding the evidentiary hearing requested for the previous Land Use Appeal (August 12, 2014) filed by Angie Yingling. Mr. Milakovic is not pursuing the hearing, but intends rather to file suit against the property owner claiming there is an Easement by Prescription. This action would not involve the borough.

*Mr. Herrold and Mr. Spangler left the meeting at this time.*

*Police Report* – There were 72 calls in July which is a 20% increase from July 2015, and 659 calls for the year-to-date which is a 28.46% increase compared to the same period last year. Eight-six citations were issued. For the proposed 2017 budget, the borough's cost will increase from \$288,017 to \$291,241. New vests were ordered at a cost of \$41,000. The current vests stop only pistol bullets, but the new ones will stop deer rifle bullets. The current riot helmets are penetrable with a 9mm pistol and will be replaced by superior helmets and face shields.

*Ambulance Club Report* – Mr. Raffensberger reported there was no meeting in August. A question was asked about a noted reduction in use of sirens during the evening hours. Mr. Raffensberger is not aware of any discussion of this at DAAC meetings. Mr. Kroft noted state law requires sirens to be running at all times when red lights are in use on fire trucks. Another requirement for fire engines is to clear intersections with the air horn and sirens.

*Treasurer's Report* – Ms. Hartzler reported per Act 205, the 2017 Municipal Pension MMO is \$10,652. Mr. Sabold noted there were 5 mowings in August and asked if any weeks had been skipped due to the dry weather. There was only 1 mowing in July and Mr. Lentz flagged them for the week of September 5<sup>th</sup>. Ms. Hartzler noted in reference to

Mr. Pope's comments earlier in the meeting that Check #11189 on the General Fund bill list was issued to Mr. Pope for beverages purchased for Sundaes in the Park. She will check if it has been cashed and follow-up. The Treasurer's Report was approved as presented by a motion from Mr. Kroft, seconded by Mr. Slusser and carried unanimously.

*Old Business* – Mr. Lentz had prepared a memo regarding outsourcing for snow-plowing and his recommendation for purchasing a new truck. The plow for the dump truck is in good shape, but the dump truck cannot be used to plow with the existing alternator and will not pass inspection next year. It has a 10' plow and can only be used to plow on the widest streets. Meadowbrook Landscaping provided a quote of \$760 to plow a 1-3" snowfall for the Delwood and Cranbrook Developments. President Sabold stated that outsourcing the plowing for several storms a year would add up to more than the cost per year to own and maintain a truck. Mr. Lentz obtained 2017 COSTARS pricing for a 1 Ton Chevy 350 at \$31,395 and a 1 Ton Ford for \$28,027. The plow for either truck would be \$4,585. Mayor Dentler would like to see a regular weekly or monthly preventive maintenance plan in place for cleaning, greasing and checking fluids on the vehicles. The options were discussed and whether a new truck was needed. Delivery for a truck is expected to be about 8 weeks. Mr. Kroft made the motion to purchase a new Ford 1 Ton truck at a cost of \$28,027 through COSTARS and a plow package at a cost of \$4,585. With a second by Mr. Sabold, Ms. Bishop asked under the question which fund would be used to purchase the truck. After discussion, it was agreed the invoice will be paid from the General Fund with a portion, to be determined later, reimbursed from the Water Fund and Sewer Fund. The motion carried by a vote of 5 yeas to 1 nay. Mr. Lentz will check prices for a polyhopper spreader for the new truck.

Ms. Rife compiled quotes from several companies to provide codification services for the borough's codebook since Keystate Publishing went out of business. General Code is an established and reliable company that we used in the past. They are including 10 complete code books with their proposal which has an initial cost of \$1,155 and an ongoing annual cost of \$695, including the online searchable Dover Borough Code. Mrs. Koch made a motion to use the services of General Code for ordinance codification, seconded by Mr. Kroft and passed unanimously.

#### *New Business*

- Ms. Rife filled out the paperwork to apply for the Act 101 Recycling Performance Grant. Mr. Kroft made the motion to approve application for the grant, seconded by Mrs. Koch and carried unanimously.
- The dates for budget meetings were selected to be October 11, 12, 25 & 26 at 6:30 p.m.
- Ms. Hartzler shared a community meeting notice for the York County Commissioners for September 15<sup>th</sup> at 7 p.m. at the Carroll Township building in Dillsburg.
- The issue of Mrs. Deb Snelbaker, 60 Butter Rd., updating the messages on the Ketterman Park sign was discussed. Community events such as Trick-or-Treating or the Halloween Parade can also be posted. It was agreed the Snelbakers should be permitted to take care of the sign if they wish to do so. Mr. Pope will be notified in writing.
- Seth Grove has reserved borough hall for a Town Hall Meeting on Thursday, October 6<sup>th</sup> at 6 pm.
- A resolution will be passed and presented to Mark Clark in appreciation for his service to the borough. He will no longer be attending borough meetings and is retiring in the near future.
- The exit brief has been signed and returned to FEMA for the Winter Storm Jonas reimbursement.
- A meeting will be scheduled for the Personnel Committee with a representative from Benefit Connections to discuss health insurance renewals as soon as they are available.
- The memory is low on the computer Mrs. Deal uses and Ms. Hartzler will have Korporate Computing check it and provide options.
- Mr. Lentz reported Strathmeyers is working with Pantano on fixing the grass strip on N. Main St.
- Ms. Bishop reported the Industrial and Commercial Development Committee that meets at Dover Twp. asked if Village Center zoning allows for mixed-use for home and business and Mr. Lentz confirmed it does.
- Mayor Dentler is attending monthly safety meetings with the DASD, principals, and York County 911.

With no further business to discuss, President Sabold entertained a motion to adjourn with a second by Mr. Kroft. All were in favor. The meeting adjourned at 10:30 pm.

Respectfully submitted,  
Rebecca J. Hartzler  
Secretary/Treasurer