

MINUTES

The regular monthly meeting of Dover Borough Council was held at Borough Hall, 46 Butter Road on Monday, August 2, 2010 at 7:00 pm. Mrs. Koch was absent due to vacation. Mrs. Shirey was absent due to a family emergency. The remaining council members and mayor were present. President Sabold called the meeting to order. A moment of silent prayer followed.

Mr. Sabold stated Mrs. Shirey was called away, just prior to the meeting, due to a health emergency with her mother. Rebecca Hartzler, administrative assistant, was called to fill in for her. A card of thanks from Duane Grim and family, for flowers sent for the birth of a baby, was circulated amongst council members.

The July minutes were reviewed. Ms. Bishop suggested a change to the first line of the first paragraph under Public Comment. The last word "to" should be removed. Ms. Bishop offered a motion to approve the July minutes, as corrected. Mr. Hess seconded the motion and all were in favor.

PUBLIC COMMENT

Assistant Chief Dettinger reported the fire company had 34 calls for the month of July, four of which were in the Borough. There were no major incidents and Dover Township continues to be the area with the highest call volume. The annual fireman's fair will be occurring in about 5 weeks. Also, the Halloween Parade is scheduled for October 3. In past years, the fire company has requested judges from Borough Council. This year the Halloween Parade Committee decided to include members from Dover Township as they also support the parade. They will be asking the township chair-person and manager and are also requesting the Borough council president, mayor, and manager to serve as judges. Mr. Dettinger mentioned their website is getting busier particularly with requests for information about the carnival. He gave a positive recommendation of Rick's Web Solutions and offered his help as needed when the borough moves forward with its website work. Mr. Seidel made a motion to approve the activities on the fire company calendar for August. Ms. Bishop seconded the motion and all were in favor.

Jeff Shyk, of K & W Engineering, was present to discuss the Woodrow/Whitten subdivision plan. This plan went before the Planning Commission on July 27. The Planning Commission recommended conditional approval based upon K & W addressing comments by York County and the Borough engineer. The changes have been made and they can be prepared to resubmit to the Borough and York County by tomorrow or the next day. They are asking for conditional approval based on conditions they have met. Mr. Seidel mentioned there were three waivers being requested by K & W. He also explained that the plan was a simple land swap, straightening the property line between the Woodrow and Whitten properties on East Canal Street. Mr. Shyk explained the three waivers being requested are: 1) Size of paper - the ordinance calls for 24" x 36" and their paper is 18" x 24". This size paper is still recordable. 2) Contours - K & W is requesting a waiver of overall contours to save the client some money on surveying the entire lot. The county has requested the plan show the swale located on the far south of Woodrow's property which has been done as well as the wetlands. 3) Sewer and water feasibility report - this waiver was suggested by the borough engineer since the subdivision plan does not include any construction and no utilities are involved. President Sabold inquired if the 10 comments presented by the county had been addressed and Mr. Shyk replied that they had. Mr. Seidel stated the Planning Commission examined those 10 comments as well and were recommending approval of the plan. Mr. Eisenhart made a motion to grant the three waivers as requested by K & W Engineering for the Woodrow/Whitten Subdivision Plan. Mr. Dentler seconded the motion and all were in favor. Mr. Eisenhart made a further motion to grant approval of the final plan for the Woodrow/Whitten Subdivision Plan. Mr. Hess seconded the motion and all were in favor.

SEWER

Manager's Report – Mr. Lentz reported flow was directed into the bypass tank for a day due to construction and this coincided with a significant rain event, which led to the bypass. The access doors to the comminutor pit appear to open 90° to the way they should. Instead of stepping directly down onto the ladder, it is necessary to move to the side to proceed down the ladder. The plans do not specify the direction of the door; however, the council members who have seen the doors feel they were installed improperly creating a safety issue which needs to be corrected without a change order. Mr. Clark will address the problem with Tom Wallace and the contractor. Mr. Lentz stated that another door, on the blower, was damaged during shipment. Mr. Hertzog is aware of this and Conewago Enterprises is replacing it. The only addition to the Manager's Report was the purchase of a calibration gasket for the gas meter used in confined spaces at a cost of \$257.70.

Fire company representatives have visited the plant three times. Assistant Chief Dettinger reported he had accompanied Glen Jansen, Dover Township Fire Marshall, to view the confined spaces at the treatment plant. He felt it was beneficial to become familiar with the confined space risks. There is no real fire hazard, but there are challenges for confined space rescue as well as chemical issues present.

Mr. Eisenhart asked if Schreiber would be checking any equipment in the old tanks such as the bearings. Mr. Lentz stated that in order to check the bearings, the entire bridge would need to be removed from the aeration tank. Since the bearings cannot be seen and are still working, it was felt they should be left until it became necessary to replace them. They were not included in the current project. The estimated cost would be \$25,000 per bearing, which includes the crane and installation. Mr. Lentz clarified there is one bearing for each tank and to replace them would require a crane to lift the arm. The bearing is encased under other parts which would become damaged during that process. The new tank is up and running and working well. Mr. Sabold addressed the application of a primer and skim coat of cement to smooth out about $\frac{3}{4}$ of unlevelled bottom in the new tank. He wanted the record to reflect the bottom of the tank was not level upon initial construction should there arise any problems in the future. The cement was runnier near the end of pouring, which caused the problem.

Engineer's Report – Mr. Clark reviewed the progress report, which included an overview of the contract amount, work done to date and total paid to contractors. There are two requests for payment included in the Treasurer's Report. Request #8 from Conewago Enterprises is for \$217,244.10 and Request #5 from IB Abel is for \$41,345.48.

Mr. Clark presented 2 change orders for approval. Change Order #7 is for the air line feeding the chlorine tank. The contractor damaged the line during digging and repaired it. The galvanized steel line was in poor condition and the engineer is recommending the entire line should be replaced now. Mr. Lentz believes the air will leak from the deteriorated line, wasting power and would require correction in the near future. The cost would be \$3,385 to replace approx. 80 feet of galvanized line with 1" PVC pipe. The new line would be bedded in stone. The change order includes the pipes, fittings, bedding, backhoe, excavation and labor to lay pipe. Repaving is not included, but will be done as part of final paving of the area. Mr. Lentz had been advised that the air line would be tested for leaks and a credit could be available for the new air lines. Jan Eisenhart made a motion to approve Change Order #7 to replace about 80' of air line with PVC pipe at a cost of \$3,385. Mr. Dentler seconded the motion and it passed. Change Order #8 includes the addition of a manhole, on the piping from the EQ tanks, to be located prior to the connection with the new 12" sewer main. The manhole would allow for visual inspection of the flow coming from the tanks and would be at a cost of \$4,931. Mr. Lentz indicated the other benefit of the manhole is to provide an access, without digging, to flush the lines should a blockage occur in the valves. Mr. Sabold questioned if clean-out risers would be a suitable

alternative to a manhole. Mr. Clark felt a manhole would provide easier access. Mr. Eisenhart offered a motion to approve Change Order #8 to add a manhole for visual inspection of flow from the new tanks at a cost of \$4,931. Mr. Hess seconded the motion and it passed.

Mr. Seidel requested a report on the percentage of completion of the WWTP project. Mr. Clark will meet with Tom Wallace and have the information for the next council meeting. Mr. Lentz reported that someone from the H2O grant committee has been requesting additional information from Holley's office relative to the grant application.

Mr. Clark has reviewed the televising tapes of the sewer line on North Main Street provided by Dover Township and a summary is provided, in follow up to Mrs. Koch's inquiry last month. The pipes are in good condition with the exception of one "bubble" which should have been fixed when installed. The bubble is not creating any problems or blocking the flow. Mr. Clark would like the Township to investigate the small flow at terminal MH 41A which should not be present. There are extensive problems in the laterals with visible roots affecting over ½ of them. The televising was conducted in April 2009, which may have been a dry month. Mr. Clark feels re-televising by the Township is warranted. Mr. Sabold questioned whose responsibility it is to clean out those lines. Mr. Holley researched work done in the past and found that grouting was done in '94, the bypass tank was installed '95, and air-testing and grouting occurred in 2000. There was no time line in the agreement and a great deal of I & I work has been done in recent years. The engineers feel Dover Borough's obligation under the Dover Township sewer agreement was met. Mr. Herrold stated that the agreement called for \$30,000 - \$50,000 of work to be done by the borough and the township is responsible for repair and maintenance going forward. The borough has no responsibility for back-ups in Dover Township lines. A discussion followed whether a letter should be sent to Dover Township regarding the borough's obligations under the agreement. It was noted that the agreement called for a reduction in flow of 30-50,000 gallons per day, not a dollar amount as stated by Mr. Herrold. The Council was in agreement that the work was done. Mr. Herrold read portions of the sewer agreement aloud, which states the borough is not responsible for tree roots invading the township lines which is a repair and maintenance issue. About a month ago, Mr. Lentz had been contacted by a resident on that line with a blockage. Mr. Lentz was able to see, at the manhole, flow coming into the line. He reported the situation to the township after which they were able to open the line. Mr. Eisenhart felt that a letter should be drafted by Mr. Herrold to Dover Township requesting re-televising of the line in question, specifically the laterals. After viewing the new video, the borough could address with the township any work that should be done. Mr. Clark felt that a request for flow meter information should also be included. Mr. Herrold and Mr. Clark will meet to draft a letter to Dover Township.

Solicitor's Report - Mr. Herrold had nothing to report.

Old Business - None.

New Business - None.

WATER

Manager's Report - Mr. Lentz had no additions to his report. He clarified the water meter replacements listed in the report are blank meters from previous quarters. The odor problem at well #4 is a different odor than last year.

Engineer's Report - Mr. Clark will be opening bids for the Groundwater Rule Chlorination on September 8 and will have them for the September Council meeting.

Solicitor's Report - Mr. Herrold has been working with Mr. Lentz on the Heagy easement agreement. There was a misunderstanding that part of the agreement was a temporary water main. The agreement has been revised and given to Brad to obtain the Heagy's signatures.

Old Business - None.

New Business - None.

BOROUGH

Manager's Report - There are two dead trees at the park which are too big for the Borough guys to take down. Mr. Clark suggested Fitz & Smith may be able to lay them over during the upcoming park work. Mr. Lentz was instructed to get two prices on clearing the trees.

Mr. Lentz had two bids for a new tractor. The bid from Messick's totaled \$38,318. The bid from York Tractor was \$35,633.25 Since both bidders were using state contract pricing, it was unclear why Messick's bid was higher. A strobe light was missed in the bid request, but even with the addition of a strobe light York Tractor would still have the lower bid. Mr. Seidel offered a motion to approve purchase of a Kubota tractor, including a strobe light, from York Tractor at an approximate price of \$36,200. Mr. Hess seconded the motion and all were in favor.

The new playground equipment for Ketterman Park was delivered, and is being stored in the garage. Mr. Lentz anticipates the contractor will be ready to install it by the end of August. Mr. Clark did not have a date yet for Fitz & Smith to begin their portion of the project.

Mr. Sabold inquired if any zoning violation letters regarding weeds had been sent. Mr. Lentz stated he needs to send some letters. He is still working with the resident from 89 North Main Street on property maintenance issues. The resident at 12 Willow Run Rd. had been throwing beer cans on the front lawn again over the past weekend.

Engineer's Report - Nothing to report.

Solicitor's Report - Mr. Herrold indicated the checks were sent for the Edgeway Road agreement. The only signature still needed is the Snelbakers; it has been difficult for Brad to contact them.

Police Report - Mayor Pope reported there were 23 more calls this June than in 2009. He will be meeting with Chief Bentzel this week to review the increase. The Chief requested that Mayor Pope convey the warning that there have been many car break-ins in Dover and Conewago Townships and surrounding areas. The best advice is to lock car doors. Mayor Pope mentioned the state passed legislation establishing a "Wounded Officer Fund" to relieve the financial burden on local forces when an officer is wounded or killed in the line of duty.

Ambulance Club Report - Mr. Hess had no report. The next meeting is August 14.

Recreation Board - There was no meeting held in July. The next Recreation Board event is Sundaes in the Park this Sunday, August 8 from 3-5 pm. There is no rain date. There will be ice cream sundaes, root beer floats and soft pretzels. Ray Gross and Band will be providing music. The Recreation Board is requesting \$200 to cover the cost of the band; the other supplies have been donated or purchased. Mr. Seidel gave a motion to approve the event. Peggy Bishop seconded the motion and all were in favor. Mr. Seidel made the further motion to approve expenditure of \$200 for Ray Gross & Band for Sundaes in the Park. Peggy Bishop seconded the motion and all were in favor.

Treasurer's Report - As required by the Pennsylvania Auditor General, Mr. Sabold informed the Council the estimated employee pension minimum municipal obligation for 2011 would be \$11,514. The bills were reviewed for approval. Mr. Eisenhart made the motion to approve transfer of \$258,580 from the sewer loan to the sewer loan fund. Mr. Seidel seconded the motion and all were in favor. Mr. Eisenhart questioned the copy machine repair for \$1,400. Mrs. Hartzler explained the fax machine fell damaging a connection on the copier cord. The part could not be repaired and a new mother board was purchased. Mr. Eisenhart offered a motion to pay the bills as presented. Mr. Dentler seconded the motion and all were in favor.

Old Business - The quote from Rick's Web Solutions for a borough website was reviewed. The total start-up cost will be about \$490-\$620. Yearly fees will be \$190-\$220. Mr. Seidel offered a motion to use Rick's Web Solutions for the design of a borough website for a cost not to exceed \$620 with yearly maintenance fees of about \$220. Ms. Bishop seconded the motion and all were in favor.

New Business - Mr. Eisenhart gave an EIT report. Lois Kashner has resigned. The job opening is being advertised. There are 3 officers, 2 of which are from school districts. There are 5 committees with 2 representatives each from school districts. The remaining committee members are from larger townships that have 3 votes. Dover Borough would have 2/10 of a vote.

With no further business to discuss, a motion to adjourn was offered by Mr. Hess, with a second by Mr. Eisenhart. All were in favor. The meeting adjourned at 9:04 pm.

Respectfully submitted,

Rebecca J. Hartzler
Temporary Meeting Secretary