

## **MINUTES**

The regular monthly meeting of Dover Borough Council was held at Borough Hall, 46 Butter Road on Monday, May 2, 2011. All council members and the mayor were present. The meeting was called to order at 7:03 p.m. A moment of silent prayer was observed.

The April regular meeting minutes were reviewed. Corrections were as follows:

- Page 2, Manager's Report, first paragraph and the fourth line. The word 'was' should be added at the beginning of the line.
- Page 2, Manager's Report, second paragraph, in the eighth line the word after '\$80,000'. The word 'each' will be deleted.

Mr. Seidel offered the motion to approve the April 4 regular meeting minutes, as corrected. Ms. Bishop seconded the motion, and it carried.

The April 18 Special Meeting minutes were reviewed. Mr. Dentler made a motion to approve the minutes, as presented. Mr. Seidel seconded and all were in favor.

## **PUBLIC COMMENT**

- Rodger Flohr reported the fire company responded to 35 calls in April. Five of those calls were in Dover Borough. Pump tests were done on all the engines. The fire company was informed that Cindy Dietz resigned as EMA Coordinator and Kevin Behr will be assuming that position once the council appoints him. Chief Flohr informed Kevin there are two people who are interested in serving as the assistant coordinator. Lori Koch suggested the fire company could join with the Borough's CDBG application and request money for new windows and doors for the fire company. Mr. Clark reported he spoke to the block grant coordinator at the York County Planning Commission regarding this request. She stated no one had applied for money for a fire company before, but it would qualify. Chief Flohr provided a copy of the estimate they obtained for the project. .
- Chief Flohr reported the fire company plans to replace the Dodge brush truck. It was designed in 1978 and has only 18,000 miles, but has had many hours of use. Several years ago they received money from an estate which will be used toward this purchase. They found a used 2006 Ford F-350 truck in Michigan, at a cost of \$40,000 that is already set up for use. They will be voting on it Thursday. They plan to dedicate the new truck to the family who donated the money. It will be used for running back-up for the ambulance on medical calls. They currently use a fire truck, so this will save gas. They are trying to get the old one designated as a collector's item, because it is the first one built for this purpose.
- Chief Flohr reported he had one item to add to the May calendar. They will be participating in fire training at the York County Fire School on May 21. Mr. Seidel offered a motion to approve the fire company calendar of activities for May, as corrected. Mr. Dentler seconded, and all were in favor.
- Horst Zeiler, owner of Select City Properties LLC and landlord of 90 South Main Street, was present to request permission to purchase water and sewer connections for the rear building on this property. The plan was reviewed by the engineer's office and the Council received a letter outlining the changes recommended. Mr. Zeiler reported Hoffman Surveying had made the recommended changes and he had copies of the revised plans with him this evening. He explained there are two buildings on the property. There is a residential/apartment use in the front building and the rear building has been used as a shop. Mr. Eisenhart stated he felt renting it out as something other than a home occupation, which it was when it was built, constituted a change of use and the plan should have gone before the planning commission and zoning hearing board. Mr. Lentz stated this request is for utility connections and is not zoning related. Mr. Eisenhart felt it was a change of use and two commercial uses would not be permitted without going before the planning commission and zoning hearing board. Mr. Herrold interjected that the request for water and sewer connections and a zoning change were separate issues. The use of the property is not changing, so zoning is not affected. Mr. Zeiler stated he had no plans to change the use of the building to residential. The building is laid out as two offices and two garage bays. The plan shows new water and sewer lines to be installed from the mains. Mr. Seidel asked why the connection from the house was not extended to this building. Mr. Clark stated it is only a ¾ - inch water line. Due to this they recommended separate water and sewer service lines. The sewer lateral connection is proposed to be run from Main Street. The water lateral would connect to the main at the end of Drawbaugh Alley where it turns to travel south down Reservoir Alley. Mr. Hess asked who would be responsible for maintenance of this water line once it is installed.

Mr. Clark stated the owner can dedicate the line to the Borough. Since the line will be in a Borough right-of-way, it makes sense for the Borough to adopt it. Mr. Sabold requested a motion for Select City Properties to have approval to connect to the water and sewer lines, with a meter on the water line and with the engineer's approval of the plan. Mr. Seidel made the motion, with a second by Mr. Hess. Six were in favor, with Mr. Dentler opposed. Mr. Sabold stressed to Mr. Zeiler that he cannot proceed until the engineer's office approves any revisions to the plan. There is a charge to purchase water and sewer connections and inspections of the new connections will be required during the installation. Mr. Zeiler understood this. He thanked the Council for their time and for granting his request.

## **SEWER**

### *Manager's Report*

- Mr. Lentz reported the influent chamber flooded during one of the recent rain events. He has not been able to determine why it flooded. Based on marks on the wall, it appears the water reached a depth of six to six and one-half feet. A level controller tells the screw auger when to activate. The flood sensor failed and did not activate the auger. The manufacturer will not honor the warranty because the flood sensor was under water. The cost to replace the sensor is \$1,237.33. Mr. Seidel recommended Mr. Lentz check on a waterproof replacement. Mr. Sabold suggested a float sensor and alarm might work better. Mr. Lentz would consult Mr. Wallace regarding this equipment.
- Mr. Lentz asked Mr. Herrold if it was necessary to advertise for bids to replace the screw pumps. The system at the plant is Schreiber, but other companies make screw pumps. Mr. Lentz would prefer to keep the system all Schreiber. Mr. Herrold stated he would need to research the bidding requirements for this situation. Mr. Lentz asked the Council's opinion about having the new screw pumps professionally installed. Due to the cost, he felt it was wise to have an insured contractor install the screw pumps in case they would be damaged. A contractor carries liability coverage. The Council felt this was a good idea. Mr. Herrold felt if replacement of the screw pumps and installation is done as a project the Borough would be required to bid it. Mr. Lentz had obtained one quote to get an idea of how much a contractor might charge. The cost to install, excluding the cost of the crane, would be \$903.77.

### *Engineer's Report*

- Mr. Clark presented the bid results for the Intermediate Avenue sewer lateral replacement. Three contractors submitted bids, with a low bid from Fitz & Smith, Inc. at a cost of \$47,999.78. Mr. Seidel made a motion to accept the low bid from Fitz & Smith. Mr. Dentler seconded the motion, and it carried. Mr. Clark reported the school is requiring the project to be done between June 15 and August 1 and the paving restoration must be completed before the start of school. Mr. Clark stated the school district is paying not only 50% of the cost of the project, but also 50% of the Borough's engineering fees for the project.
- Dave Nelson contacted Mr. Clark to inform him the school district bid the project to line the sewer lateral under the football field that was damaged during the installation of the new field. This project will also be done over the summer.
- A recommendation of payment for I. B. Abel, Inc. in the amount of \$27,094.35 is included in the Treasurer's Report. Retainage of \$3,000 is being withheld.
- Mr. Clark has several change orders to be signed, but he noticed an error on the cover sheet. He will correct it and send them to the office later this week.

*Solicitor's Report* – Nothing to report.

*Old Business* – None.

*New Business* – None.

At this point, Wayne Snelbaker, 60 Butter Road, asked if he could speak regarding a property in Delwood. He was present on behalf of his son Wayne, who lives at 302 Elmwood Drive. There is an abandoned house at 206 Maplewood Drive that they feel is a safety hazard. The patio door at the rear of the house is open sometimes and they are concerned about children or vandals entering the property. The yard is also unkempt. Mr. Lentz reported the house is in foreclosure. He saw a real estate sign in the yard, and had called regarding outside maintenance of the property. He was told the property had been placed on a regular mowing schedule.

## **WATER**

### *Manager's Report*

- Mr. Lentz reported wells # 4 and # 6 are out of service. He reviewed the events surrounding the vandalism of well # 6. He then explained that a security system, including a door alarm, will be required before the PA DEP will allow the well back in service. Mr. Lentz obtained three quotes for security systems from Trailer Dog, ADT and Crime Intervention Alarm. The low bid was from ADT at a cost of \$299 for the system and an annual monitoring fee of \$518.28. Mr. Seidel made the motion to accept the quote from ADT, at a cost of \$299 for the door alarm and security system, plus \$518.28 for annual monitoring. Ms. Bishop seconded the motion. Six were in favor, with Mrs. Koch opposed. Two of the companies also provided quotes for security cameras. Due to the additional cost, and that DEP was not requiring cameras, they will not be added at this time. Mr. Seidel reiterated his opinion that razor wire should replace the barbed wire on the fence. Mr. Herrold asked if a reward was being offered. Mr. Lentz reported the police are offering a reward.
- Mr. Eisenhart noticed the level of the water tower was down. Mr. Lentz explained they have been exercising water valves and flushing hydrants.
- Mr. Lentz briefly reviewed the recent boil water advisory, which affected the Borough due to a problem Dover Township had with one of their wells. Because the Borough purchases water from Dover Township, DEP required the Borough to place our residents on a boil advisory also. Mr. Lentz thanked Ms. Bishop and Mrs. Shirey for helping with door-to-door notification of the residents. Dover Township is checking if Dover Borough could be added to their emergency call system, so Borough residents would not have to be notified door-to-door.

*Engineer's Report* – Mr. Clark reported Chad Kehew is working with Mr. Lentz on submitting bills to USTIF for reimbursement of extra expenses from well # 4.

*Solicitor's Report* – Nothing to report.

*Old Business* – None.

*New Business* – None.

## **BOROUGH**

### *Manager's Report*

- Mr. Seidel reported there is a pothole at City Hall Drive near the wellhouse at the interconnection with the township.
- Mr. Dentler asked Mr. Lentz to add a garbage can at the pavilion in Ketterman Park.
- Ms. Bishop reported someone was spreading lime or fertilizer on the baseball fields in the park, and put the bags in the park trash cans. She felt they should take the trash with them.
- Mr. Lentz spoke to Kevin Behr about the lacrosse teams taking their trash with them. Mr. Behr claimed they took care of the trash.
- Ms. Bishop noticed the mowing contractor did not move the picnic tables to mow underneath them. Mr. Sabold reported he also noticed some of the trimming was not done, but perhaps some of this work is only done every other time.
- Mr. Lentz reported street sweeping is being done this week.
- Mr. Sabold asked about the status of 58 Amberview Road. Mr. Lentz stated the last time he spoke to Mr. Mengelkamp, he was still fighting with his insurance company to get them to cover the damage. There was concern that the basement is flooded with all the recent rain and more of the rear basement wall could collapse. Chief Flohr stated there is a center support wall in the basement which prevented more of a cave in initially.
- Ms. Bishop asked about the status of addressing the swale between Willow Run Road and Rutter's. George Harlacher brought this to the attention of the Council a number of months ago. Mr. Lentz stated once the weather is dry enough, the swale will be dredged so the water does not back up. Mr. Herrold reported he received a letter from Rob Krug, whose East Canal Street office property also borders the swale. Mr. Krug is also concerned about erosion from the swale.

*Engineer's Report* – Mr. Clark had a resolution which must be submitted with the Community Development Block Grant (CDBG) application. He discussed the addition of the fire company project to this resolution and in what priority order did the Council want the projects listed. If the fire company project is added, there will be three projects – 1) North Main Street sidewalks; 2) Park Street swale; and 3) Fire company windows and doors. Mr. Sabold asked if the project for the sidewalks could include stamped concrete. Red Lion did this and it is very attractive. Mr. Clark stated this is more expensive. He thought Red Lion must have contributed to the project because CDBG money has not normally been approved for that type of project. It was noted it might look out of place if only a small portion of the sidewalks in the Borough are done like this. Mr. Clark asked if the Council was in favor of adding the fire company project to the application. The Council was in favor of this. The priority order should be: 1) North

Main Street sidewalks; 2) Fire company windows and doors; 3) Park Street swale. Mr. Clark will need to get additional information from Chief Flohr to add their project to the application. He will also need to update the resolution to include this project. He asked for the Council to authorize Resolution 2011-2, which authorizes submission of the application and the Council President to sign it. Mr. Dentler made a motion to adopt Resolution 2011-2. Mr. Hess seconded the motion and all were in favor. Mr. Sabold thanked Mrs. Koch for her suggestion to add the fire company project in the CDBG application.

#### *Solicitor's Report*

- The mayor gave Mr. Herrold a copy of a letter he received regarding Implementation of the York County Integrated Water Resources Plan (IWRP). It stated an ordinance will need to be enacted or amended to meet the requirements of the Storm Water Management Act. The deadline for compliance is October 12, 2011. Mr. Clark noted Holley's office will be working on this for other municipalities. Mr. Herrold will discuss this with Mr. Holley's office.
- Mr. Herrold reviewed the old cable agreements. Although he has not completed this, he advised the Council not to sign the 10 year renewal agreement Comcast recently requested. The renewal agreement is essentially the same as the existing one, but eliminates public education and government access stations. They added a second cable modem connection for the WWTP office. As he explained at an earlier meeting, a consortium of municipalities in York County recently negotiated a new agreement with Comcast and the gross revenues in the new agreement are more extensive. He recommends the Borough should tell Comcast they want the same agreement as that of the York consortium. He will contact Comcast to negotiate a contract for the Borough.
- Mr. Herrold was asked to review the request from York Habitat for Humanity to allow the transfer of the 'common area' land to a homeowners association. Mr. Herrold was supplied with copies of the agreements. When the original plan was recorded, a note was included stating that if the 'common area' was ever transferred they must obtain permission from Dover Borough first. There was concern that over time a homeowners association may become inactive and will not maintain this common area. Mr. Herrold stated if this were to happen, liens can be filed against each of the homeowners who are to be part of the group. Mr. Herrold will contact the attorney handling this for Habitat.
- Mr. Herrold briefly discussed the information in the letter the Borough received from Westfield Insurance, the insurance carrier for Detraglia Excavating. They requested reimbursement for half of the settlement with the Heagys for the damage to their property outside the temporary easement to access well # 5. This letter had been submitted to PIRMA and they have opened a claim. The adjuster will contact Mr. Lentz to discuss the details of the situation.

#### *Police Report*

- Mayor Pope reported there were 11 less calls in March, and two less calls for the year-to-date compared to the same period last year.
- At a recent York County Mayors Association Meeting, attendees were informed that York County Prison has prisoners eligible for work release who are available to perform projects at no cost to municipalities. The municipality submits the request and the prison provides inmates and the transportation.
- Mayor Pope announced Officer Groff was transferred to a rehabilitation hospital near Philadelphia and he is making excellent progress. The man he was transporting is also recovering.
- The meeting with the Dover School District superintendent has been put on hold at the request of Chief Bentzel. He would like to meet with Mr. Seidel, Mayor Pope and Supervisor Hull prior to a meeting with Dr. Krantz.

#### *Recreation Board Report*

- Relay for Life - Stephanie Delp, one of the organizers of the Relay for Life, was present to explain the plans for the event and to answer any questions. Ms. Delp had provided a report outlining the plans for the event, a map showing the planned layout in Ketterman Park, and a letter requesting that the Peddlers License fee be waived for food vendors who will be at the event. The organizers are requiring the vendors to pay a fee to sell food at the event. The Council briefly debated and felt this event qualified under Section 113-4 of the Dover Borough Code. Mr. Dentler made a motion to waive the Peddlers License fee for vendors who will be supplying food for the Relay for Life. Ms. Bishop seconded the motion. Six were in favor, Mrs. Koch was opposed. A copy of the parking plan requested by the Council was provided. Parking will be available in both parking lots at the park, Pro Pallet, and RayCom. The organizers have also requested permission to use the fire company for parking. If this is approved, E & B Transportation will provide shuttle service between the fire company and the park from 5 to 11 p.m. Mr. Seidel made a motion to authorize the parking plan for the event, and the use of the Dover Fire Company fire police. Mr. Dentler seconded the motion. The motion carried. They anticipate over 3,000 school students and children from pre-school/daycare groups to be involved. Ms. Delp reported over 100 letters were sent to local businesses to request a donation to defer the cost of the movie that will be shown. Various groups will be providing entertainment, including the Dover Area High School Jazz Band and Intermediate

School choir, Dover Dragon karate demonstration, and Dover Dance Academy. Ms. Delp asked for permission to put the fire company sign at the square to announce the event for one week beforehand. Mr. Dentler made a motion to approve the Relay for Life group to place a sign at the square. Ms. Bishop seconded the motion and all were in favor. Mr. Sabold asked the organizers to send the Council a letter outlining the outcome of the event.

- Mr. Dentler reported it rained on the day of the Egg Hunt. Only 35 – 50 attended. Mr. Dentler thanked Mrs. Koch for going out of her way to purchase candy from Hershey's for them.
- Sundaes in the Park will be held on July 17 or 24.
- The Recreation Board is still working on plans for National Night Out. Troy Dettinger suggested they partner with the fire company. Two members of the rec board will attend the next fire company meeting to discuss working on this together. The Mayor and NYCRP have also offered their help.

*Ambulance Club Report* – The old ambulance box was finally installed on a new chassis and is back in service. The oldest ambulance will be used when installing ramps to aid with transporting patients over 400 pounds.

*Treasurer's Report* – Mrs. Shirey updated the Sewer Fund totals. The total of the check for I. B. Abel changed after the bill list was prepared. Mr. Eisenhart made a motion to authorize payment of the bills, as corrected. Mr. Seidel seconded the motion. Six were in favor, with Mrs. Koch opposed.

*Old Business* – There is still vacancy on the Planning Commission.

#### *New Business*

- The Borough Council must officially appoint a replacement for the EMA Coordinator. There is paperwork to be completed and sent to the York County EMA office. They in turn send it to Harrisburg and the Governor makes the final appointment. Mr. Seidel made a motion to appoint Kevin Behr. Mr. Hess seconded this motion. The motion carried unanimously. Mr. Sabold informed Mr. Behr that the Council would like him to give a report at a Council meeting no less than once a quarter.
- Mr. Hess asked Mr. Lentz to discuss with Craig Gross the possibility of dredging the sediment out of the Park Street swale. This could be done when the one behind Willow Run Road is addressed.
- Mrs. Koch wanted the minutes to reflect that she was not notified of the vandalism at well # 6. She heard about it on the radio. Mrs. Shirey stated she believed this to be a miscommunication between herself and Mr. Lentz, because she made the majority of the calls. Ms. Bishop stated she also did not receive a call. Mr. Lentz suggested a phone chain. It was decided that when notification is necessary during office hours, Mr. Lentz or Mrs. Shirey will contact everyone. If it happens after hours, a phone chain could be used.

With no further business to discuss, a motion to adjourn was offered by Mr. Eisenhart, with a second by Mr. Hess. All were in favor. The meeting adjourned at 10:17 p.m.

Respectfully submitted,

Janet T. Shirey  
Secretary/Treasurer