

## **MINUTES**

The regular monthly meeting of Dover Borough Council was held at Borough Hall, 46 Butter Road on Monday, April 1, 2013 at 7:00 pm. All members were present. President Sabold called the meeting to order. This was followed by a moment of silent prayer.

The March minutes were reviewed. There were no changes. Mr. Dentler made a motion to adopt the minutes as presented. Mr. Seidel seconded the motion. All were in favor.

## **PUBLIC COMMENT**

Chief Flohr provided the fire company report.

- They responded to 28 calls in March, with six of these calls in the borough.
- He provided a number of additions to the calendar, including: 4/6 Hazmat training; 4/17 TMI decontamination drill; 4/20 Dover Youth Baseball kick-off at Lehr Park; 4/20 Assist with traffic control at Pittsburgh Steelers vs. Dover High School faculty basketball game. In addition, there will be two events in May, prior to the May council meeting. May 2 they will be participating in the Students Against Drunk Driving program at Dover High School from 1 to 3 pm. On May 4 there will be a 300 Club dinner at the fire company. Mr. Seidel made a motion to approve the activities on the April calendar. Ms. Bishop seconded the motion and it carried.
- The new roof on the fire company building is almost complete. They collected about \$20,000 in donations toward the cost.
- Five firefighters will be taking the test to certify as Firefighter 1 this summer. One person will be taking the certification for Firefighter 2 and instructor exams.

Dave Hoffman, with David A. Hoffman Surveyor, presented Terry and Patricia Davenport's request for approval of a minor subdivision plan at the corner of Mayfield Street and Newlon Road. The Planning Commission had only one comment. They requested the setback of the existing house on Mayfield Street should be added to the plan. Mr. Hoffman stated this had been done. He explained the plan is a 'lot line' adjustment. The original subdivision plan contained three lots. The plan submitted for approval is for two building lots. Mr. Seidel made a motion to approve the minor subdivision plan located at the corner of Mayfield Street and Newlon Road. Mr. Dentler seconded the motion, which carried with all in favor.

Darwin Frey, 56 Amberview Drive, stated a spotlight on the back of the blacksmith shop in Ketterman Park has been on continuously for weeks. This was discussed last month and Mayor Pope had contacted Randy Worley, a member of the historical society. Mayor Pope would contact someone again.

Peter Anstadt, President of Eagle Lacrosse, was present to request permission to place a storage shed for their equipment at the south end of Ketterman Park near the walking path. The parents of a player have offered to donate a 10' x 12' storage shed. In addition, they propose repositioning the portable toilet they rent beside the shed and would install a shield around two sides of the toilet to make it less conspicuous. The organization proposed donating the shed to the borough since it would be placed in the park. The council noted that other groups, namely the Greater Dover Historical Society and Dover Youth Baseball, maintain storage buildings in the park. The council suggested Eagle Lacrosse should purchase insurance for the shed and any contents. Mr. Anstadt asked if the council had any preference regarding the paint color. They did not. He asked if the council would prefer the shed be placed on a concrete pad or gravel base. The council preferred it be placed on a stone base. This would allow the area to be returned to grass more easily if the shed is removed. Mr. Seidel made a motion to allow Eagle Lacrosse to place a shed in Ketterman Park to store their equipment. Mr. Anstadt was to work with the borough manager to determine the location. It was to be placed on a stone pad. They are to insure and maintain the building and contents. Mr. Dentler seconded the motion. It passed with all in favor. Mr. Lentz stated a building permit will be required to install the shed.

## **SEWER**

### *Manager's Report*

- Mr. Lentz reported he received the quotes to repair the three manhole meters. Two of them only needed to have the battery replaced, at a cost of \$308.18 each. The battery leaked in the third one and corrosion damaged a control device. This would be replaced in addition to the battery, at a cost of \$679.18. The total repair cost for all three will be \$1,295.54, including shipping.
- A letter, dated March 28, 2013, was received from Dover Township regarding the northern interceptor. They proposed to perform work in two phases. Phase one would include - televising the sewer main, installing clean outs at each lateral and inspecting properties for sump pumps and any other improper connections by May of 2014. After completion of this phase a Plan of Action would be provided, which would include a prioritized list of work and a timeline for it to be accomplished. Phase two would involve televising the laterals and would be completed by May 2015. Again, a Plan of Action would be provided with a list of work and a timeline for completion. The council felt the two year timeline was too long. They also felt a new agreement should be negotiated and signed before work begins. It was suggested that initially the borough's Sewer Committee meet with the township's Sewer Committee. Mr. Lentz was to contact Chuck Farley, Dover Township's Public Works Director, to arrange a meeting.
- Danny Wertz, owner of 54 East Canal Street, contacted Mr. Lentz to inquire about a possible land trade or purchase of borough land. The land he would like to acquire is at the front half of the strip of land between Dover Fire Company and his property which extends from East Canal Street south toward Fox Run. The borough would get the rear portion of his property that is adjacent to the sewer plant. The council was not opposed to this. It made sense to own more land adjacent to the existing sewer plant, rather than road frontage along East Canal Street. Mr. Herrold stated he would need to research the PA Borough Code to see if land could be sold without open bidding. He was not aware of anything in the code that addressed trading land.

*Engineer's Report* – Nothing to report.

*Solicitor's Report* – Nothing to report.

*Old Business* – None.

*New Business* – None.

## **WATER**

### *Manager's Report*

- Mr. Lentz reviewed two quotes to replace the hydrant at 10 North Main Street. The quote from HD Supply Waterworks was \$1,950. The cost to purchase it from Exeter Supply was \$2,405. H & H General Excavating provided an estimate of \$1,500 to replace the hydrant and it would take one day. The total cost would be about \$3,500. This cost did not include sidewalk restoration, which was estimated at \$500. Mr. Dentler made a motion to authorize the replacement of the fire hydrant at 10 North Main Street at a cost of \$3,500. Mr. Seidel offered the second. All were in favor.
- Mr. Lentz stated he used all of the regular meters and purchased four so he could complete some work orders. If he is to continue replacing failed meters, the borough will need to purchase more. He recommended purchasing 76 meters at a total cost of \$15,048. The order would be split between 50 regular meters and 26 flex meters, with a total cost of \$15,048. Mr. Seidel made a motion to purchase a total of 76 Master Meter water meters, with a purchase price of \$15,048. Ms. Bishop seconded his motion and it passed with all in favor.

*Engineer's Report* – Mr. Clark reviewed the bid results to extend the water main on Edgeway Road. Three contractors bid on the project. (A copy of the bid tabulation will be included with the permanent record of these minutes.) DeTraglia Excavating submitted the low bid of \$16,080. The project was bid for a maximum of

200 feet. Mr. Clark believed it would be closer to 150 feet, so the final cost should be less. There was concern about doing the project this year because it would exceed the amount budgeted. The amount budgeted for contracted services was \$20,000, but multiple water repairs had already used about half of the budgeted amount. Edgeway Road was planned for street repairs and repaving this year. The council would need to decide if they wanted to postpone the water line work because doing so could mean excavating a newly paved road. Mr. Lentz reported Dover Area School District and Warfel Construction are negotiating to determine who is liable for the restoration costs for Edgeway Road and Fairview Avenue. Mr. Lentz was instructed to contact the school district for the status of the negotiations. Mr. Seidel made a motion to accept the bid from DeTraglia Excavating, at a cost not to exceed \$16,080 to loop the water line from Canal Street to Edgeway Road. Mr. Dentler seconded his motion. The motion carried unanimously.

*Solicitor's Report* – Nothing to report.

*Old Business* – Mr. Seidel announced a Water Committee meeting was scheduled for April 10 at 7 pm.

*New Business* – None.

## **BOROUGH**

*Manager's Report*

- Mr. Lentz reported the fuel pump in the Chevrolet truck failed.
- The new solicitor for the school district requested a letter outlining the damage the borough claimed was done to Fairview Avenue and Edgeway Road during the expansion of Dover Elementary School.
- Mr. Seidel reported a street light is out at the intersection of South Main Street and Park Street.
- Mr. Sabold stated he has observed trash blowing around in the park. He asked if the trash cans in Ketterman Park are emptied on a regular basis. Mr. Lentz stated the trash is emptied once a week during the winter and twice a week during warm weather.

*Engineer's Report* – Mr. Clark had nothing to report.

*Solicitor's Report* – Mr. Herrold had nothing to report. Mrs. Koch asked if the portion of the Nuisance Ordinance pertaining to barking dogs (Chapter 103-3. F.) would be applicable for dogs who are barking indoors. She lives in a semi-detached house that shares a common wall with a family that has a dog that barks often and for long periods. Mr. Herrold stated he would need to review the ordinance, but he felt it would be difficult to enforce if the dog is indoors.

*Police Report*

- Mayor Pope reported there were 4 less calls in February compared to February of last year, and 12 less calls for the year-to-date compared to the same period last year.
- A Pizza Hut delivery man was held up at gunpoint on Stony Lane. An arrest had been made.
- Mr. Hess stated he has witnessed students walking home from school who are roughhousing in yards. He was concerned that if they are injured they could try to sue the homeowner.
- Some of the picnic tables in the pavilion were vandalized with profane graffiti. The mayor notified Northern Regional Police and a report was filed.

*Ambulance Club Report* – Mr. Hess had nothing to report. He reported there would be no meeting in April.

*Recreation Board Report*

- There was a good turnout for the Egg Hunt.
- June 16 will be the first Sundaes in the Park.
- The first meeting for National Night Out was held in March.

*Treasurer's Report* – There were no additions or changes to the bill lists. Mr. Seidel made a motion to approve payment of the bills. Mr. Kroft seconded his motion and it carried.

### *Old Business*

- Mr. Lentz provided an update on the planters at the square. Steve Milhimes cannot commit to repairing them due to his job. There was debate regarding the foundation of the planters and whether the planters would need to be rebuilt from the footer. This would significantly increase the cost, but it should be done if it will prevent the planters from needing repairs as quickly. It was suggested that perhaps the construction school operated by Kinsley Construction or students from the York County School of Technology might consider fixing the planters as an educational project. Mr. Lentz was to ask Dave McAfee to provide a quote to also replace the foundation. It was decided the repairs would be postponed until the fall.
- Ms. Bishop suggested the council consider decreasing the size of one planter and install a permanent informational sign beside it. It was noted that this might interfere with a required clear field of vision for drivers. It would not be pursued at this time.
- The Conewago Garden Club had been waiting to plant until they knew if the planters were to be repaired this spring. Mr. Lentz was instructed to inform them they can proceed with planting.
- Ms. Bishop provided an update on the newsletter. She contacted York Technical Institute and the Art Institute of York. Neither of them was interested in printing it. York County School of Technology did not return her call.
- Mrs. Shirey reported the auditors completed the annual audit on March 29. There were no findings.
- Four quotes for a new desktop computer were reviewed. Several council members wanted to review the specifications. There was still concern about spending more than was budgeted. A decision was tabled until the May meeting.
- In follow up to last month, Mrs. Koch read the Recycling Ordinance and found it does make recycling mandatory. The council discussed the best way to notify residents of this change. It was decided an announcement would be placed on the borough's website. Ms. Bishop suggested recycling containers should be placed in Ketterman Park.

### *New Business*

- The current IT support contract for the computers expired today. Mrs. Shirey requested quotes from three companies. Only two submitted a quote. The renewal cost with Kasual Computing would be \$3,000, which was the same cost as last year. Mrs. Shirey reported the service they provided was adequate, but felt it was expensive for the amount of service actually used. They also did not respond as quickly to service calls. The options available through WPS were reviewed. They allow you to choose the level of support per computer. Three levels of support available are – Silver, Gold and Platinum. Two options were suggested. Option #1 provided Platinum coverage for the three desktop computers in the office and Gold coverage for the laptop from the WWTP. This would be a total cost of \$2,100 for the year. Option # 2 would provide Platinum coverage for the server and Gold coverage for the other two desktop computers and the laptop. This would equal a total cost of \$1,500 for the year. Mrs. Shirey recommended Option # 2. Ms. Bishop made a motion to accept Option # 2 for IT support from WPS, at a cost of \$1,500 for one year. Mr. Seidel seconded the motion and it passed.
- A per capita tax exoneration request was received from Travis Nace who lives at 80 Charles Lane. He claimed zero income. The council debated if they wanted to approve the request without information to document his income. It was suggested the form should be updated to include income information. Mrs. Shirey recalled that Mr. Herrold had been questioned about this when the last request was received. He had stated that financial information could not be required without updating the ordinance. This would cost hundreds of dollars for the solicitor's time and to advertise the revised ordinance. The council would need to decide if this was necessary since the per capita tax is only \$5 and only one or two exoneration requests are submitted each year. The discussion of updating the ordinance and exoneration form was tabled. Mr. Seidel made a motion to approve Travis Nace's request for exoneration from per capita tax. Mr. Hess seconded and it carried unanimously.
- Ms. Bishop asked if the council wanted to reserve a space at the annual Dover Fireman's Carnival to provide information to the residents and be available to answer questions. There were no objections.
- Mrs. Koch reported the PA Borough Code states that emergency services groups who receive donations from the borough are required to provide an itemized listing of how these funds were used.

(PA Borough Code – Section 1202. 56) It was noted this would also apply to the ambulance club. The fire company and ambulance club would be notified of this requirement.

A motion to adjourn was made by Mr. Seidel, with a second by Ms. Bishop. All were in favor. The meeting adjourned at 9:48 pm.

Respectfully submitted,

Janet T. Shirey  
Secretary/Treasurer

All Bids Received by 3-28-2013

**BID RESULTS**  
**DOVER BOROUGH**  
**EDGEWAY WATER EXTENSION**

Rec'd by MRC

CONTRACTOR	DESCRIPTION	UNIT	EST QUANTITY	UNIT PRICE	TOTAL PRICE
DeTraglia Excavating	4" C900 PVC Pipe	LF	200	\$60.00	\$12,000.00
	Ductile Iron Fittings	LBS	200	\$1.00	\$200.00
	Installation of a Gate Valve	EA	1	\$1,000.00	\$1,000.00
	Street Restoration	SY	80	\$36.00	\$2,880.00
			TOTAL		\$16,080.00

CONTRACTOR	DESCRIPTION	UNIT	EST QUANTITY	UNIT PRICE	TOTAL PRICE
Fitz & Smith, Inc	4" C900 PVC Pipe	LF	200	\$49.25	\$9,850.00
	Ductile Iron Fittings	LBS	200	\$9.40	\$1,880.00
	Installation of a Gate Valve	EA	1	\$1,540.00	\$1,540.00
	Street Restoration	SY	80	\$50.25	\$4,020.00
			TOTAL		\$17,290.00

CONTRACTOR	DESCRIPTION	UNIT	EST QUANTITY	UNIT PRICE	TOTAL PRICE
H & H Excavation	4" C900 PVC Pipe	LF	200	\$51.95	\$10,390.00
	Ductile Iron Fittings	LBS	200	\$13.50	\$2,700.00
	Installation of a Gate Valve	EA	1	\$1,115.00	\$1,115.00
	Street Restoration	SY	80	\$43.50	\$3,480.00
			TOTAL		\$17,685.00