

MINUTES

The regular monthly meeting of Dover Borough Council was held at Borough Hall, 46 Butter Road on Monday, April 2, 2012 at 7:00 pm. Mayor Pope and Ms. Bishop were absent, due to illness. The remaining council members were present. President Sabold called the meeting to order and a moment of silent prayer was observed.

The March minutes were reviewed. Mr. Dentler made a motion to approve the March minutes, as presented. Mr. Hess seconded his motion. All were in favor.

PUBLIC COMMENT

Chief Flohr reported the fire company responded to 20 calls in March. Seven of these calls were in the Borough.

The chief added several items to the April activities calendar. On April 7 they will provide standby for the West York Fire Company. Hazmat training is scheduled for April 14 in Wellsville. They will be selling Easter flowers April 6 to 8. Mr. Seidel made a motion to approve the April calendar of events, with the addition of the items listed above. Mr. Dentler seconded the motion. The motion carried.

Elaine Kroft announced the Chocolate Bingo event went very well. About 230 people attended and the income was approximately \$7,000.

Matthew Schmidt, 109 Delwood Drive, was present to discuss his 4th quarter 2011 water bill. He was billed for over 44,000 gallons, with a total bill of over \$900. The average usage at his property has been about 25,000 per quarter. He claimed the meter was defective because he had the water valve shut off overnight. When he checked the meter reading in the morning it was higher than when he shut it off. Mr. Schmidt believed the Borough Manager and Duane Grim witnessed the meter advancing while the water was shut off. Mr. Lentz stated Mr. Schmidt did not have water valve completely closed. Once Mr. Lentz got the valve closed the meter did not show any additional usage. Mr. Schmidt requested the meter be tested, so Mr. Lentz removed the old meter and installed a new one. The usage history was downloaded from the radio transmitter at that time. It showed the usage over the quarter was consistently higher, which would indicate a leak. In addition, the meter was taken to York Water Company for bench testing and it tested normal. Mr. Schmidt reported that since the new water meter was installed his usage is back to normal. He requested an adjustment on his bill since he believed the meter was defective. Since the water meter tested normal and there is no evidence the meter was defective the Council felt they could not grant him a reduction on his bill. Mr. Lentz was asked to contact the meter manufacturer to ask if it any customers had reported any similar issues. If not, the issue will be considered resolved.

Sam Herman informed the Council that Dover Area School District may eliminate the per capita tax they levy. He wanted to make the Borough Council aware of this and ask if they would consider this also. He reminded the Council he receives no pay from the Borough to serve as their enumerator. Years ago the school district proposed that they share the cost of the enumerator with the Borough. At that time the Borough Council voted against sharing the cost, so Mr. Herman has only received pay from the school district for this work. If the school district does not continue this tax he will not be paid for the enumerator duties he performs for the Borough. He stated he works an average of one or two hours a week in this capacity. Mrs. Shirey reported the average amount of per capita tax collected is \$5,475, minus expenses. Mr. Sabold asked that this item be put on the list of items to be discussed when preparing the next budget.

SEWER

Manager's Report

- Mr. Lentz stated one of the goals when upgrading the wastewater plant was to reduce the nitrate levels. He reported lab tests show the nitrate levels are consistently low.
- Mr. Seidel asked if the flow meters were currently installed in manholes. Mr. Lentz stated they were not installed anywhere currently.
- Dover Township televised a storm water pipe at the intermediate school. It was believed the contractor may have damaged this pipe during the sewer lateral repair. Mr. Clark will review the CD and determine if the contractor would need to do any repairs.

Engineer's Report – Mr. Clark got three telephone quotes which ranged from \$12,733.50 to \$18,712.20 to line the sewer main on Elmwood Drive. Infratech was the low bidder. The project would include slip lining 390 feet of 8-inch pipe with Ultraliner, and cut out one lateral. Mr. Dentler made a motion to approve the bid from Infratech to slip line the sewer main on Elmwood Drive, at a cost of \$12,733.50. Mr. Hess offered a second and the motion carried.

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

Old Business – None.

New Business – None.

WATER

Manager's Report

- Mr. Lentz received a letter from the PA DEP giving approval of the proposed well site on the fire company property. The letter stated there are additional steps to complete the permanent shut down of well # 4.
- Mr. Lentz requested a Water Committee meeting to discuss the ongoing problem with batteries failing in the water meters. The committee members decided on Tuesday, April 10 at 7 pm.
- Dover Intermediate School was using an average of at least 30,000 per day. Several significant leaks were found inside the school. One of them is in the pool, which has been shut down until the school board decides if they want to repair the leak or abandon the pool.

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

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

Old Business – None.

New Business – None.

BOROUGH

Manager's Report

- Mr. Lentz reported the Dover Area School District contacted Commonwealth Code Inspection and requested permission to move students into the new section of the Dover Elementary School addition before the end of this school year. They want to do this so the fire sprinklers can be installed in the old section. The code inspector, Peter Schilling, wanted permission from the borough and fire company before he would authorize the request. The Borough Council debated the request and felt there were several major issues, including: Only one fire exit is currently available due to the construction, moving the students to a new, unfamiliar area could cause them

to become confused during an emergency and the sprinkler system is not connected in the new section either. With these considerations the Council members were not in favor of allowing it.

- The Conewago Garden Club wants to plant a tree in Ketterman Park. There were no objections, but the Council asked the borough manager to approve the planting location.
- Mr. Lentz reported an energy efficiency audit recommended adding a door at the top of the basement steps in the Borough office. This would help the efficiency of the heating and cooling systems. He got one estimate of \$475 to \$600. It was suggested the door should be a solid, exterior door, rather than an interior door. It was suggested that installing it at the bottom of the steps might be more practical due to the limited space at the top. Mr. Lentz would get quotes for several alternatives.
- Mr. Dentler asked Mr. Lentz to add another garbage can in Ketterman Park, at the upper parking area.
- Mr. Dentler also commented that the basketball court in the park is getting a lot of use.

Engineer's Report – Mr. Clark reviewed the bid results to remove the sediment bar in the Willow Run swale. The low bidder was Clear View Excavation, Inc., at a cost of \$6,210. The U. S. Army Corps of Engineers has waived their permit requirements for the project. Mr. Seidel made a motion to accept the bid from Clear View Excavation, Inc. to remove the sediment bar from the Willow Run Swale, at a cost of \$6,210. Mr. Dentler seconded the motion. The motion carried with all in favor.

Solicitor's Report

- Mr. Herrold presented Resolution 2012-03 for approval. This resolution amends Resolution 2008-08, which established the Recreation Board. This gives authority to the Borough Council to remove members who do not perform their duties. Mr. Seidel presented a motion to adopt Resolution 2012-03, with a second to the motion from Mr. Dentler. All were in favor.
- Mr. Herrold reported Mr. Lentz sent him copies of the traffic and engineering studies for traffic changes that are necessary due to the elementary school construction project. The first one prohibits parking on the north side of East Canal Street, from Edgeway Road to Fairview Avenue. The second one prohibits left hand turns on to East Canal Street by northbound traffic on Cranbrook Drive between the hours of 8:30 to 9:30 am and 3 pm to 4 pm. Mr. Herrold stated he prepared the required ordinances and has advertised them for adoption at the May Borough Council meeting.
- Dave Lipinski will attend the May meeting to discuss the proposed Stormwater Management Ordinance. Mr. Herrold reported only minor changes were made to the model ordinance drafted by the York County Planning Commission. If there are no problems with the ordinance he will advertise it for adoption at the June meeting.
- Mr. Herrold reported at he is aware of four municipalities who have joined the York County Cable Consortium.

Police Report – The monthly report was reviewed in the mayor's absence. There were no comments.

Ambulance Club Report – Mr. Hess had nothing to report.

Recreation Board Report

- Mr. Dentler reported more than 50 children participated in the Egg Hunt, held on March 31.
- Sundaes in the Park are scheduled for July 22 and August 19.
- Brad Smith, Dover Youth Baseball, submitted a request to the Recreation Board to place an 8' x 8' shed at one of the baseball diamonds in Ketterman Park. Several council members felt this was too large. The Council was not in favor of this. Dover Youth Baseball would not be allowed place it in the park.
- Resignation letters were received from Geri Miller and Hallie Elicker. He gave them to Mayor Pope, chairman of the Recreation Board. There was a debate about accepting the resignations without possession of them. Mr. Lentz reported these ladies gave them to him and he gave them to Mayor

Pope. Mr. Seidel made a motion to accept the resignations. Mr. Kroft seconded the motion. All were in favor.

- Jennifer Pope's name was presented as a nominee for one of the vacancies. Mr. Seidel noted three people from the same family would be on the board - the mayor, his wife and his daughter. Mr. Dentler stated there are nine people on the board. This would not be a majority. Mr. Sabold also pointed out they are two different age brackets and they do not live together. Also, it is also important to get people with young children on the Recreation Board. Mr. Kroft suggested waiting until there are nominees to fill both vacancies. The issue was tabled.
- A National Night Out planning meeting is scheduled for Wednesday, April 4 here at the office. They would discuss combining a Borough event with North York Borough. Representatives from Northern York County Regional Police, Dover Fire Company, Dover Youth Baseball, Eagle Lacrosse and North York Borough were invited.
- Mr. Dentler reported two picnic tables were vandalized and need to be repaired. One is in the pavilion and the other is in between the two larger parking lots.
- Mrs. Koch asked the cost for the Emigsville Band to provide music at Sundaes in the Park. Mr. Dentler reported the Mayor signed the contract, and he did not know the cost. Mrs. Koch reinforced that the Recreation Board needs to stay within their budget, so they may need to charge more for the sundaes and other food at these events.

Treasurer's Report

- There were no changes to the bill lists. Mr. Seidel presented the motion to pay the bills, as presented. Mr. Dentler seconded the motion. Five were in favor. Mrs. Koch was opposed.
- Mrs. Shirey reported several employees would like to use direct deposit for their pay. The annual fees using QuickBooks would be about \$400 a year. Fulton Bank offers this service and the charge would be \$15 per month, or \$180 for a year. They will also waive the set-up fees because it is a small group. Mr. Dentler made a motion to allow direct deposit to be used for employees who want to use this for their pay. Mr. Kroft seconded the motion. All were in favor.
- Mrs. Koch requested copies of the cell phone bills. She would like to review the charges.
- Mrs. Koch asked if a person must pay a service for each transaction using the new on-line bill pay option. The instructions state each service must be paid separately (water, sewer, trash). Mrs. Shirey explained each service can be paid during one transaction, but they must choose each one individually. It is done this way so the money is deposited into the correct account, which would be consistent with the way the rest of the money is deposited. Otherwise she would need to manually move money to other accounts after it is deposited in the general fund.
- Mrs. Koch asked if the annual audit was completed. Mrs. Shirey responded the auditor's finished their work last week. There were no findings.

Old Business

- Mr. Sabold asked if there were any comments or questions regarding the job descriptions distributed last month. There were no comments or questions from the members. Mrs. Shirey stated she sent an email to the Personnel Committee regarding concerns with the Secretary/Treasurer and Part-Time Secretary job descriptions. She received no response. Mr. Seidel stated the committee did not have the chance to discuss it and they would do this in committee, not a public meeting. Mr. Lentz had several questions regarding the Borough Manager's job description. In the first bullet point, it states the Borough Manager is to "Supervise and be responsible for the activities of all municipal services and employees, . . ." However the Secretary/Treasurer's job description states she reports to the Borough Council. Mr. Sabold believed the intention of the Personnel Committee was that 'municipal services' referred to public works duties, not office staff. Mr. Lentz continued with the fourth bullet item. It states this person is to keep the council informed of activities in the Borough. There is a section underlined, which states "submit weekly, bi-monthly or monthly reports to the council in writing, . . ." He currently provides a monthly Manager's Report for the Borough Council meetings. If something comes up in between meetings he contacts Mr. Sabold and/or the appropriate committee chairman. He asked if the emphasis of the underlined section indicated there was something he was not doing. Mr. Seidel

stated the underling was not an indication of a deficiency. This gives the council the option to request reports more often. In the fifth item, Mr. Lentz questioned another underlined item. He asked if this meant the Council wanted to be informed of every complaint. Yes, the Council wants to be informed of all complaints, in case they are contacted about the problem. Mrs. Shirey referred to the Part-Time Secretary job description. She had noticed two duties were listed twice. She explained the two duties in question. There were also some minor wording changes she also suggested for clarification of several duties. Mr. Seidel stated the committee would consider her suggestions. Mr. Lentz referred to the Zoning/Code Enforcement Officer job description and suggested a change in the wording of number 3. "Coordinates scheduling of permit inspections with Commonwealth Code officials." As written, it indicates this person coordinates the scheduling of inspections, which is incorrect. Mr. Sabold suggested deleting 'scheduling of' to make the description more clear. Mrs. Shirey referred to the Secretary/Treasurer job description, under Secretary Responsibilities and the fifth item. Currently whoever takes the street light outage problem is the person who reports it. Mrs. Koch stated the job should be assigned to one person, so several people are not doing the same task. In the same section, under item number seven Mrs. Shirey stated that because she is in the office full-time person she supervises the utility billing, although the part-time person does most of the work, consulting her if they have questions. In addition, she does all of the past due follow-up, shut-off notice and liens. Mr. Seidel stated the committee felt the part-time person could carry the primary responsibility for doing the utility billing, but because the Secretary/Treasurer is bonded she would handle the payments received from the billing. On page 2 in the fourth item Mrs. Shirey asked for clarification of the wording. Mrs. Koch stated it was more of a time management issue and they did not want her to spend time researching purchases unless the council requests it. Mrs. Shirey explained the main concern she has with the job descriptions was that any task involving money had been removed from the part-time secretary's job description. She explained she had delegated some tasks to allow her time to get work done that she cannot delegate. If she is responsible for all of these again she is concerned about being able to accomplish her work. Several council members expressed concerned about a non-bonded employee handling money and going to the bank. Mr. Lentz asked if this meant he would not be allowed to accept payments when Mrs. Shirey is out of the office. No answer was given. Mrs. Shirey stated Mr. Seidel had told her she would be invited to a Personnel Committee meeting to allow the committee to ask questions and clarify responsibilities regarding the job duties before the job descriptions were finalized. Instead the council was given the job descriptions to approve without getting any input from her or Mr. Lentz. Mrs. Shirey stated she has been frustrated with the lack of communication between the Personnel Committee/Council and her. She sends emails and does not receive a response. Mr. Sabold stated he had not checked his email in two or three weeks and she should call him if there is something important he needs to know. The goal of the job descriptions was to have a written list of the duties so each employee knows what they are expected to do. Mrs. Shirey understood the need for the job descriptions and would abide by whatever the Council decided. She sent Mr. Sabold an email a month ago requesting a day off and informed him Becky was not available to work. She had not received an answer. Since the office is to be open all day she did not know if she would be allowed to take the day off. Mr. Seidel stated if she has vacation she is allowed to take it, and coverage of the office would be worked out. Mrs. Shirey suggested she and Mr. Sabold need to determine the best way to communicate because she does not get a response from emails or text messages. Mr. Sabold stated his cell phone is a work phone and his employer pays for the text messages. He did not feel it was appropriate for someone to send text messages without asking first. He asked that she leave a message at his home if she needs to contact him. Mrs. Shirey apologized if this had caused a problem for him. She believed this was an acceptable form of contact. Mr. Dentler suggested the Personnel Committee should meet with everyone to go over their job descriptions so they understand what is expected. Mr. Seidel made a motion to approve the Borough Manager, Zoning/Code Enforcement Officer, Public Works Operator and Laborer job descriptions, as amended. Mr. Hess seconded the motion. The motion carried with all in favor. The Secretary/Treasurer and Part-Time Secretary job descriptions would go back to the Personnel Committee for further discussion. Mrs. Shirey became emotional and stated she felt the Personnel Committee had placed her in a difficult situation by not

allowing a new part-time person to be hired until the job descriptions are approved. For eight of the twelve years she worked for the Borough she had part-time help. Now she had been without help for three months, which leaves her to accomplish the work of 65 man hours in 40 hours a week. Since the Personnel Committee had not been able to discuss her concerns hiring someone would be postponed for at least another month. Mr. Seidel stated the Council would not fault her for things not getting done and she was doing a fine job.

- As instructed, Mrs. Shirey checked with the PSAB to see if they offer disability and life insurance policies for members. The only plan they offer is through Keystone Insurers Group (KIG) offices and the only policies offered are through Harleysville Insurance. The existing policy is through a KIG office with Harleysville Insurance. The maximum weekly disability benefit the policy offers is \$500. Mr. Lentz and Mr. Grim's disability income would be close to or above this already. The quotes from Benefit Connections, to increase the weekly benefit maximum to \$1,000 were discussed. Benefit Connections recommend Sun Life, at an annual cost of \$2,760. This is within the \$3,000 budgeted amount. Mr. Seidel made a motion to accept the quote for the employee disability and life insurance policy to Sun Life Insurance, at a cost of \$2,760 for one year. Mr. Dentler seconded the motion. All were in favor.

New Business – None.

With no further business, a motion to adjourn was made by Mr. Hess, with a second by Mr. Dentler. The meeting adjourned at 9:50 a.m.

Respectfully submitted,

Janet T. Shirey
Secretary/Treasurer