

## **MINUTES**

The regular monthly meeting of Dover Borough Council was held at Borough Hall, 46 Butter Road on Monday, May 7, 2012 at 7:00 pm. All members of the council, and the mayor were present. President Sabold called the meeting to order. A moment of silent prayer followed.

The April minutes were reviewed. Mr. Dentler made a motion to approve the April minutes as presented. Mr. Hess seconded the motion and all were in favor.

## **PUBLIC COMMENT**

Fire Chief Rodger Flohr reported the fire company responded to 25 calls in April. Six of these calls were in the Borough. There was a \$20,000 loss. The chief stated the officers reviewed and updated the fire alarm box *Instructions for the York County Communications Center*. This establishes what equipment the fire company dispatches for specific situations. The only notable change was a reduction in the number of calls when Dover Township will be dispatched. This is the first update to the list since 2007. A signature from someone on the governing body of the municipality is required as proof of notification. The fire companies affected by the change will also be notified. Mr. Seidel made a motion to approve the Instructions for the York County Communications Center emergency response changes, as recommended by the fire department chief. Ms. Bishop seconded, and the motion carried.

Chief Flohr added items to the May calendar, as follows: May 12 – provide standby for Felton Fire Company; May 20 - hazmat refresher course in Wellsville; May 23 - Operation Prom Promise at Dover High School. A shrimp and ham fundraising dinner will be held on June 2, which is prior to the next meeting. Mr. Dentler offered a motion to approve the May calendar of events, as amended. Mr. Hess offered the second and it passed.

Melissa Smith, executive director of the York County SPCA, spoke to the council regarding a dog tethering ordinance her organization asked municipalities to consider. She had sent a letter in January, with a sample ordinance which would help improve the quality of life for dogs that live outside 24/7. She understood the council had discussed it, but did not wish to pursue it. She requested they reconsider. People call them with complaints and they do not have the authority to take any action. People are under the mistaken impression that existing animal cruelty laws would allow them to address this problem. The existing law does not require that the dog have shelter, food or water when tethered. They have received numerous complaints about a dog on Main Street. The owners have been approached and they refuse to change the living conditions of the dog. She reported they investigate about 1,000 cases per year. The borough would not incur any cost if they wish to take advantage of an opportunity for reimbursement. They have a donor who is willing to reimburse the cost of drafting and advertising the ordinance. In addition, the York County SPCA would be responsible for enforcement so there would be no additional cost for enforcing the ordinance. Ms. Smith stated Section 5511 of the PA Animal Cruelty Laws allows for a dog to be tethered outside 24/7. Mr. Herrold asked if the law allows for this how can the council pass an ordinance prohibiting it. Ms. Smith clarified the existing law does not specify the dog must have a shelter, a chain of a minimum length or water. She informed the council that one municipality has passed the ordinance and several more were in the process. Mr. Sabold stated the Council would consider her request.

Duane Hull and Tom Fadley, representing the Dover Lions Club, addressed the council regarding trees their group planted in Ketterman Park this past Saturday. Mr. Lentz reported the trees were planted between the two parking lots. Their national organization president asked Lions Clubs worldwide to help with a Plant a Tree Program. The goal was to have a million trees planted across

the world. Mr. Hull reported about nine million have been planted so far. They planted five Honey Locust trees in Ketterman Park with the help of Boy Scouts and a backhoe from Dover Township. When they approached Dover Township for permission to plant trees in Brookside Park, the township supervisors offered to share in the cost of the trees with the Lions. Mr. Fadley informed the council that all money raised by their chapter goes back into the local community. They asked if the Borough Council would consider contributing toward the \$563.92 cost of the trees. Mr. Seidel stated he was in favor of helping with the cost, but this was not a budgeted expense. Where would the money come from? It was suggested that the Wallace Fund is designated to be used for items to benefit the community. Mr. Seidel made a motion to make a \$290 donation to the Dover Lions Club from the Wallace Fund. Ms. Bishop seconded and the motion passed.

Mr. Lentz reported there is a new sinkhole forming in one of the larger parking lots in the park.

George Harlacher, 4 Willow Run Road, expressed gratitude for Rob Krug and himself for the council rehabbing the Willow Run swale, by removing the sediment bar which has caused it to back up into their yards.

Andrea Heilman, 41 South Main Street, asked to also speak regarding the tethering ordinance. She believed residents would be in favor of it She is in favor of it due to the neglect of the dog at 19 South Main Street. At times it has no shelter, or food and water for long periods of time. Last winter, the dog was left outside without shelter during a snowstorm. The owners refuse any assistance from the neighbors. Mr. Sabold stated the sample ordinance, provided by the York County SPCA, was restrictive and the council was not comfortable with it. Mr. Seidel noted it is not practical to pass an ordinance if it only applies to a few people. He also felt the wording of the sample may infringe on the rights of people. Ms. Smith interjected that the council could modify the ordinance to make it less restrictive. Mrs. Heilman was told the council would want to discuss the issue further before committing to passing an ordinance.

Darwin Frey, 56 Amberview Drive had several issues.

- He called the Borough Manager several weeks ago and left a message regarding a leaking fire hydrant. He never received a return call and now the hydrant has a plastic bag over it. Mr. Frey was concerned about the hydrant being out of service if there is a fire. Chief Flohr interjected that he requested a plastic bag be placed over the hydrant, so it would not be used during a fire. He stated the fire hydrant in front of Pro Pallet, on Butter Road, would be used instead because it has better water pressure. Mr. Lentz stated the valve servicing this hydrant is leaking. There was a problem with this fire hydrant about a year ago, and at that time it was the 'boot' at the base of the hydrant. Mr. Frey asked how long the hydrant would be out of service. Mr. Lentz stated it could be two or three months. He explained that, unless it is an emergency, it is most cost effective to have a contractor do several repairs at one time. Mr. Lentz had been in contact with a contractor, and since none of the repairs were urgent the contractor would be in to do the repairs when he has time in his schedule.
- Mr. Frey reported the contractor has stopped work at 58 Amberview Drive a month ago. He left an open trench at the front foundation wall, which is not barricaded. Mr. Frey is concerned about children investigating the open hole and falling in. Mr. Sabold stated it should be barricaded as soon as possible and Mr. Lentz should check into the status of the project with Mr. Mengelkamp. Mr. Sabold stated if the homeowner will not deal with the open trench along the front wall that the borough should have someone fill in the trench. Heavy rain is forecast for tomorrow and this could cause the front wall to collapse. Mr. Lentz reported he recently spoke to Mr. Mengelkamp. He claimed that it was believed the front wall just needed some 'spot repairs', but when the contractor excavated the front wall of the foundation, they found it also needs to be replaced. Mr. Mengelkamp stated he already paid the contractor \$50,000 to repair the back wall and he did not feel he should have to pay him more. Work on the rear wall had been completed. Supposedly, Mr. Mengelkamp claimed he is

going to get a mason to do the work on the front wall. Mr. Frey pointed out it has been a year and nine months since the house was condemned.

- Mr. Frey stated there are tall weeds at 58 Amberview Drive. Mr. Lentz reported he took care of the problem today. Mr. Frey asked how much time Mr. Mengelkamp is allowed to address the problem. Mr. Lentz stated he is required to give him 10 days. If nothing is done after 10 days, he will follow the appropriate procedures. This would include sending a registered letter, followed by submitting a complaint to the magistrate.

Mr. Frey stated he felt the borough has not followed up on the situation with Mr. Mengelkamp strictly enough. He believes the neighbors may file a petition with the borough.

## **SEWER**

### *Manager's Report*

- Mr. Lentz reported the aeration arm on tank # 3 stopped working on Friday. A Schreiber representative spent most of today troubleshooting it. It appears some relays in the panel box may have caused a contactor in the main panel to overheat and this burned out an overload box. They replaced some parts today which did not correct the problem. The emergency stops may be involved. There is also an obstruction device which shuts the arm down if something blocks it and this may be malfunctioning. He noticed the arm on the new tanks is longer and seems to bounce more than the others. He pointed out the diameter of the new tanks is larger which may cause this to happen. It is also possible the bouncing of the arm may be causing the relays to malfunction. It was speculated that perhaps the top of the tank is uneven. Mr. Lentz planned to call Schreiber tomorrow to discuss the issue. Mr. Sabold inquired if this could be covered by warranty. Mr. Lentz would check into this.
- The PA DEP has requested that an hour meter should be added at Delwood Lift Station to document how long both pumps run. Mr. Lentz obtained a quote of \$200 from Snelbecker Electric. Mr. Sabold noted this is a minor normal operating expense so Mr. Lentz does not need authorization to do this.
- The screen washer has been running non-stop for months, so the brushes need to be replaced.

*Engineer's Report* – Mr. Clark reported Infratech expects to begin slip lining the sewer main on Elmood Drive by the middle of May.

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

*Old Business* – None.

*New Business* – None.

## **WATER**

### *Manager's Report*

- Mr. Lentz reported he got quotes for repair parts and electrical repairs to be made on the valve exerciser. The mechanical repairs will be done in house. Hawn's Outdoor Power Equipment will perform the electrical repairs. The total estimated repair cost is \$645.20, plus shipping. Mrs. Koch asked if an insurance claim should be filed under the vehicle insurance. It was noted the deductible is \$500, so it was not practical. Mr. Lentz reported he checked the replacement cost for the valve exerciser to be sure it was cost effective to repair it. He obtained two quotes - \$5,995 and \$4,995. Mr. Seidel made a motion to approve repairing the valve exerciser, at a cost not to exceed \$800. Mr. Hess seconded the motion and it carried.
- Mr. Lentz showed the council a piece of old leak detection equipment found in the red shed.

- Mr. Sabold asked if the Intermediate School swimming pool is operational. Mr. Lentz stated it was refilled last week. He asked the facilities manager to notify him whenever they plan to do this because it causes a noticeable drop in the water tower level. If they are not notified time is wasted looking for a leak. They did this only to discover the pool was being filled. Mr. Lentz is going to request that a sign be placed on the water valve for the pool stating the borough is to be notified, as a reminder. The diving pool remains closed due to a leak.
- Mr. Sabold asked how many water meters are available for changing out blank meters and if this was enough to change out the current number of blank meters. Mr. Lentz estimated there are seven. Elster shipped 50 more, which should arrive soon. There are not enough meters on hand to change out the blank ones.
- Mr. Sabold suggested Mr. Lentz could try to have the water valve repairs combined with fixing the sink hole in the parking lot in the park to save money.

*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*

- Clear View Excavation has completed the majority of the work to repair the Willow Run Swale. Mr. Clark reported there are a few minor items to be completed. The contractor was very conscientious and stated he would be stopping back to check on the project.
- Mr. Seidel asked Mr. Lentz to check the section above the current repair in the Willow Run swale to see if any problems may have developed upstream.
- Mr. Lentz reported Becky Hartzler returned to work last week newly created part-time administrative assistant/billing clerk.
- Mrs. Koch informed Mr. Lentz that recycling was not collected in her block, on her side of the street, for the second week in a row.
- Mr. Sabold asked Mr. Lentz to also speak to Penn Waste regarding how the recycling bins are handled by their workers. They are being thrown. Since the borough is paying toward the cost of them Penn Waste should be more careful with them.

*Engineer's Report* – Mr. Clark felt additional work would be required on the Willow Run swale. He stated there is a Growing Greener state grant, funded by federal money, specifically intended for a project such as the Willow Run swale. He informed the council that there is a significant amount of paperwork involved to get the grant; however, the recipient only needs to provide 15% in matching funds. The engineering costs can be used toward the matching fund cost. Mr. Clark stated he would get additional information on the grant for the council.

### *Solicitor's Report*

- Mr. Herrold reported the Cohen Law Group has been retained by 11 municipalities to negotiate their cable franchise contract renewal.
- Mr. Herrold had two ordinances for approval. These were prompted by traffic studies required as part of the Dover Elementary School renovation. The first one prohibits parking on the north side of East Canal Street, beginning at Edgeway Road and terminating at Fairview Avenue. This was recommended by the York County Planning Commission traffic engineer. A turn lane is to be added to allow people driving eastbound to turn left onto Edgeway Road. Due to the addition of this turn lane, parking on the north side of East Canal Street will be eliminated. Parking on the south side is already prohibited by ordinance. Council members

noted the driveways on the north side are small, not even allowing one car to park in the driveway without blocking the sidewalk. There is nowhere else for these homeowners to park. After discussion, the council was not in favor of eliminating all parking on the north side of East Canal Street. Mr. Lentz was instructed to contact the York County Planning Commission traffic engineer to see if the traffic study could be modified to help accommodate these property owners. The ordinance was tabled pending revisions.

- Mr. Herrold presented Ordinance 2012-02, which prohibits left turns from Cranbrook Drive onto East Canal Street from 8:30 to 9:30 a.m. and 3 to 4 p.m. It was noted that as written, this prohibits left turns from both entrances to Cranbrook Drive. Mr. Lentz stated that when he met with Traffic Engineer Don Bubb to discuss these studies, Mr. Bubb indicated he was only going to include the eastern entrance to Cranbrook Drive. Mr. Herrold stated the council could opt to only install the No Left Turn signs on the eastern opening to Cranbrook Drive. After some discussion, Mr. Lentz was instructed to check with Mr. Bubb regarding this issue. Mr. Seidel made a motion to approve Ordinance 2012-02, with a second by Mr. Kroft. All were in favor.
- Mr. Herrold announced Dave Lipinski postponed his attendance at the meeting due to a new development with the stormwater ordinance. Last week the York County Planning Commission met with the PA DEP to discuss clarification of items in the ordinance. The YCPC is going to issue a Fact Sheet summarizing the content and intent of the ordinance. Mr. Lipinski recommended waiting until this is issued before municipalities they represent adopt the ordinance. Someone from their office will attend a meeting to discuss the ordinance once the Fact Sheet is issued.
- Mrs. Shirey asked Mr. Herrold to review information the borough received regarding a Verizon Third Party Billing Settlement. Verizon allegedly billed customers for third-party charges from companies without authorization. The settlement offers a flat fee payment of \$40. Customers have the right to request a summary of these third-party charges to see if they were billed for more. You must submit a claim form to be eligible for a refund of the charges. Mrs. Shirey will follow up on this to see if it is worthwhile to request a refund.
- Ms. Bishop submitted a Prevailing Wage Reform Resolution for Mr. Herrold to review. He explained that municipal organizations are asking their members to consider passing this resolution. The project threshold amount has not been increased since 1963. The intent of the resolution is to have the threshold increased from \$25,000 to \$185,000 based on inflation. There is legislation pending regarding this and the PSAB and PSATS are encouraging their members to support it. Mrs. Koch stated she believed it was a moot point. Legislators from areas with strong unions will not support this passing because it will affect the unions. Without their support it will not pass. In addition, York County legislators are in favor of it and will vote accordingly whether the borough passes a resolution or not.

#### *Police Report*

- Mayor Pope reported there were 14 less calls in April, and 51 fewer calls for the year-to-date compared to the same period last year.
- Northern Regional did a speed traffic study at Cranbrook Drive in March. They issued 21 citations and issued 7 warnings.
- Northern Regional Police took part in National Drug Take-back Day on April 28. They collected 120 pounds of prescription medicine at the Giant store in Dover.
- There was vandalism at the park early Sunday morning. Graffiti was painted on two tables and one pole in the pavilion. The police filed a report and are investigating. Mr. Lentz stated he will try to power-wash the tables to see if this will remove the graffiti.
- It was noted there are some other problems in the park, including: People leaving trash strewn around the basketball court area; they also leave their belongings behind; people are also still driving on the grass. The trees between the two parking lots, planted by the Lions Club, should eliminate people driving between them.
- Mayor Pope reminded the council that the York County Probation office will provide work release inmates from the prison as free labor for projects.

*Ambulance Club Report* – Mr. Hess reported the new ambulance is in service.

*Recreation Board Report*

- Mayor Pope reported a committee has been formed to organize National Night Out for Tuesday, August 7 from 6 to 9 p.m. It will be held at the Dover Fire Company. Northern York County Regional Police are hosting the event in cooperation with the Dover Borough Recreation Board and a block from the North York Block Watch. Northern Regional officer Lt. Lash is serving as the chairman. The committee is meeting every two weeks at the Northern Regional office. Groups confirmed to attend thus far are: York County QRT members and their armored vehicle, 911 Command Center, York County District Attorney and Dover Area Ambulance Club. They hope to get a helicopter to visit also. There are grants available for community projects from Wal-Mart, which may help fund the event. Local businesses will be asked to donate money or door prizes. The mayor invited anyone interested in helping to the next meeting on May 16.
- Relay for Life is scheduled for June 2, starting at 4 p.m. They are requesting permission to be in the park after dusk to show a movie again. Mr. Seidel made a motion to approve Relay for Life showing a movie in the park after park hours in Ketterman Park. Ms. Bishop seconded the motion and it carried. Also, they request that the borough waive the permit fee for Peddlers Permits for vendors at the event. Mr. Kroft made a motion to waive the Peddlers Permit fee for vendors. Mr. Seidel seconded and all were in favor. Northern Regional will put up their information sign in the borough next week to advertise the event.
- Mayor Pope nominated Jennifer Pope to fill one of the vacancies on the recreation board. He noted she has attended each meeting since January, helped with the egg hunt and wants to be involved. Mr. Dentler presented a motion to appoint Jennifer Pope to the Recreation Board to fill an unexpired term, which ends in 2012. Mr. Seidel seconded and all were in favor.

*EIT Report* – Mr. Kroft reported the tax bureau is considering replacing their telephone system. The current one is outdated and malfunctioning. They have plans to update their website. The Gettysburg office is too small so they need to find a larger space.

*Treasurer's Report* – There were no changes to the reports. Mr. Dentler made a motion to approve the payment of the bills, as presented. Mr. Kroft offered a second to the motion. Six were in favor. Mrs. Koch was opposed. Mr. Seidel thanked Mrs. Shirey for providing the council with a first quarter financial report of expenses versus the annual budget for the year-to-date.

Mrs. Koch expressed frustration that people do not move vehicles off the street during street sweeping. She feels the borough should be able to fine people for not complying. She suggested a postcard reminder should be sent next year. Perhaps it could include the schedule of when various sections of the borough will be cleaned so people are aware which day their street will be done.

*Old Business*

- A revised job description for the Secretary/Treasurer and a newly created job description for a Part-time Administrative Assistant/Billing Clerk were provided for the members to review. Mr. Seidel stated the Personnel Committee wanted to find the most efficient way to consolidate job descriptions, and separate job responsibilities. Responsibility for the utility billing was moved to the Billing Clerk. Becky Hartzler, who had been working only during the quarterly billing, accepted the part-time position. She will be working three days a week – Tuesday, Wednesday and Thursday. She will be responsible for depositing all the receipts from the bills, so the committee recommended bonding her. Mr. Lentz will be her supervisor. The Personnel Committee felt this was appropriate because he is responsible for the sewer and water systems. They consider the billing part of the utilities. Mr. Seidel stated it is important for everyone to work together so the office runs efficiently. Mr. Dentler asked if the committee met with each employee to discuss their job description. Mr. Seidel stated each

employee received a copy of their job description. Mr. Kroft made a motion to approve the revised job description for the Secretary/Treasurer and the new job description and title for the Part-Time Administrative Assistant/Billing Clerk. Mr. Dentler seconded the motion. The motion carried. Mr. Seidel stated he would send an electronic copy of the job descriptions and employee manual for the borough files. The committee added the job descriptions at the end of the Employee Manual.

- Mr. Seidel asked for an executive session to discuss the water meter problems. No official action would be discussed. The council decided on May 15 at 7 p.m. Mr. Seidel felt Mr. Lentz should attend. Mrs. Shirey suggested it would probably also be worthwhile for Mrs. Hartzler to attend, since she has been documenting the issues since the new meters were installed.
- The Personnel Committee also recommended that the council adopt a policy for past due bills for the utility billing.

#### *New Business*

- Kasual Computing provided a quote of \$575 for two external hard drives and time for a technician to format and set them up to back-up the computer files. The existing external hard drive is almost full. In addition, since there is only one hard drive, all data on the hard drive could be destroyed in a fire. Kasual Computing is recommending two, so they can be swapped out. They recommend the one not in use should be taken off site or kept in one of the fireproof file cabinets. Mr. Sabold did not feel it was a good idea for an employee to take them home. Mrs. Shirey explained this is the recommended procedure. Even items in a fireproof cabinet can be destroyed in a fire. Several council members stated larger external hard drives could be purchased less expensively than the price quoted. Mrs. Shirey was instructed to check if Kasual Computing would still install the hard drives if they do not provide them. The issue was tabled.
- The Local Government Advisory Committee (LGAC) will hold a dinner on May 17. Anyone interested in reservations should contact Mrs. Shirey.
- Mr. Sabold asked Mrs. Shirey to send a letter to AT & T authorizing Mr. Seidel to discuss the cell phone charges with them. Currently, only Mrs. Shirey and Mr. Lentz are authorized to make changes to the account.
- Mr. Seidel stated the Personnel Committee recommends bonding Mrs. Hartzler, because she will be handling money on a regular basis. The cost for a \$50,000 bond would be \$123. The cost for a \$100,000 is \$245. The appropriate amount was debated. Mrs. Shirey was asked the amount of the largest deposit Mrs. Hartzler might have at one time. Mrs. Shirey stated it is unusual for them to exceed \$60,000. In addition, Mrs. Hartzler is not authorized to sign checks. In light of this, she would not need to be bonded for as much as the secretary/treasurer. Mr. Seidel made a motion to bond Becky Hartzler for \$100,000, at a cost of \$245. Mr. Kroft seconded the motion. All were in favor.
- Mr. Hess asked if anyone else was able to do payroll checks if Mrs. Shirey is out of the office. Mrs. Shirey stated there is no one else trained to do it. She had asked the Personnel Committee for permission to cross-train the part-time person so they could do things such as payroll, in case of an emergency, but she had not received a response. Mr. Seidel stated he believed the intent of the committee, when drafting the job descriptions, was for the employees to back each other up however necessary. Mrs. Shirey explained that based on the discussion last month, when council members were concerned about her delegating any of her financial duties, she did not think this was allowed. In addition, because the Personnel Committee had been very specific in their intent to have clearly defined job responsibilities, she did not want to presume she was allowed to do this when it was not defined in a job description. Mr. Seidel stated Becky's first priority is the utility billing. As long as her duties for this are done, the balance of her time can be used wherever needed. He agreed cross-training is a good idea. There were no objections to this.
- Mr. Lentz asked if he should accept payments since he is not bonded. A payment box for the lobby was suggested. The Building & Grounds Committee would look into this.

- Mr. Dentler reported he attended a Spring Road Maintenance Seminar recently. The instructor discussed the importance of having a Safety Committee. A benefit of this is that you would receive a discount on the workers compensation policy. Mr. Dentler encouraged the council to consider this. The issue was debated. Mr. Sabold asked for volunteers to serve on a Safety Committee. Mr. Dentler, Mrs. Koch and Mayor Pope volunteered to serve. Mrs. Shirey would check with H. A. Thomson to determine what duties a Safety Committee is required to perform for the borough to be eligible for a discount on the workers comp policy.
- Mr. Dentler informed Mr. Lentz that 89 North Main Street has very tall grass again.
- Mr. Dentler reported that a Dover Township fire truck was clocked going at least 65 mph proceeding north on Main Street through the borough. Chief Flohr interjected he has heard complaints from the police and various fire companies regarding unsafe driving by Dover Township fire truck drivers. There have been several near miss accidents.
- A discussion began about the noise level of the air horn siren on the new ambulance. It was suggested that someone should ask if the volume can be lowered.
- Mr. Hess stated he is concerned about the amount of excavation work Columbia Gas is doing on City Hall Drive, between Park Street and Drawbaugh Alley. He recalled an ordinance which required utilities that are excavating to do a complete overlay of the area, rather than patching, if it exceeds a predetermined amount. Mr. Seidel recalled he also believed this was addressed by an ordinance. The issue dropped.
- Mr. Kroft asked what ordinance would apply to the sign the fire company uses at the square to advertise their carnival activities. They receive complaints that the unlit sign is difficult to read after dark. He and Mr. Lentz discussed options to allow them to use a lit sign.
- Ms. Bishop informed Mr. Lentz there is tall grass in an area behind Dover Elementary School. The construction trailers and equipment have been removed and no one has mowed the grass.
- Ms. Bishop recalled Mr. Lentz had made a suggestion about putting a frame around the portable toilets to help prevent them from being tipped over. She suggested the borough could purchase the supplies and perhaps have the labor donated by prisoners, the National Guard or Army Reserves.
- Mr. Sabold asked for someone to serve as the chairman of the Safety Committee. Mr. Dentler volunteered.
- Mr. Seidel asked if the council wanted to adopt a disciplinary form. Mr. Sabold stated he felt the sample the Personnel Committee reviewed should be modified before it is adopted. He suggested a statement should be added, in the area where the employee signs the form. It would be a disclaimer of sorts, which states the employee is only acknowledging they were made aware of the complaint, and signing the form does not indicate they agreed with the action or admit any guilt. The issue was tabled pending a revised form.

With no further business to discuss, a motion to adjourn was offered by Mr. Kroft, with a second by Mr. Hess. All were in favor. The meeting adjourned at 9:50 pm.

Respectfully submitted,

Janet T. Shirey  
Secretary/Treasurer