

## **MINUTES**

The regular meeting of Dover Borough Council was held at Borough Hall, 46 Butter Road on Monday, March 3, 2014 at 7:00 pm. All council members were present, although Mr. Kroft arrived late due to work. Mr. Lentz was absent due to illness. The meeting was called to order by President Sabold. A moment of silent prayer followed.

The February minutes were reviewed.

- Page 3, Manager's Report, first bullet item in the second line. The second word, 'went' should be deleted and 'a' should be added between 'of' and 'leak'.
- Page 3, Borough heading, Manager's Report, fourth bullet item. Mr. Sabold asked for clarification. Did Mr. Lentz state the borough would not bid street work cooperatively with Dover Township any longer? Mrs. Koch stated this was correct due to changes in the Prevailing Wage law. Due to the size of Dover Township, all of their projects would be over the \$100,000 threshold requiring payment of the prevailing wage.

Mr. Seidel made a motion to approve the minutes, as adjusted. Mr. Slusser seconded the motion and all were in favor.

## **PUBLIC COMMENT**

Assistant Chief Troy Dettinger provided the fire company report.

- They responded to 24 calls in February, with only 9 calls in the borough.
- Calendar: One item was added. On March 4, a mask 'fit test' would be conducted for firefighters using the breathing apparatus. Mr. Seidel made a motion to approve the activities on the March calendar. Mr. Dentler seconded and the motion carried.
- He thanked the council for a computer donated last month. It is working well for their purposes.
- Mr. Dettinger stated he reviewed the information in a letter the borough received from the York County Department of Emergency Services (YCDES). The letter requested a signature on a form approving the emergency response plan submitted by the fire company. There were no objections to Mr. Sabold signing the form.
- Elaine Kroft informed the council that Chocolate Bingo was scheduled for April 6.

## **SEWER**

*Manager's Report* – There were no additions to the written report.

*Engineer's Report*

- Mr. Clark reported Holley's office requested the check for the NPDES permit approved last month. Some additional samples were needed. They were collected, and the results could be submitted as a supplement.
- Mr. Lentz discussed the North Main Street sewer main back-up with him. Mr. Clark recommended the entire line in this section should be televised before the Community Development Block Grant (CDBG) sidewalk project was scheduled for June. Any repairs should be done before this project started.

*Solicitor's Report* – Nothing to report.

*Old Business* – None.

*New Business* – None.

## **WATER**

*Manager's Report* - Mr. Seidel reported the Water Committee met recently to discuss the water meter replacement project. Since Mr. Lentz was absent, he did not know the total number of water meters still needed. He believed it was 400 to 450. Mr. Lentz got a quote from R. S. Bortner, Inc., for installation at a cost of \$70 per meter, to provide installation again. They offered a stipulation that after a few are installed the cost could decrease based on the amount of time it takes. Mr. Slusser noted the borough employees could install the meters and save the cost of paying a plumber for installation. It was noted he was a new council member and was not aware there had been a number of problems with the current meters and a lot of water meter and transmitter failures. Following up on these issues was taking a significant amount of time. The council had budgeted for the cost of the water meters and installation for 2014. The council believed this was a more efficient way to complete the project. The number of meters to be ordered was not specified pending Mr. Lentz verifying the number needed. Mr. Seidel made a motion to authorize the borough manager to order the water meters and to arrange for the installation of 400 meters. Under the question, Mrs. Koch stated the contract with Bortner's should be in writing. Mr. Seidel called Mr. Lentz to ask if there was a written contract. He had a quote, but a written contract would be provided. Mr. Kroft seconded the motion. It carried unanimously.

*Engineer's Report* – Nothing to report.

*Solicitor's Report* – Nothing to report.

*Old Business* – None.

*New Business* – None.

## **BOROUGH**

### *Manager's Report*

- Mr. Seidel informed Darwin Frey that Mr. Lentz had contacted Met-Ed about adding a street light at the corner of Butter Road at North Main Street. They told him they had to evaluate the cost. The would get back to him once this was determined.
- There were several comments regarding the snow that was moved by Craig Gross and placed in Ketterman Park. Next time it should be dumped to allow more open parking spaces. The snow should not block the walking trail.
- A car had been parked in one of the lots. It had a 'for sale' sign on it. Mr. Lentz would be asked to contact the owner to have it moved.

*Engineer's Report* – Mr. Clark stated a Highway Occupancy Permit (HOP) would be required for the CDBG sidewalk replacement project being done on North Main Street. He asked the council for permission to begin working on it. There were no objections.

*Solicitor's Report* – Mr. Herrold researched the issue of a 'deputy' tax collector brought up last month by Sam Herman. The tax collector law allows for a deputy; however, the law considers them an employee of the tax collector. There was no provision, as Mr. Herman had been told, for someone to step in temporarily if he becomes incapacitated. If any borough office is vacated unexpectedly, the borough code has a provision for the council to appoint a replacement within 30 days. In addition, there is a provision in the code for counties that the county tax collector could temporarily collect the county taxes for a municipality until a new collector is elected. The council felt it was in the borough's best interest for Mr. Herman to begin training someone to take his place because he had indicated a desire to retire.

### *Police Report*

- The Dover Township supervisors decided they were willing to purchase half of the full unit which was available as a result of Dover Area School District receiving a grant for a School Resource Officer. The council debated the issue since they voted last month to purchase one unit. Mr. Seidel made a motion

to relinquish half a unit of police protection to allow Dover Township to purchase half a unit. Mr. Slusser seconded the motion. Six were in favor. Mr. Kroft was opposed. Mayor Pope reminded the council the grant is only for two years, so the additional unit may be eliminated at that time.

- The February report was not available yet.

#### *Ambulance Club Report*

- Mr. Slusser reported as of February 18 the ambulance had responded to 100 calls, with a total of 295 calls for the year.
- A representative from the ambulance club will meet with the school district to discuss a procedure to be followed in the event of a bus accident.
- A final decision had not been made regarding the club transitioning to an ALS unit.

#### *Recreation Board Report*

- The mayor stated the Recreation Board wanted clarification of their authority to schedule entertainment and sign contracts. For example, the school district had students working on a logo for the celebration. Can the Recreation Board approve a logo so printing could begin, or would this need to wait for approval at the next council meeting? Mr. Sabold referred to Resolution 2008-8, which established the Recreation Board and the by-laws. He read item 6, A. through D. He felt this showed the board has the authority to plan. It was important that they keep the council informed of their plans and they should stay within their budget.
- Anniversary update:
  - The logo for the anniversary would include the founding date and the date of incorporation. It would be used in advertising for the event.
  - A pancake breakfast was scheduled at the fire company.
  - A parade was planned, starting at the intermediate school and proceeding east to Ketterman Park. The Brodbecks Band, Dover High School band, Seth Grove, and two county commissioners had committed to march in the parade. Governor Corbett was invited but his office cannot commit until closer to the date. Senator Alloway did not respond. Mayor Pope reported the Dover band was waiving their fee. He asked the council if they would like to participate in the parade. He asked if the council would like the board to invite the Dover Township supervisors to participate. The council felt this was a Dover area community celebration and it would be a gesture of good will to include them. Mayor Pope noted the fire company does an excellent job organizing the Halloween Parade, so they had been asked to assist with the planning.
  - Fireworks are being considered. This would be coordinated with the fire company.
  - The Emigsville Band was scheduled for a concert in Ketterman Park from 1 to 4 pm.

*Treasurer's Report* – There were no additions to the bill lists. Mr. Dentler made a motion to approve payment of the bills. Mr. Seidel seconded and all were in favor.

The Manager's Report for Sewer mentioned a section of fence would need repair. There was a question whether or not the section of fence was actually down at the WWTP. There was concern that someone might be able to climb over this and enter the plant. Mr. Seidel called Mr. Lentz. The fence was damaged, but the section was not down far enough to allow anyone to get in to the WWTP.

*Old Business* – Ms. Bishop asked if a credit was ever received from Comcast. Mrs. Shirey stated she was not aware if the internet issues at the plant were resolved. This was the reason Mrs. Shirey would have expected the credit. She would need to get an update from Mr. Lentz.

Mr. Dentler asked if the plowing work done by Craig Gross could have been done by the borough if there was another part-time worker. Mr. Lentz had expressed that he and the public works guys are very busy. There was debate over whether there would be enough work to keep another part-time person busy. Mr. Sabold stated Mr. Gross had heavier equipment, which was able to handle work more quickly. Mainly Mr. Gross removed snow from intersections to improve visibility. Mr. Seidel noted it had been a snowy winter. The

discussion turned to Mr. Lentz and his comp time. Several members felt a salaried employee should not be compensated for working more than 40 hours per week. Mr. Slusser asked if Mr. Lentz received comp time hour for hour for anything over 40 hours, all the time. Mr. Seidel replied it is set up this way, and comp time must be used within a specified period of time. Mr. Slusser noted that Mr. Lentz's schedule was making it difficult for him to use it. Mr. Kroft noted using the comp time puts Mr. Lentz further behind in his work. If so, Mr. Slusser suggested Mr. Lentz should be an hourly employee. Mr. Seidel and Mr. Sabold informed him this had been discussed previously. They were not in favor of Mr. Lentz reverting to hourly pay. Due to the snowy winter, the deadline for Mr. Lentz to use his comp time was extended. Mr. Dentler reiterated his point that Mr. Lentz and the guys are very busy and hiring another part-time person should be considered. Mr. Seidel stated the Personnel Committee could discuss this but he felt it should wait until spring or summer to see if the situation improves. Mr. Kroft stated there are groups who offer to do community service work free of charge. Mayor Pope noted the York County Prison will provide low-risk inmates to perform community service. If there are projects to be done, that the borough employees do not have time to do, this free labor was an option to get work done. Mr. Sabold reported a letter was received from the York County Youth Development Center stating they have young people who can perform service projects. Mr. Lentz would be asked to check into this source of free labor.

#### *New Business*

- Mr. Slusser stated Eagle Lacrosse would like to know if the council had a preference for what color they paint their shed. Various colors were shared. Ultimately, green or gray were suggested because they would not show dirt as quickly as white. Gray was suggested to match the color of the Blacksmith shop.
- Mayor Pope stated a representative from Eagle Lacrosse asked if they need to request approval every year to put a portable toilet in Ketterman Park. He was told to inform them they do not need approval each year, but they should check with the borough manager if they want to change the location where they place it. Mr. Sabold asked if they would also inquire if it was possible to install anchors around it to prevent it from tipping over.
- The computer tech support contract would expire April 1. Mrs. Shirey requested quotes from three companies. Two submitted proposals. WPS was the current provider. Their price was based on the level of support – Silver, Gold or Platinum. The current contract was for Gold support on two desktop PC's in the office and the laptop at the plant. The PC in the office that works as the 'server' had the highest level Platinum plan. The total cost for WPS for one year was \$125 per month, for a total of \$1,500 for a year. The second quote was from Executive Image Solutions. Their quote was for \$220 per month, or \$2,640 for a year. Their quote included 'offsite ('cloud') data backup service'. If the borough did not want to use this, the cost would be \$20 less per month, or a total of \$2,400 per year. Mr. Seidel questioned if cloud backup service was legal for a municipality.

Respectfully submitted,

Janet T. Shirey  
Secretary/Treasurer