

MINUTES

District Justice David Eshbach administered the oath of office to newly elected officials prior to the meeting opening. Those taking the oath of office included Council members Andrew Kroft, Robert Dentler and Robert Swords.

The reorganizational meeting of Dover Borough Council was held at Borough Hall on January 4, 2016. Council members in attendance were Robert Swords, Romaine Bishop, Robert Dentler, Lori Koch, Joseph Sabold, Thomas Slusser Jr., and Andrew Kroft. In the absence of a mayor, Mr. Herrold announced nominations would be made by council to appoint a chairperson for the meeting until the Council President and Vice-President are chosen. Mr. Dentler nominated Mrs. Koch and Mrs. Koch nominated Mr. Kroft. A vote was taken by paper ballot and there were 4 votes for Mrs. Koch and 3 votes for Mr. Kroft. Mrs. Koch called the meeting to order at 7 p.m. A moment of silent prayer followed.

Mrs. Koch called for nominations for Council President. Ms. Bishop nominated Mr. Sabold and Mr. Sabold nominated Mrs. Koch. A vote was taken by paper ballot with 4 votes for Mr. Sabold and 3 votes for Mrs. Koch. Mr. Sabold was elected Council President. Mrs. Koch called for nominations for Council Vice-President. Mr. Dentler nominated Mrs. Koch. With no other nominations, Mrs. Koch was unanimously elected Council Vice-President. Mrs. Koch yielded the meeting to President Sabold.

President Sabold asked for nominations for Borough Solicitor. Mr. Kroft made a motion to reappoint Mr. Herrold as solicitor for the borough and Mrs. Koch seconded. There were no other nominations. The motion passed unanimously.

President Sabold asked for nominations for Borough Engineer. Mr. Slusser made a motion to reappoint JR Holley & Associates as borough engineer. Mr. Kroft seconded. There were no other nominations and the motion passed unanimously.

President Sabold called for nominations to appoint the Secretary-Treasurer. Mr. Kroft made a motion to reappoint Rebecca Hartzler as borough secretary and Mr. Slusser seconded the motion. There were no other nominations and the motion carried.

President Sabold read Mr. Richard Pope's letter of resignation from the office of mayor, dated December 31, 2015. Mr. Kroft made the motion to accept Mayor Pope's letter of resignation. Mrs. Koch seconded and the motion passed unanimously. Mr. Herrold stated the mayor's office becomes vacant effective on the date of council's action accepting the letter of resignation and not the date of the letter.

President Sabold welcomed new council member Robert Swords.

The December 7, 2015 regular meeting minutes were reviewed. Mr. Slusser made a motion to approve the December 2015 minutes as presented. Mr. Kroft seconded the motion and all were in favor.

The November 13, 2015 special meeting minutes were reviewed. Mr. Slusser made a motion to approve the November 13, 2015 minutes as presented. Mr. Dentler seconded and all were in favor.

President Sabold acknowledged the borough's newly-hired Administrative Assistant, Deanna Deal, was in attendance at the meeting.

President Sabold stated that Robert Dentler had expressed his desire for appointment to fill the vacancy in the office of mayor. Mr. Slusser made a motion to appoint Mr. Dentler as mayor to fulfill the remaining 2 years of the current term. Mr. Kroft seconded and the motion passed unanimously.

Mr. Robert Dentler wished to tender his resignation as a member of borough council as of January 4, 2016. Mr. Kroft made a motion to accept the resignation of Mr. Dentler. Mr. Slusser seconded and all were in favor. Judge David Eshbach administered the Oath of Office to the newly appointed Mayor of Dover Borough, Mr. Robert Dentler.

PUBLIC COMMENT

Chief Flohr provided the fire company report. This would be his last report as Fire Chief. Mr. Flohr and Mr. Dettinger will be “swapping” positions at the January 7th meeting.

- They responded to 17 calls in December. One of those calls was in the borough.
- In 2015, the fire company responded to 229 calls (1 less than 2014) of which 52 were in the borough. There was a \$100,000 loss which was almost entirely at 52 Mayfield St. They *responded* to 14 motor vehicle accidents in the borough (only 3 in 2014) which is not the total MVAs in the borough last year. There were 2,981 staff hours (2,100 in 2014). March was the busiest month and the busiest day was Saturday. They averaged 8 firefighters per call and there were 40 fire police calls. They gave mutual aid to 12 municipalities and received mutual aid from 9. The members who attended the most calls are Doug Ferry and Carl Kroft, both with 113. Carl Kroft has the most fundraising hours at 290.5. Andrew Kroft is second with 286.5 hours. Kirk Boord, who passed away in August, had more than 290 hours and is greatly missed by the department. Jake Laughman had the most training hours with 207.
- Mr. Doug Ferry, EMA Coordinator, reported the full request of \$1,940 was received for the Act 147 Grant.
- Mrs. Elaine Kroft indicated the 2016 meat drawings are beginning again on Friday, January 8. The doors are open at 5 p.m., dinner is at 6 p.m. and the drawings start at 7 p.m. There will be no Public Supper in March.
- The January 2016 activities calendar was reviewed. Mr. Slusser made the motion to approve the activities on the January calendar. Ms. Bishop seconded the motion and it carried.
- President Sabold thanked the fire company for their work in 2015 and expressed appreciation for the many years Mr. Flohr served as fire chief. Mr. Slusser also thanked Mr. Flohr and Mr. Lentz commended Chief Flohr for his dedication and service. He also enjoyed a great working relationship with the Chief and would miss him.

Mr. Darwin Frey, 56 Amberview Dr., stated he would like to be considered for appointment to fill the vacant council position. President Sabold asked that he put that request in writing and Mr. Frey stated he would do so.

SEWER

Manager's Report – Mr. Lentz elaborated on the issue with the fuel tank for Generator #2, added in the 2010 upgrade. The fuel tank ran out this past month even though the gauge was not on empty. It only holds 80 gallons and regular exercising once a week is using up the fuel quickly. It was designed to run about 8 hours. Since it runs 1 hour/week, the fuel is consumed within 8 weeks. Leffler Energy charges extra for delivering less than their minimum. Mr. Lentz is obtaining a quote from Winter-Engine Generator to purchase a back-up fuel cell. Mr. Sabold asked what capacity tank was being priced and Mr. Lentz was not sure, but thought about 250 gallons. Mr. Slusser suggested using a transfer tank to purchase fuel if the existing tank was running low.

Engineer's Report – The contractor for the Delwood Sewer Rehab project recently fell and tore his ACL. He anticipates starting the project within two weeks. Mr. Clark would prefer to leave the manhole meters in place to collect data after the project is completed for comparison.

Solicitor's Report – Nothing to report.

Old Business - Mr. Lentz mentioned that Miller's had 'complained' about hauling very thick sludge in 2015. The mixer in the holding tank moves slowly to keep solids off the bottom, but doesn't really mix the sludge. Mr. Lentz would like to add a blower with air lines to lighten the sludge, making it easier to move and suction. There is already electric service at the tank. He is investigating options to do this and obtaining prices. Mrs. Koch asked if Springettsbury Township charges more to process the thicker sludge and Mr. Lentz confirmed they do. The new Waste Generator License states the fees are higher based on the thickness. It will be cheaper to haul the 'extremely' thick sludge to Kline's facility rather than Springettsbury Township. Testing will be done at the plant to determine when the threshold has been reached. Ms. Hartzler asked who would be making the decision regarding which facility would be used and Mr. Lentz stated Dover Borough will. There may be situations when the first two of three loads are hauled to Springettsbury and the final load back to Kline's facility which is further away.

New Business – None

WATER

Manager’s Report – Mr. Slusser asked if there was an update on the progress of Well #4 replacement. Mr. Lentz replied that York Habitat was delaying progress because they are concerned about future salability of their remaining land. It is not currently zoned Residential and Wellhead Protection restrictions may limit their ability to sell it as a Commercial property.

Engineer’s Report & Solicitor’s Report – Nothing to report.

Old Business & New Business - None

BOROUGH

Manager’s Report – Mr. Lentz reported the 1993 Chevy Truck was inspected by Dover Garage and does not pass. The floor panels are rusted through. Mr. Lentz consulted Rick’s Autobody and they will not do the work because the frame and rocker panels are likely rusted as well. The door, which does not close properly, would also need to be repaired for inspection which expires on 1/31/16. Mr. Sabold suggested Mr. Lentz should price used trucks since no money had been budgeted for a new truck this year. Mr. Lentz indicated he thought CD funds may be used for that purpose. There was discussion of the size truck required and Mr. Lentz felt a truck with an 8’ bed, equipped with a polyhopper spreader, could eliminate the need for the dump truck. Dover Township was willing to lend a dump truck should an occasional need arise. Mr. Sabold outlined three options: price repairs on the ’93 Chevy if possible; second, shop for a used truck; and check prices for a new truck, although this is an unlikely option. Mr. Lentz should bring the alternatives back to Council. *Liquid Fuels* may also pay a portion of the cost. There are issues with the dump truck such as overheating and faulty alternator so it is not reliable for plowing.

Engineer’s Report – Nothing to report

Solicitor’s Report – Mr. Herrold reviewed four resolutions (#2016-1,2,3,4) for the fire company, allowing them to apply for Special Permits to serve beer at four dinners throughout the year. The dates for these events are April 2, April 30, October 30, and November 12, 2016. Mr. Slusser made a motion to pass Resolutions #2016-1, #2016-2, #2016-3, and #2016-4 permitting the fire company to apply for Special Occasion Permits from the Liquor Control Board. Mrs. Koch seconded and the motion carried.

Mr. Herrold and Mr. Clark left the meeting at this time.

Police Report – President Sabold reviewed the police report and commended the department for their good work and attendance at the Tree-Lighting Ceremony. Mr. Dentler is agreeable with attending the police meetings on behalf of council.

Ambulance Club Report – There was no meeting in December.

Recreation Board Report – There was no report from the Recreation Board. They have changed their meeting date to the first Tuesday of the month for 2016.

Treasurer’s Report – Ms. Hartzler commented on the costly advertising bill for the month of December. The 3 Invitations to Bid were over \$200 each and the Floodplain Management Ordinance was \$385. Mr. Kroft made a motion to accept the Treasurer’s Report as presented. Ms. Bishop seconded and the motion carried.

Old Business – Mr. Sabold asked Mr. Lentz if there was an update from the high school on the planter project. There is no new information, but their plan was to apply for a building permit after the design phase and complete the work before the end of the school year.

Mr. Kroft asked about the progress with audit work by Hamilton & Musser. They have completed a revised report for 2014 which Ms. Hartzler will review and submit to DCED. The preliminary work was done for the 2015 audit and a final work day is scheduled for March. The accountant, Nick Shearer, compiled an Internal Control Recommendation report which Ms. Hartzler will review and provide to council.

New Business

- The fire company is currently working on a plan to replace their sign.
- The renewal information for the Vision Plan was discussed. The current plan renewal rates came in a little lower than last year. Ms. Hartzler checked if there would be a savings with an Aetna plan, but their rates are higher. The renewal rates are based on three full-time employees and Ms. Hartzler did not know if that would change if she was no longer in the group. She will find out and report for the February meeting.
- Ms. Hartzler asked Mr. Kroft if he is remaining the contact person for the YATB in 2016. The meeting times and location make it difficult to attend, but he receives their email correspondence and reviews it. Mr. Kroft is willing to continue as the assigned representative.
- Due to the change in Ms. Hartzler's schedule, a modified office hour schedule was reviewed. The proposed change keeps the office hours of 9 am – 5 pm on Monday, Wednesday, and Friday, but changes the opening time to 11:30 am on Tuesday and Thursday. The part-time secretary (Dee) would arrive at the opening time 5 days/week and stay until 3:30 on Monday, Tuesday and Thursday. Ms. Hartzler plans to arrive at 3 or shortly after and this would give her some overlap time for training and communication. Dee would leave at 1:30 pm on Wednesday and Friday and Mr. Lentz would cover the office, when available, until Ms. Hartzler arrives. Council understands this may not always be possible and the "closed" sign would be on the door for 1½ hours at most. Ms. Hartzler would continue her responsibilities as Secretary/Treasurer and work from approximately 3-8 pm and 8 hours on Saturday or about 33 hours/week. She asked if council was agreeable to keeping her on the Healthcare Plan until the end of January and Mr. Kroft stated there was no issue with her remaining on the plan while she was working over 30 hours. Mr. Lentz stated he believed full-time employees must work 40 hours per the employee handbook. Mrs. Koch consulted the handbook which stated full-time employees were eligible for health benefits, but did not indicate the number of hours they must work. Mr. Lentz remembers reading in the handbook that full-time employees must work 40 hours to be eligible for benefits. There was discussion of the changes instituted by the Affordable Care Act which set the full-time threshold at 30 hours. Mr. Slusser made a motion to approve the modified office hours as presented for the month of January. Mr. Kroft seconded. Under the question, Ms. Hartzler asked what notification should be made for the change in hours. It should be noted on the website and a sign placed on the front door. The motion carried.
- Mrs. Koch asked that a notice be placed on Dover Borough's website regarding the suspension of York County Solid Waste Authority's recycling program. Some residents are putting out electronics with their trash and this will likely increase.
- President Sabold asked if members had any special requests for committee assignments. Mr. Slusser, as liaison for the Dover Area Ambulance Club, is unable to participate with the fire company which he would like to do. Mr. Swords indicated he was willing to assume that assignment. Mr. Slusser would be willing to replace Mr. Seidel on the Planning Commission when needed.

With no further business to discuss, Mr. Slusser made a motion to adjourn with a second by Mr. Kroft. All were in favor. The meeting adjourned at 8:40 pm. An Executive Session followed.

Respectfully submitted,

Rebecca J. Hartzler
Secretary/Treasurer