

MINUTES

The regular monthly meeting of Dover Borough Council was held at Borough Hall, 46 Butter Road on Monday, February 1, 2016 at 7:00 pm. All members were present. President Sabold called the meeting to order. A moment of silent prayer followed.

The January 4, 2016 minutes were reviewed. Ms. Hartzler had a correction on Page 3, under Water, Manager's Report, first sentence; the word "there" should be inserted between 'if' and 'was'. Mr. Kroft made a motion to approve the January 2016 minutes as corrected. Ms. Bishop seconded the motion. All were in favor.

PUBLIC COMMENT

President Sabold stated two individuals were present to be considered for appointment to the vacant council seat. He introduced Mr. Darwin Frey of 65 Amberview Dr. and asked him to share information about himself and why he wants to serve on council. Mr. Frey recently retired from his employment and would have time available to deal with council issues, problems with residents, or whatever was deemed necessary. He has lived in Dover Borough over 8 years. There were no questions for him. Mr. Jeff Raffensberger lives at C4 Kenray Ave. He has been a resident of the borough for over 30 years and employed at Tom's Exxon for over 17 years. He would like the challenge of serving on council. There were no questions for him and President Sabold asked if any others were present to be considered for appointment to council. With no others, a vote was taken by paper ballot. Ms. Hartzler tallied the votes which were four votes for Mr. Raffensberger, one vote for Mr. Frey and one person abstained. Having been duly appointed to council, Mr. Raffensberger took the Oath of Office, administered by Mayor Dentler.

Several students and teachers from Dover Area School District provided a presentation of the planter renovation project and progress report. Mr. Peter Bowen, a Technology teacher at Dover Intermediate School, provided an overview of the project which was designed to involve the community and students from Grade 7 through 12. An open design competition was held and council previously selected the winning design from several options. The selected design has a stone base for the flowerbed and a 4' pillar in the center with an eagle mounted on top. A full-size paper model of the eagle was shown with the finished project being constructed of metal. A chrome or powder-coated finish as well as other options are still under consideration. A Dover Intermediate School student explained the process from design through construction of the paper model eagle. About 15 - 20 students collaborated to research, sketch, calculate measurements and cut out and assemble the model eagle which has 1,080 paper feathers. Students at the Middle School are currently fabricating the metal statue and will have the opportunity to learn about welding during the process of attaching metal feathers. Mr. Nolan Smith, a Drafting and Engineering teacher at Dover High School, spoke about the base construction which will be roughly the size of the existing planter located on the southeast corner of the square by Tom's. The high school students are stronger and better able to handle the construction work which will include masonry. The base will have a stone exterior and be filled with about 1 foot of stone to reduce the outward pressure on the walls from soil. They are currently sourcing materials and are open to ideas for cost effective suppliers. The Agriculture Department at the high school is working on the landscaping portion of the project which will include flowers and mulch. The plan includes lighting and a sign reading "Welcome to Dover Borough". Mrs. Loni Kress, a Business teacher, introduced two high school students who have been working on the "marketing" aspect of the project. They would like to begin a social media promotion on Twitter and Facebook where community members and students could follow the progress of the eagle statue and obtain information about donating to the project. This would include a time-lapse video of construction progress. Another fundraiser in planning is a 5K run with the race finish located at the site of the eagle construction. Mrs. Kress indicated a donor has come forward, whose recently deceased mother was a nurse at the high school from 1961-82 and involved with the garden club that planted the boxes. Another fundraising idea is a mass mailing to Dover Borough residents. There would be several donor levels; platinum, gold, silver and bronze with the donors' names engraved on a plaque. Mrs. Kress' father donated the metal for the eagle. Mr. Benton indicated their desire for input and direction from council moving forward and intention to provide monthly progress reports. President Sabold thanked the group for their excellent presentation and the good community participation. Chief Dettinger offered to make phone calls to his contacts for construction supplies.

Information about the project and donating will be included on the borough's website as well as the fire company's. A round of applause was given in appreciation of the hard work and good presentation by the students and faculty.

Larry Baer, owner of the laundromat, businesses and rental units at 56 S. Main St., was present to request sewer relief on his last bill. His usage at the property was much higher the last two quarters and was traced to a leak at the flange on the meter which is in a pit outside. There are 7 water meters inside for the apartments and their total is deducted from the pit meter to determine the laundromat usage for the bills. When the leak was discovered, Mr. Baer used a sump pump to drain the water in the pit and a plumber was called to do the repair. Mr. Lentz notified him that Dover Borough Code states that larger meters at commercial properties are the responsibility of the property owner. Mr. Baer does not feel he should have to pay for water that he did not use; however, he especially objects to paying the sewer charges since the water did not go into the borough's sewer system. It was not possible for him to detect a leak since the water did not go through the inside meter which he reads. President Sabold stated that in the past borough council has not provided sewer relief in similar situations. It would create a situation where people could be requesting relief for filling swimming pools and any number of scenarios which would be costly for the borough and difficult to verify. Mr. Baer replied he would then like for the borough to remove the meter in the pit and use the reading from the meter he installed inside the laundromat. Mr. Lentz stated it is common practice with large lines into commercial properties that a meter be located outside of the building. Mr. Baer indicated he would pay the balance of the bill.

Chief Dettinger provided the fire company report.

- They responded to 35 calls in January which was higher than average. Five of those calls were in the borough. The station was staffed from Friday night through Sunday night during Winter Storm Jonas and helped to provide meals. About 90% of the fire hydrants were shoveled out in a timely manner which was greatly appreciated. Fire Police training was added to the calendar on February 9-10 and 16-17.
- Mr. Doug Ferry, EMA Director, provided a report on operations during Winter Storm Jonas. On Thursday evening, prior to the storm, a planning meeting was held with Mr. Ferry, Mr. Lentz, Mayor Dentler, Chief Dettinger, Dover Township's Fire Chief, EMA Director and 1 staff member. Union Fire and Hose was opened as a warming station since the nearest Red Cross shelter is Northern High School. The station was manned 24-7 from Friday, January 22nd at 6 p.m. to Sunday, January 24th at 8 p.m. which included 347 man hours. Two people stayed at the station the entire time. The Ambulance Club provided breakfast on Saturday morning and 6 people were on duty throughout the entire storm. At midnight on Saturday, there was a request-for-assistance to dig out the funeral home for someone to be transported there. West Manchester Township provided service to get the funeral director from his residence to the funeral home. A Snow Emergency was declared for the borough beginning Friday night through Sunday. A Disaster Declaration was made through the county on Sunday making the borough eligible for Federal funds and this included a travel ban. Mr. David Guise provided snowmobiles to the fire company and a letter of thanks will be sent. There was a great team effort and community cooperation which was good to see during the storm.
- The February 2016 fire company calendar was reviewed. Mr. Slusser made the motion to approve the activities on the February calendar. Ms. Bishop seconded the motion and it carried.

SEWER

Manager's Report – Mr. Lentz asked for approval to pay the annual renewal of the service agreement with Hach for several probes and devices at a cost of \$4,140.05. This is a budgeted expense. There was a sewer blockage on Stony Lane today. Dover Township flushed the line and removed a lot of roots from the line including some large ones. During previous testing, Stony Lane has typically been dry with no indication of inflow and infiltration. There are plans to televise the line this week. Mr. Clark stated if work was needed, it may be added to the contract for the Delwood sewer rehab project.

Engineer's Report – The snowstorm delayed start of the Delwood sewer project. Mr. Clark will be meeting with the contractor on-site this week with plans to begin work next Monday. As part of the COA, Mr. Clark intends to price the sliplining portion of the Delwood project for review and approval to request bids next month. He has an individual shadowing him who will be picking up some of the inspection work.

Solicitor's Report – Nothing to report.

Old Business – Mr. Kroft asked if Mr. Lentz had an update on the extra fuel tank for the generator which he did not. There was nothing additional to report on a solution for aerating sludge at the WWTP.

New Business - None

WATER

Manager's Report – No additions.

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

Old Business & New Business - None

BOROUGH

Manager's Report – Mr. Slusser asked if damage was done to the borough truck during an incident on West Canal St. Mr. Lentz indicated a mirror was smashed on a parked car when a tow truck pulling a tractor-trailer crowded him over. It was handled through the borough's insurance. There was damage to the '09 truck during the snowstorm when the windshield wiper scarred deeply into the windshield. Rick's Auto Body provided an estimate of \$1,500 to repair the windshield and two quarter panels. This will be submitted as part of the storm cost paperwork for federal funds. The polyhopper spreader was also damaged during the storm and Mr. Lentz is pricing replacement. Mr. Kroft suggested fabricating an extension bar to protect the spreader from hitting snowbanks while backing up.

Engineer's Report – Nothing to report.

Solicitor's Report – Mr. Herrold responded to Hamilton & Musser's request for an opinion letter. He presented Resolution #2016-05, appointing Mr. Jeff Raffensberger to fill the vacancy on borough council as required by Borough Code. Mr. Kroft made the motion to adopt Resolution #2016-05, appointing Jeff Raffensberger to Dover Borough Council. Mr. Slusser seconded and all were in favor.

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

Police Report – Mayor Dentler reported he was now attending the Police Commissioners Meetings. A wallet was stolen from a home and there was an attempted suicide in the borough.

Ambulance Club Report – Mr. Slusser provided the DAAC report. There were 1,896 calls in 2015. They are running 2 daytime crews now.

Recreation Board Report – No meeting in January.

Treasurer's Report – Ms. Hartzler reviewed Internal Control Recommendations from Hamilton & Musser. As recommended, Mr. Lentz has been reviewing paystubs, time sheets, and direct deposits each week. Ms. Hartzler will continue to institute the recommendations if council wishes. One item listed was confirmation that Fulton Bank has a "two signatures per check policy". Ms. Hartzler previously spoke to Fulton Bank and they will not enforce or take responsibility for the borough's two-signature policy. However, this policy is followed by the office. Another suggestion was a review of the bank reconciliations each month either by the manager or a council person. Mr. Kroft agreed to do this. Mr. Slusser made a motion to approve the Treasurer's Report as presented. Mr. Kroft seconded and the motion carried.

Old Business

- The Vision Coverage is up for renewal on March 1. The rates to renew the existing plan are slightly lower than current. Removing Ms. Hartzler from the policy will not affect the rates and the annual budgeted

amount is \$610. The options were discussed and Mr. Kroft made a motion to renew the Fashion Advantage Gold V Vision Coverage plan. Mr. Swords seconded and the motion carried.

- There was discussion regarding redeposit of funds to a CD. With the possibility of interest rates increasing, the quarterly police services payment of \$72,000 in April, and the purchase of a truck to consider, it was decided to leave the General Fund account as is and reconsider the CD deposit in April or May.
- Mr. Lentz found a used '03 Ford F250 for \$12,949, but discovered there were issues with rust and a leaking exhaust manifold. Through the Costars program, the price for a new F250 is \$25,695 and a 1-Ton F350 is \$27,375. To add a Fisher plow for either would be \$4,335. Mr. Lentz believes it is beneficial to go with the 1-Ton for the price difference. There is a Municipal Finance Lease Program with the Ford dealership which allows payments of 1/5 upon delivery and 1/5 each year until it is purchased. Mr. Slusser suggested Mr. Lentz price other manufacturers for comparison. Mr. Lentz should also check the finance charges for the lease program and whether the program meets bidding requirements for the Borough Code. President Sabold told Mr. Lentz to watch for other used trucks as well and report back for the March meeting. If there is another significant snowstorm, the borough will contract other people for snow removal.
- There have been no complaints about the modified office hours.

New Business

- Mr. Swords is unable to attend the Dover Area Ambulance Club meetings which are held on the last Wednesday of the month at 6:30 p.m. Mr. Raffensberger is willing to be the liaison for borough council.
- Mr. Slusser is willing to serve on the Planning Commission. This item was tabled for further consideration.
- President Sabold indicated that Rick Pope is the chairman of the Recreation Board, but no longer in the office of Mayor. The Rec Board holds their monthly meetings at borough hall and President Sabold asked council's opinion whether Mr. Pope should retain a key to borough facilities. With the current schedule, Ms. Hartzler would be at the office in the evening to let them in. It was agreed President Sabold will request Mr. Pope returns the office key and ask him about funds collected at the Tree-Lighting Ceremony. No cash had been brought to the borough office for deposit in the bank account.
- Mr. Lentz requested compensation for the additional time he put in plowing during Winter Storm Jonas. Normally his time over 40 hours is taken as compensatory time, but due to the unusual severity of the storm and the amount of time, he would like to be paid for 54 hours of overtime at time and ½ which totals \$2,096.28. President Sabold stated the Directors of Building & Grounds at his corporation were given bonuses for their extra time during the storm. Mr. Slusser made a motion to pay Mr. Lentz for his overtime during the storm. Mr. Raffensberger seconded. Under the question, Mr. Kroft asked council to consider the option of paying Mr. Lentz at a rate of time and ¼ or about \$1,750. This could be paid as a bonus. The tax implications were discussed. (Mr. Swords left the meeting at 9:20 p.m.) Mr. Raffensberger withdrew his second and Mr. Slusser withdrew his motion. Mr. Kroft made a motion to pay Mr. Lentz a bonus of \$1,750 for additional services he provided during Winter Storm Jonas. Mr. Raffensberger seconded and the motion carried. Mr. Lentz asked if he could take 13 hours of comp time. Mr. Kroft felt that Mr. Lentz was entitled to comp time if he wished since he was given a bonus and not overtime pay. Mr. Lentz thanked council for the bonus.
- Ms. Hartzler will prepare thank you letters for borough employees and outside contractors who helped with snow removal during the storm.
- Mr. Slusser stated there are several streetlights near 522 Oakwood Dr. that are out or going off and on. Mr. Lentz will report them.

With no further business to discuss, Mr. Kroft made a motion to adjourn with a second by Ms. Bishop. All were in favor. The meeting adjourned at 9:30 pm.

Respectfully submitted,

Rebecca J. Hartzler
Secretary/Treasurer