

MINUTES

The regular monthly meeting of Dover Borough Council was held at Borough Hall, 46 Butter Road on Monday, February 6, 2017 at 7:00 pm. Mr. Swords was absent. All other council members were present. President Sabold called the meeting to order. A moment of silent prayer followed and the Pledge of Allegiance. The January 2017 minutes were reviewed. Mr. Slusser made a motion to approve the January 9, 2017 minutes as presented. Mr. Raffensberger seconded the motion. All were in favor.

President Sabold noted a student (Ashley) from Millersville University was present to observe as part of a class project.

PUBLIC COMMENT

Chief Dettinger provided the fire company report.

- They responded to 12 calls in January. Five of those calls were in the borough.
- The February calendar was reviewed. There will be training on February 8th and 22nd and a hazmat refresher course on February 18th. Mr. Raffensberger made the motion to approve the activities on the February calendar with the additions. Mr. Slusser seconded the motion and it carried.
- Chief Dettinger asked if the borough intended to use their Zebra ID badge printer. He believes it is compatible with software on the fire company computer. The printer was used to produce ID badges for the fire company and borough officials or employees. The fire company could produce badges for the borough's use if needed. There were no objections to allowing the fire company to use the printer.

Mr. Richard Pope provided the Recreation Board report. There was no meeting in December or January. The next meeting will be on February 13th. Mr. Pope previously requested a meeting of the Recreation Board and Borough Council which had not yet taken place. President Sabold stated that available council members should plan to attend the February 13th Recreation Board meeting for this purpose.

Nicholas Spangler, 6260 Crone Rd. in Dover Township, presented his Troop 67 Eagle Scout project design for an "eyeglass drop-off box" to be placed outside the borough office. The Lions Club collects the used glasses for recycling. The design includes a 4"x4" post, with a mailbox attached to a 2"x12" mount and the Lions Club will provide decals to mark the box. A plan drawing was distributed to council. It was recommended the local Postmaster be contacted to avoid any possible conflicts and a locked box be used to deter theft. Mr. Slusser made a motion to approve the Eagle Project proposed by Nicholas Spangler for an eyeglass drop-off box for the Lions Club with the condition that he seek Postmaster approval and work with the Borough Manager on a specific location. Mr. Raffensberger seconded and it passed unanimously.

President Sabold introduced Mrs. Brenda Plowman who was appointed in January as Assistant Secretary-Treasurer.

SEWER

Manager's Report

- The Franklin Miller grinder was delivered. Mr. Lentz obtained a quote from Snelbecker's for the electrical installation at a price not to exceed \$3,500 and a quote of \$1,515.60 from HOEM for the mechanical installation. Mr. Lentz will check the price for HOEM to also do the electrical installation and was instructed to use his judgment on awarding the work.
- The insurance claim was denied for the damage to a truck by a manhole cover on Delwood Dr. The borough is not liable if it was previously unaware a hazard existed. Mr. Herrold noted a denial by the insurance company does not prevent the truck owner from suing Dover Borough and the insurance company would defend the borough.

Engineer's Report - Mr. Spangler requested authorization to prepare bid documents for sewer rehabilitation work as part of the ongoing I & I reduction Consent Order & Agreement with DEP. The scope of work includes point repairs and lateral and wye replacements on Amberview Dr. and Maplewood Dr. with the contract to be awarded at the April meeting. Sliplining the sewer main on Amberview Dr. will be bid later in the year. The estimated cost of the project is around \$50,000. Mr. Slusser made a motion to authorize the engineer to prepare

bid documents for point repairs and lateral/wye replacements on Amberview Dr. and Maplewood Dr. with a second by Mr. Raffensberger and carried unanimously.

Solicitor's Report – Nothing to report.

Old Business & New Business - None

WATER

Manager's Report – Well #6 is back in operation and functioning properly.

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

Old Business & New Business - None

BOROUGH

Manager's Report – No additions.

Engineer's Report

- On January 11th, Mr. Spangler attended a brief kick-off meeting for the York County Chesapeake Bay Pollutant Reduction Plan. The county has been divided into 4 watershed areas for project planning with a focus on impaired water bodies. The borough currently has an MS4 waiver. Based on his experience with another borough, Mr. Spangler is hopeful DEP will continue to issue waivers. The next meeting is scheduled for February 24th at 9 a.m.
- The application deadline for the CDBG 2018-2020 grant cycle will be coming in May or June. Council should propose sidewalk projects they wish to include. Mr. Lentz suggested the west side of South Main St. should be considered.
- Mr. Spangler and Mr. Lentz had discussed the planned paving project of Delwood Dr. He anticipates obtaining bids for consideration at the May meeting. Mr. Slusser made a motion to authorize the engineer to prepare bid documents for milling, base repairs, paving, and risers on Delwood Dr. from East Canal St. to Oakwood Dr. with a second by Mr. Raffensberger. All were in favor.

Solicitor's Report – Mr. Herrold reported that Attorney Milakovic, counsel for Angie Yingling on the 21 N. Main St. property dispute, has petitioned the court for permission to withdraw from representing her. Mr. Herrold believes the request will be granted and the matter will likely die for lack of prosecution.

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

Mayor's Report – Mayor Dentler reported he will be performing a wedding ceremony on March 3rd. He requested the couple make a donation to an organization within the borough.

Police Report – Mayor Dentler reported calls were down for the borough. Heroin overdoses continue to be a big problem in the area.

Ambulance Club Report – Mr. Raffensberger reported 160 calls for the month of January. He will request a more detailed report of calls.

Treasurer's Report – As a result of the final audit on the AmeriHealth Worker's Compensation policy canceled in June of 2016, the borough received a refund of \$2,590 for premium overpayment. Mr. Slusser made a motion to approve the Treasurer's Report as presented, seconded by Ms. Bishop. All were in favor.

Old Business

- The credit limit of \$25,000 on the Fulton Bank credit card was discussed. Last year, the independent auditor recommended a reduction of the limit after conducting an internal control review. Mrs. Koch made a motion to request a credit limit reduction to a maximum of \$7,500 on the Fulton Bank credit card with a second by Mr. Slusser and carried unanimously.
- Mr. Jerry Shaffer recently purchased land north of the borough limits which was owned by York Habitat for Humanity. A request to drill a test well on the wetlands portion of the parcel was denied by YHFH. It was agreed a similar letter will be sent to Mr. Shaffer requesting permission to drill a test well.

New Business

- Mr. Mark Baker of Boy Scout Troop 67 requested permission to place a drop box in the borough office lobby to collect used and worn American flags. From time-to-time the troop conducts retirement ceremonies for the collected flags.
- The Personnel Committee presented several proposed revisions to the employee handbook:
 1. Under **Insurance Benefits**, on page 7, "Dover will only be responsible to pay a pre-determined percentage of the policy premium each year, and the remaining percentage of the policy premium will be paid by the employee. Dover will not be responsible for payment of claims and deductibles." to be replaced with "Dover Borough will only be responsible to pay a pre-determined *budget appropriation* of the policy premium each year, and the remaining percentage of the policy premium will be paid by the employee. Dover Borough will not be responsible for payment of claims and deductibles." Mr. Slusser made the motion to approve the described revision to the Insurance Benefits section of the Employee Handbook, seconded by Mrs. Koch. By a show of hands, the motion passed unanimously.
 2. Under **Overtime and Holiday Pay**, on page 6, the sentence, "If an Employee works during a listed holiday, he or she shall receive pay at double the normal hourly rate for hours worked." will have the added phrase "*in addition to the regular holiday pay.*" The sentence, "The remaining time will be paid at the straight time rate." will be deleted. Ms. Bishop made the motion to approve the described revision to the Overtime and Holiday Pay section of the Employee Handbook, seconded by Mr. Slusser. By a show of hands, the motion passed unanimously.
 3. Under **Compensation of Salaried Employees/Borough Manager**, on page 4, the current paragraph will be deleted and replaced with, "*It is expected that the Borough Manager will be required to work extended hours at times due to workload or emergencies. This would include Borough Council meetings that are held after normal work hours. It is also understood that at certain times the Manager may take time off for personal reasons, provided there is full coverage during normal business hours. There will be no recorded comp time or any hour-for-hour match of any extended work hours. After severe winter weather and/or a significant utility emergency, the Manager may take time off to recoup from the extended work hours or if there is a Statewide declared emergency, the Manager may receive nominal compensation if unanimously approved by Borough Council.*" Mr. Lentz questioned why this change is being proposed. President Sabold stated he did not know the reason why. There was a discussion regarding the Borough Manager position as a salaried vs. hourly position and why the part-time billing clerk is "supervised" by the Borough Manager vs. the Secretary-Treasurer. Mr. Kroft did not feel, based on the description in the law, that the Borough Manager met the required criteria for a salaried employee. Mrs. Koch indicated Attorney David Schaumann, a labor attorney, had directed the change and he also wrote the employee handbook. Mr. Kroft made a motion to table the discussion of an employee handbook revision for Compensation of Salaried Employees/Borough Manager until Attorney Schaumann is contacted for clarification of the labor laws and the structure of employee supervision is reviewed. Mr. Raffensberger seconded and the motion passed unanimously. A discussion followed regarding the job description in the handbook for the Administrative Assistant/Billing Clerk and Mrs. Koch stated the Personnel Committee plans to review the job descriptions.
 4. Under **Section V, Standards of Conduct**, on page 13, a new paragraph was proposed titled **Cell Phone Policy** (copy distributed to council). Much of the language was taken from the PA Government Management Directives. Mrs. Koch made the motion to approve the addition of the Cell Phone Policy to the handbook as presented with a second by Ms. Bishop. Under the question, Mr. Kroft asked how an amount would be calculated relative to the sentence, "*Employees are expected to*

reimburse the Borough for any costs or charges relating to personal use of the Borough-issued cell phones. Mr. Slusser responded this applied more specifically to data overage charges. Mr. Lentz stated he would not accept responsibility for the Borough-issued cell phone if the motion passed to add this policy, since he could lose his job if something happened to the phone. Mr. Kroft objected to the sentence, *“Should said loss or damage occur during non-working hours and/or as a result of gross negligence, employees will be responsible for the costs associated with the replacement of lost or damaged cell phones.”* He believes the borough manager would be motivated to avoid carrying the cell phone during nonworking hours to minimize the risk of loss or damage. It was noted the wording of the policy could be changed to address this issue. A discussion followed regarding the sentence, *“Any violations of this policy may result in the imposition of discipline up to and including termination of the employee.”* President Sabold stated the borough should have a cell phone policy in place and perhaps a “computer use” policy should be considered by the Personnel Committee as well. Mrs. Koch withdrew her motion. Mr. Kroft suggested an alternative to a borough-issued cell phone. The employees would carry and use personal cell phones and be issued a stipend to help pay for their plan, equal to the amount currently paid by the borough. If there was loss or damage to the phone on the job, the borough would cover the replacement cost. After discussion of this option, President Sabold asked if Mr. Lentz would be in agreement with this type of arrangement and Mr. Lentz stated he would. Expectations for answering work-related calls during non-work hours should be addressed in a policy as well as personal use of cell phones during work hours. It was agreed that plan/contract termination fees should be determined before a decision to cancel the existing plan. Mr. Kroft suggested the employees could purchase the current phones from the borough at a discounted cost since the borough owns them and would have no use for them. President Sabold asked council members their opinion of adopting the policy suggested by Mr. Kroft. Mrs. Koch felt such a policy should be separate from the handbook. The prohibition of any employee driving borough vehicles while talking on the phone should be in the handbook and Mr. Lentz believed it already was. He remembers signing a paper stating he would not talk on the phone while driving a borough vehicle. Several members of council expressed interest in discontinuing borough-issued cell phones. Mr. Lentz will check if a plan termination fee would be incurred.

- Mr. Slusser wished to consider putting the dump truck sale out for bids. After discussion, it was agreed the borough manager would prepare the bid advertising to be awarded at the April meeting.
- Ms. Hartzler reported there were two recent Right-to-Know Requests submitted to the office related to Penn Waste. She will respond with a request for an extension of time as permitted under the law.
- Ms. Bishop reported the Dover Industrial and Commercial Development Committee would like a meeting with at least 2 members of council to discuss the Community Economic Development Municipal Assistance Program. Shared grant monies of \$12,000 (\$6,000 each for borough and township) would be used to “spruce up” the corridor from Jim & Nena’s south to Hilton Ave. The Dover Township manager is anticipating the project for 2018. Any interested council members should speak to Ms. Bishop.
- President Sabold stated a question had been raised a few months ago by the new billing clerk with regards to council members being exempt from late fees on their utility bills. She was advised that council members are subject to the same billing policy as other borough residents.
- There was a discussion about how and when council members should be notified about borough business and events. Mr. Kroft expressed displeasure that he was not aware a part-time billing clerk began working in December of 2015 until she was introduced for appointment at the December meeting. Ms. Bishop stated the Personnel Committee had apologized for the miscommunication and was endeavoring to do better since then.

With no further business to discuss, Mr. Slusser made a motion to adjourn with a second by Mr. Raffensberger. All were in favor. The meeting adjourned at 9:45 pm.

Respectfully submitted,

Rebecca J. Hartzler
Secretary/Treasurer