

## **MINUTES**

The regular monthly meeting of Dover Borough Council was held at Borough Hall, 46 Butter Road on Monday, May 1, 2017 at 7:00 pm. All members were present. President Sabold called the meeting to order. A moment of silent prayer followed and the Pledge of Allegiance.

The April 2017 minutes were reviewed. Ms. Bishop made a motion to approve the April minutes. Mr. Raffensberger seconded the motion. All were in favor.

## **PUBLIC COMMENT**

Mr. Benton and Ms. Kress from Dover Area School District were present to review the "Project on the Square". The project was delayed but will start up again this fall with plans for completion May 2018. The eagle head is already close to being finished. There has been one donation so far and there will be events that some of the funds will go towards the project also. An online link may be set up through Rev Track for donations. Dover Borough will manage the funds for the project. Ms. Kress is looking to form a team of students this fall to market this project. They will also be contacting Standard Concrete, Glen-Gery Brick and Kinsley Construction for the donation of materials.

Nicholas Spangler was present to update his Eagle Scout Project. The drop box has been changed to a locked drop-in style mailbox. It will be painted and have Lions Club decals added.

A letter from Douglas Ferry was received regarding his desire to serve as council member. Mr. Slusser made a motion to accept Mr. Ferry to fill the open council seat. It was seconded by Mr. Raffensberger and the motion carried unanimously.

Mr. Ferry gave his verbal resignation as the Emergency Management Agency Coordinator and will follow up with it in writing. Mr. Kroft made a motion to accept the resignation. It was seconded by Mr. Slusser and the motion carried unanimously.

Mr. Ferry was sworn in as council member by Mayor Dentler effective May 1, 2017.

Chief Dettinger will announce at the Fire Company meeting that there is an opening for an EMA Coordinator. Mr. Herrold will look into the exact requirements for that position.

Chief Dettinger provided the fire company report.

- They responded to 22 calls in April. One of those calls was in the borough.
- There has been some training done at the fire school.
- The May calendar was reviewed. There is an addition of a Mother's Day Flower sale on May 12-14. Mr. Raffensberger made the motion to approve the May 2017 calendar with the addition of the Flower Sale. Mr. Slusser seconded the motion and it carried unanimously.

Richard Pope provided the Recreation Board report. The Easter egg hunt went well with about 200 children in attendance. Donations of \$22.00 were collected. The first "Sundaes in the Park" will be June 25<sup>th</sup>. The next meeting is scheduled for May 2<sup>nd</sup>. The new Rec. board committee expiration terms were presented. Mr. Slusser made a motion to accept the terms. It was seconded by Mr. Ferry and the motion carried unanimously.

Mr. Sabold read a thank you card received from Mayor Dentler for the arrangement he received during his recent illness.

Mr. Slusser asked to hold a 50/50 ball toss for Eagle Lacrosse at Ketterman Park on Sunday May 7<sup>th</sup>. Council was not sure if the lease with the school allows games of chance. This was tabled pending more information.

**SEWER**

*Manager's Report* – Nothing additional.

*Engineer's Report* – All the required insurance and bonds have been received from DeTraglia Excavating, Inc. for the contract that was approved last month. The agreement was presented and signed.

*Solicitor's Report* – Nothing to report.

*Old Business & New Business* - None

**WATER**

*Manager's Report* – Mr. Grim reported we still have the need for 23 Storz caps to be installed on the fire hydrants. Mr. Kroft suggested installing these as the hydrant flushing is done. There were 25 already budgeted. Mr. Kroft made a motion to purchase 23 Storz caps. It was seconded by Mr. Slusser. Mr. Kroft amended his motion to 25 Storz caps as budgeted which would allow 2 spares on hand. Mr. Slusser seconded the amended motion and it carried unanimously.

*Engineer's Report* – Mr. Spangler verified that Holley & Assoc. is not to proceed with United Environmental at this time.

*Solicitor's Report* – Nothing to report

*Old Business & New Business* - None

**BOROUGH**

*Manager's Report* –

- Mr. Grim received a price from Klepper's of \$1,040.00 to replace all locks which would include 9 doors, 15 padlocks, 5 garage doors and 4 dead bolts. The locks would all be keyed the same.
- Some sidewalks have water caps sticking up where the valves are. A list will be compiled to start repairs.

*Engineer's Report* –

- Mr. Spangler received four bids for the base street work on Delwood Dr. Fitz & Smith, Inc. offered the lowest pricing at \$23,058. E. K. Services, Inc. bid \$23,535, Stewart & Tate, Inc. bid \$24,475, and York Excavating Co. LLC bid \$25,119. One bid was received for materials from York Materials Group at \$30,850. Mr. Spangler is checking if the 15' curb repair portion is able to be paid from liquid fuels funds. Mr. Ferry made a motion to accept the bid from Fitz & Smith for \$23,058 pending their proper insurance and bonds. The motion was seconded by Mr. Raffensberger. The motion passed unanimously with 6 members voting. Mr. Slusser abstained due to conflict of interest related to his employer. Mr. Slusser made a motion to accept the bid for materials for Delwood Dr. from York Materials Group for \$30,850. Mr. Raffensberger seconded the motion and it carried unanimously.
- Mr. Spangler attended the Chesapeake Bay Pollution Reduction Plan meeting April 28<sup>th</sup>. The cost has been refined to approximately 13 million which considered about 20% grant money. Four cost share scenarios were provided. The first one the figures were too far out of line and won't be considered. The second one is based on sediment load and with a waiver would be \$1,600 a year, without the waiver \$11,000 a year. The third is based on population at \$9,000 a year. The fourth is based on the same but with and without waivers. With waivers is \$700-1,600 and without waivers \$10-11,000. Currently it is \$650 a year. Our waiver application needs submitted by September but we won't know if we will get the waiver or not till April 2018. The advanced waiver will be applied for. The next meeting is June 1<sup>st</sup>.

- Mr. Spangler mentioned the stormwater ordinance will need updated. He will email the most recent copy for council to review. This should be updated and adopted before September.

*Solicitor's Report –*

- Dover Borough and Dover Township are updating the Joint Comprehensive Plan. Dover Township will be taking the lead for the Borough. Mr. Herrold will be doing a resolution and he will be contacting Laurel at Dover Township directly. Mr. Slusser made a motion to have Mr. Herrold prepare a resolution for Dover Borough to join Dover Township in a Joint Comprehensive Plan. Mrs. Koch seconded the motion and it carried unanimously.
- Mrs. Koch asked if there was an update on the missing cell phone. Her personal opinion is that it should be charged for or reported as theft. Mr. Herrold feels that since the Borough manager stated it was left here that maybe an investigation needs to be done. President Sabold states that the Borough is partially at fault because no one from council was present on his last day to make sure everything was collected. Mr. Slusser's opinion is that more time and money will be spent than it is worth to investigate. Mrs. Koch says end of discussion and matter was dropped.

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

*Mayor's Report –*

- Mayor Dentler reports he is working on the prisoner cleanup project and is just waiting for a response from the warden of when this will start. He states there is no charge to the Borough and they cover all insurances. The cleanup will be done on a monthly basis. The cleanup people are ones who are in for being late on alimony and issues similar to that who need to do their community service hours.
- Mayor Dentler is working on a 4 page newsletter which is almost ready to go. He will have a sample ready for the next council meeting.

*Police Report –* Mayor Dentler reported the Borough went up 4% in calls, mostly school related.

*Ambulance Club Report –* Mr. Raffensberger reported there was not a meeting last month.

*Treasurer's Report –*

- There was a question about ADT vs. Coulson Security and pricing. Coulson will be contacted for a price at the well. Mr. Slusser made a motion to accept the Treasurers report as presented. Mr. Raffensberger seconded the motion and it carried unanimously.
- Mrs. Plowman reported there had been several calls regarding high grass, black swimming pool water, etc. in the borough. Habitat for Humanity was the one location and they are addressing the issue.
- We have also been getting calls regarding the renewal of our electric contract. After reviewing the options Mr. Kroft made a motion to contract with WGL Energy for 48 months at .05070 per kilowatt hour. Mr. Raffensberger seconded the motion and it carried unanimously.
- Some updates are needed again to the Borough website. Mrs. Plowman will contact Mr. Naylor with them.

*Old Business –* Mr. Bledsoe was present to express interest in being on the Zoning Hearing Board. Mrs. Shirley Crone was also present and expressed interest in being on the Planning Commission. Both were asked to put their information in writing before the next council meeting.

*New Business –*

- Attorney Lawrence Markowitz has been contacted to serve as our labor law attorney and to assist in revising our employee manual. His rate is \$180 per hour. Mrs. Koch, Personal Committee Chair will be his point of contact for council. Ms. Bishop made a motion to appoint Attorney Lawrence Markowitz our attorney with respect to general employee matters. Mr. Slusser seconded the motion and it carried unanimously.
- Mrs. Koch, Personnel Committee Chair, reported there were three candidates for the fulltime public works position which were interviewed. There were not any qualified fits for the part time

Manager/Zoning Officer position at this time. The Personnel Committee is recommending the position for the fulltime public works be offered to Chase Pentz, our current part time employee at a rate of \$15.00 with an increase when he obtains his water and sewer licenses. Mrs. Koch made a motion to hire Chase Pentz as a fulltime public works laborer employee effective May 1<sup>st</sup> 2017. Mr. Slusser seconded the motion. Mrs. Koch amended her motion to be effective May 5<sup>th</sup>, 2017 since Mr. Pentz last day of college is May 4<sup>th</sup>. The motion carried unanimously.

- Personnel Committee feels Mr. Grim is doing an outstanding job in the absence of a manager and that he has been underpaid for a long time for the amount of work done. The recommendation is to increase his pay amount to \$23.65 per hour effective May 1<sup>st</sup>, 2017 with an evaluation in 60 days with another increase to \$25.85. Mr. Slusser made a motion to increase Mr. Grim’s pay to \$23.65 effective May 1<sup>st</sup>, 2017 with another increase in 60 days to \$25.85. Ms. Bishop seconded the motion and it carried unanimously.
- Personnel Committee held a 90 day evaluation with the Secretary/Treasurer Mrs. Plowman. They are very pleased with her performance to date and are recommending a pay increase to \$15.50 per hour effective May 1<sup>st</sup>, 2017. Ms. Bishop made a motion to increase Mrs. Plowman’s hourly rate to \$15.50 per hour effective May 1<sup>st</sup>, 2017. Mr. Raffensberger seconded the motion and it carried unanimously.
- The Personnel Committee is recommending at this time to keep the billing clerk hours the same.
- Personnel Committee is recommending Mrs. Plowman attend a training seminar on May 2<sup>nd</sup>, 2017. Mrs. Koch made a motion authorizing Mrs. Plowman to attend a Comprehensive Training for Municipal Secretaries and Administrators. Mr. Slusser seconded the motion and it carried unanimously.
- Personnel Committee spoke to Ms. Hartzler about the possibility of serving as a part time interim Manager/Zoning Officer. She has agreed to help out as needed. Mr. Ferry made a motion to appoint Ms. Hartzler as part time interim Manager/Zoning Officer until we hire someone. Mr. Raffensberger seconded the motion. Mr. Ferry amended the motion to include her current rate of \$15.66 per hour and up to 16 hours per week. The motion carried unanimously.
- There are some pine trees at Ketterman Park that are dying. This issue will be addressed.

With no further business to discuss, Mr. Kroft made a motion to adjourn with a second by Mr. Slusser. All were in favor. The meeting adjourned at 9:25 pm.

Respectfully submitted,

Brenda J. Plowman  
Secretary/Treasurer