

January 12, 2011

SPECIAL MEETING MINUTES

A special meeting of Dover Borough Council was held at Borough Hall, 46 Butter Road on January 12, 2011 at 7:10 pm. Mr. Dentler and Mr. Hess were absent. Mr. Seidel arrived late. President Sabold called the meeting to order, a moment of silent prayer followed.

The purpose of the special meeting was to review the income and expenditures in the General Fund budget, due to the amount budgeted to be transferred from savings. The Council had planned to reopen the budget, but when this was discussed with Mr. Herrold at the January 3 meeting they were informed this can only be done in the January following a municipal election year. That was not the case this year, so the budget could not be reopened. He further explained the Council can reallocate money within the budget, or choose not to spend money they budgeted.

An account balance list was provided. Mrs. Shirey reported an earned income tax disbursement was received from the York Adams Tax Bureau, in the amount of \$24,990 today.

Mr. Eisenhart's question from the December 20, 2010 meeting regarding a difference of \$150,000 in the 2010 'projected' expenses compared to the actual December bank balance was researched by Mrs. Shirey. She provided an updated spreadsheet listing the actual expenses for 2010, as of 12/31/10. This showed the General Fund was over budget by almost \$172,000. The Council was satisfied with this explanation and there were no questions.

Mrs. Koch reported she has been checking the York newspapers when legal advertising is included for the Borough. Mrs. Shirey had inquired several months ago and was told the legal advertising is listed in both newspapers each weekday. Mrs. Koch stated the advertisement is not being included in both newspapers as they claim.

Since adopting the budgets in December, Mrs. Shirey found there would be additional income in two categories which would reduce the amount to be transferred from savings to balance the General Fund budget. She also had one recommendation for an expenditure savings. They are as follows:

- Item 362.41 - Borough Zoning and Administration Fees had \$25,000 budgeted for 2011. The Borough's portion of the building permit fee for Dover Elementary School totaled \$70,000. The average annual income for this category is \$2,500 per year. Based in this information, she recommended increasing this item from \$25,000 to \$72,500. This would increase the income in this item by \$47,500.
- Item 395.0 - Refund of Prior Expenditures showed \$5,625 budgeted for 2011. DCNR would be refunding \$20,000 from the matching funds grant for Ketterman Park. Also, Dover Area School District would need to reimburse the Borough for engineering review fees for the high school stadium improvements and the elementary school renovation, for a total of about \$24,250. These two reimbursements will total \$44,250.
- Item 430.01 - Capital Equipment Purchase: Reduce this from \$6,000 to \$2,000. A computer server was budgeted for 2011, at a cost of \$6,000. Mrs. Shirey felt this could be postponed for at least a year if the computer which contains the software back-up is replaced. She explained the back-up failed and NetComm set up a temporary back-up because the Borough planned to purchase the server, which would eliminate the need for one in this computer. She also reported this computer is the oldest one and a newer computer, acting as the server for the group, would help all of them run more quickly. Mrs. Shirey stated the 'server' computer stores years of the financial

information and the utility billing and it was essential to protect the data stored on the computer with the back-up.

Mr. Sabold asked if LaserFiche could be used as the back-up. Mrs. Shirey explained information is not sent directly to LaserFiche. It is moved manually because there is a process within the software for the information to be stored and recalled easily. This is another reason the part-time secretary position is necessary. It has been so busy the software is not being used. There is still a lot of information in the basement to be scanned and stored in the software. Mrs. Shirey also reported she inquired about using LaserFiche for email archiving. It can be used to manually store email, but there is no security control on the email itself. Emails can still be deleted by an individual from Outlook Express. Email archiving software stores all the emails and they cannot be deleted accidentally or intentionally.

With the reallocation of these funds, within income in the General Fund budget, the amount to be transferred from savings would be reduced from \$95,000 to \$8,875. Money was reallocated with the same ending totals. The Council agreed with these recommendations.

Mr. Eisenhart suggested the Council could also decrease expenditures budgeted in the General Fund by reducing or eliminating some items. He suggested \$7,000 allocated for Park Development to fix problem in the walking path could be postponed. There is \$10,000 budgeted in Capital Reserve. Also the fire company donation could be reduced. Mr. Eisenhart felt if the Council wanted to use taxpayer's money to make a donation that they should levy a tax to cover the cost. Mrs. Koch had suggested the Council could consider adding a Fire Tax, which would be specifically designated for the donation to the fire company. She checked the Borough Code and reported this tax can be a maximum of 3.0 mils. The issue of likely needing to increase taxes for 2012 was debated. Mr. Eisenhart reported increasing real estate taxes by 1.0 mil would increase the income from taxes by \$75,148 per year. After some additional debate, Mr. Seidel pointed out the three recommendations, discussed earlier will significantly reduce the amount to be transferred from savings. In addition, the Council will carefully consider expenditures throughout this year in the hope that they will not have to expend all of the money budgeted. The Council was in agreement with this and no additional reallocations of funds would be made at this time. Mrs. Shirey was thanked for coming up with the recommendations for adjustments to the budget.

Mr. Sabold stated the Council should begin the budget earlier this year.

Mrs. Shirey reported she offered the part-time secretary position to Maria Augustyniak, but she turned it down. Mrs. Hartzler is willing to continue helping at a reduced number of hours temporarily, but she does not want to stay indefinitely. With this in mind, Mrs. Shirey suggested rather than a motion to hire a specific person the Council could approve the hiring of this person retroactively. This would allow her to offer the job to Karen Sipe, and if she refuses then she can offer it to someone else or interview additional candidates. She was concerned if she needed to wait from one meeting to the next to get specific names approved the situation could stretch out for months. Mr. Sabold asked if Mr. Lentz had interviewed these women. Mrs. Shirey reported he had not. When she realized the January meeting was only a few days away she made a decision to bring the two names before the Council to get approval. Mr. Eisenhart suggested since this person will work primarily with the secretary that it made sense for her to choose someone she feels comfortable with. The Council discussed this and agreed with this suggestion. Mrs. Shirey would report on the status of hiring someone at the next meeting. She would keep Mr. Sabold informed until then. Mr. Sabold reiterated the need to develop job descriptions for each position.

Mr. Seidel stated the Personnel Committee needed to meet to discuss several issues. After some discussion, Mr. Sabold suggested it might be of benefit to meet with the employees individually to give them an opportunity to discuss how they feel about their job. It was

decided Mr. Sabold would coordinate a date for the committee and notify the employees of the time scheduled for them. Each person would be allotted 30 minutes with the committee. Mr. Seidel reminded the Council that Mr. Lentz stated he would like to receive an annual job review.

Mayor Pope reported he spoke with Brad about the snow predicted for yesterday and they decided it was not necessary to declare a snow emergency.

With no further business to discuss a motion to adjourn was offered by Mr. Eisenhart, with a second by Mr. Seidel. All were in favor. The meeting adjourned at 8:20 pm.

Respectfully submitted,

Janet T. Shirey
Secretary/Treasurer