

November 12, 2012

### SPECIAL MEETING MINUTES

A special meeting of Dover Borough Council was held at Borough Hall, 46 Butter Road on November 12, 2012 at 7:30 pm. Mr. Dentler was absent due to a family emergency. The remaining council members and the mayor were present. President Sabold called the meeting to order. A moment of silent prayer followed.

There was no public comment.

The purpose of the meeting was to continue work on the 2013 budgets.

Mrs. Shirey reported she made several adjustments in the budgets since the last meeting, based on the council's discussion. The amount budgeted for the dump truck was cut by 50% in each of the budgets, since the council wanted to budget for this over two years. She also made adjustments in several of the General Fund income categories based on additional information she received since preparing the initial budgets. This reduced the shortfall of income to \$79,205.

Mr. Hess reiterated his concern regarding waiting another year to replace the dump truck. The council debated this but felt they could not spend the money to purchase a new truck until next year.

Mr. Sabold called attention to the Water Fund budget. He recommended the payroll reimbursement for the Administrative Assistant/Billing Clerk be changed to 50% from the Water Fund, and 25% each from Sewer and the General Funds. It was currently 50% from the General Fund and 25% from the Sewer and Water Funds. The corresponding amount in the General Fund was also changed.

The renewal rates for the employee health insurance were received last week. The rates for 2013 would increase the premium by about \$6,500, or 13.2%. Mrs. Shirey reported her daughter will be dropped in February when she turns 26. Due to this, her policy will revert to the cost of a single person. This will reduce the cost increase for 2013 to about \$640, or 1.3%. Mr. Kroft suggested that since the money was already allocated in the General, Sewer and Water Fund budgets, the amount budgeted should not be changed in the Sewer or Water Funds. The amount budgeted in the General Fund would be reduced. He felt this was a way to reduce the additional income required to balance the General Fund budget. Mr. Seidel argued that the percentage reimbursed for health insurance was based on the percentages reimbursed for payroll. He felt it should remain this way. After some discussion the council decided the amount budgeted for health insurance in the Sewer and Water Fund would not be amended. The General Fund amount would be reduced to compensate for the lower premium for 2013. Mr. Seidel noted there is some uncertainty about how changes in President Obama's health care reform will affect this in the future.

The Personnel Committee recommended a \$0.15 raise for each employee, rather than a percentage for each person. They felt it was more fair to give everyone the same amount. Mr. Kroft made a motion to increase the pay rate for each employee by \$0.15 for 2013, as recommended by the Personnel Committee. Mr. Seidel seconded the motion. Six were in favor. Mr. Hess was opposed. Mr. Seidel stated the council is happy with the employees, but with the budget shortfall they felt they were limited in the amount of raise they could give.

Mrs. Shirey recommended increasing the number of hours budgeted for Rebecca Hartzler from 25 to 28 per week, based on the number of hours she has been working since she started in May. She is averaging about 30 hours per week

Jan Eisenhart, 24 South Main Street, asked to comment on amount budgeted for police protection in the General Fund budget. He noted the total cost for the police services contract and police pension contributions totals 37% of the budget. He believed a significant portion of the police time is spent at the high school. He felt the cost of this should be shared by the Dover Area School District and Dover Township. He suggested the council should consider cutting the police contract by a half unit to save money. Mayor Pope reported the Northern Regional Police require a one year notice of any reduction of time purchased. Also, based on the recommended hours the borough does not have enough coverage.

Mrs. Shirey asked the council to consider increasing the amount budgeted for Dental Insurance for the employees. This has not been increased since 2006 when it changed from dental reimbursement to dental insurance. She explained that United Concordia made an error last year and quotes the wrong rates. Due to this the rates for 2013 are significantly higher. She noted a representative from Benefit Connections had an appointment with her tomorrow to discuss the rates and other options. Her suggestion was debated. Mrs. Shirey pointed that since the vision coverage is currently included in the health insurance premium, that \$500 of the \$1,000 budgeted could be moved to Dental (Item 487.03) without increasing the budget. Mr. Seidel made a motion to increase the amount budgeted for dental insurance to \$3,500. Mr. Hess seconded the motion. Three were in favor. Mrs. Koch, Ms. Bishop and Mr. Sabold were opposed. Mayor Pope voted in favor of the motion, so it passed.

The issue of a possible significant increase in the workers compensation insurance premium was debated. A new law allows firefighters to file claims for cancer, which may be as a result of working as a firefighter, extended the time they can file a claim up to 11 years. Many insurance companies are cancelling coverage for municipalities who are required to provide workers compensation insurance for volunteer fire companies. Mrs. Shirey checked with H. A. Thomson and they cannot say for certain what will happen when the policy comes up for renewal in June. The council decided not to change the amount budgeted.

The council discussed increasing the Local Services Tax. It is currently \$30. Increasing it to the maximum of \$52 would generate enough income to cover the donation to the fire company and ambulance club donations. Mr. Seidel made a motion to increase the Local Services Tax from \$30 to \$52 for 2013. Mr. Kroft seconded the motion, and it carried.

The council discussed increasing the real estate tax millage rate. It is currently 1.69. It was noted this has not been increased for many years. The last change anyone could recall was 2006 when a reduction was required due to property reassessments. The issue was debated at length. Mr. Seidel made a motion to increase the real estate tax millage rate by 1.0 mil, from 1.69, to a total of 2.69. Mr. Kroft seconded the motion. All were in favor.

Mr. Sabold stated the Personnel Committee also recommended adopting a cell phone policy for employees. This has become an issue because an employer bears liability if an employee would have an accident while talking on a cell phone and driving a borough vehicle. The issue was debated. Mr. Seidel made a motion to approve a cell phone policy, effective immediately, which would prohibit a borough employee from speaking on a cell phone while driving a borough vehicle, using a cell phone while performing any borough business, or using a cell phone paid for by the borough while driving a personal vehicle. Ms. Bishop seconded the motion and all were in favor.

Mr. Hess asked if the council made a decision regarding waiving the water and sewer fees for the Dover Area Ambulance Club. The council discussed this briefly, but decided the action to approve

waiving the water and sewer fees for the fire company and the ambulance club will be taken at the next regular council meeting.

With no further business to discuss, a motion to adjourn was offered by Mr. Seidel with a second by Mr. Kroft. All were in favor. The meeting adjourned at 9:35 pm.

Respectfully submitted,

Janet T. Shirey  
Secretary/Treasurer