

SPECIAL MEETING MINUTES

A special meeting of Dover Borough Council was held at Borough Hall, 46 Butter Road on October 23, 2013 at 7 pm. Mrs. Koch arrived late due to work. Mr. Dentler was out of town. The other council members and mayor were present. President Sabold called the meeting to order. A moment of silent prayer followed.

There was no public comment.

The main purpose of this meeting was to continue work on the 2014 budgets.

The Water Fund budget was revisited. Mr. Lentz reported the cost to operate Well #6 was about \$5,700 per year. He also spoke to Justin Shappell and the new well will not be completed in 2014. Mrs. Shirey heard from Chad Kehew and he estimated the engineering cost to prepare the Water Allocation Permit application at \$6,500. It was decided that since the well will not be done, the amount budgeted should be sufficient. Mrs. Koch asked the cost of purchasing additional water each month. Mrs. Shirey estimated this at \$1,500 to \$2,000 based on the quarterly reimbursement cost. No changes were made to the amounts from last night.

Next the council reviewed the Sewer Fund. Mrs. Shirey reminded the council they had tabled installation of an internet connection at the plant until they knew if this was negotiated as part of the new Cable Franchise Agreement. Cohen Law Group learned that Comcast allows for only one internet connection in the agreement. That one had been used at the borough office years ago. Mr. Lentz noted when the new office was built, the wiring for cable connection was run. A discussion of the options followed, which included adding internet using the AT & T cell phone contract or Comcast Cable. Mrs. Shirey would check with AT & T and Comcast and report to the council at the next regular meeting. An additional \$500 was added to item # 429.21 Office Expenses. Mr. Lentz asked if a fence should be installed around the Delwood lift station and new generator to prevent vandalism. Security Fence provided a quote of \$4,000 for a 6-foot chain link fence, with a 20-foot gate with barbed wire around the top. If solid color slats are added so you can't see in the fence, this would add \$1,700. The council felt the slats were not a good idea because someone could be inside the fence and they could do damage without being seen. Mr. Seidel suggested razor wire instead of barbed wire. Mr. Lentz stated this would add \$3,000 to the cost. Additional money was added to item # 429.45 Contracted Services, for the fence.

The General Fund budget was reviewed. Mrs. Shirey reported a check was received from Comcast for the borough's share of a grant, in the amount of \$2,890. She adjusted the projected 2013 income under item # 321.80. Mrs. Koch noted the income from the Local Services Tax has increased. She recommended the donations to the fire company and ambulance club should be increased since the purpose of the tax is to aid emergency services. After some debate, it was determined that \$5,000 of the increase would be split equally between the fire company and ambulance club. This would increase the donation for the Dover Fire Company to \$12,500 and the Dover Area Ambulance Club to \$2,500. Mrs. Koch noted she still is not seeing the legal ads in both newspapers. Ms. Bishop agreed. Mrs. Shirey reported she receives a confirmation of the publication and she provided the copy for the budget meetings for their review. Mrs. Shirey asked the council if they wanted to revisit the purchase of a new computer for the borough manager. It was budgeted for 2013 and quotes were obtained in the spring, but no decision was made. Mrs. Shirey would get updated quotes for the November meeting, so the council can make a decision. She recommended moving the library donation to the General Fund permanently, as discussed in the Wallace Fund. Additional money was budgeted for the Recreation Board to cover expenses for the borough's 150th anniversary next year. Money was included under item # 409.37 to repair the seals on the garage doors in the pole building beside the borough office, repaint the porch railings at borough hall, replace the flooring in the lobby at the office with something low maintenance and add a hose 'bib' below the sink in the ladies' bathroom to allow buckets to be filled. Increasing the donation to National Night Out was debated. The mayor noted there was money left over to carry forward both years. In light of this, it was decided the donation would remain at \$250. Mr. Lentz suggested replacing the stars on top of the holiday trees used at the square. It was also suggested the

banners should be replaced so the borough looks nice for the 150th anniversary. New hardware to hang them would also be purchased. This was included under item # 409.47. Item # 430.45 would include \$8,000 to rebuild the planters and money to have a contractor install the banners. A payroll increase was not included. The Personnel Committee had not met to discuss raises. They decided to meet following this meeting. The purchase of a new versus a used dump truck was debated. Mr. Lentz would begin work on a list of specifications and perhaps get a price quote to give the council a better idea of the cost of a new one. It was noted the PA COSTARS may be a good resource for the truck. Ms. Bishop noted there was money budgeted in the Highway Aid Fund to replace stop signs. Money was also budgeted in item # 433.00 Traffic Signs. The amount was reduced from \$1,000 to \$250 to pay for any signs that cannot be purchased with Liquid Fuels money.

Mrs. Koch asked if the borough still had appointed auditors. Mrs. Shirey reported that two of the three from last year, Ursula Anstadt and Kristi Eckenrode, were willing to do it again but did not file to run for election.

Estimated income from the Local Services Tax was less than budgeted. Mr. Kroft noted the York Adams Tax Bureau can compare employers who collect earned income tax to those who collect the Local Services Tax to see if they are collecting both from their employees. Another possibility was that people may earn under the minimum \$12,000 exemption.

A letter was received from the Dover Area Food Bank requesting donations for their Christmas Basket project. It was suggested that rather than using taxpayer money for this, members of the council could make a personal donation. The council agreed with this suggestion. An envelope would be passed at the next meeting.

Mayor Pope stated the Recreation Board was planning events for the 150th anniversary. Orange Mite Studios will perform a play about the history of Dover. They requested use of the Dover High School Auditorium for the performance. They are also planning a community church service and want to use the high school stadium. The school district charges for use of their facilities. The cost for both events would be about \$1,500. The borough could submit a letter asking the school district to waive the fees for Dover Borough for these special community events. He asked if there were any objections if he wrote a letter. It was suggested the letter should be signed by the council president and the mayor or the entire council.

With no further business to discuss, a motion to adjourn was made by Mr. Kroft with a second by Ms. Bishop. The motion carried. The meeting adjourned at 9 pm.

Respectfully submitted,

Janet T. Shirey
Secretary/Treasurer