

SPECIAL MEETING MINUTES

A special meeting of Dover Borough Council was held at Borough Hall, 46 Butter Road on Tuesday, October 14, 2014 at 6:30 pm. Mrs. Koch arrived late. All other members were present. President Sabold called the meeting to order. A moment of silent prayer followed.

Mr. Lentz had verified prices for salt and cinders and the Highway Aid projected total for this year (2014) for Line 432.22 *Winter Maint. Supplies* would be \$3,244. This would reduce the bank account balance being carried into 2015 to \$47,169.37 which would leave the fund in the red at year end. Ms. Koch stated the state subsidy was expected to increase by a little less than 1%. Line 355.02 *State Subsidy* was increased to \$42,000 leaving the 2015 year-end total at \$1,849.37.

Council continued with preparation of the Water Fund budget. Line 487.00 *Health Insurance* was changed to \$12,678 to reflect only the portion of the health insurance that the Water Fund reimburses to the General Fund and not to include the employees' contribution. A decision was made to make separate line items for health insurance and payroll reimbursement in all funds to more easily track the particular expenses. With the change to Line 487.00, the bottom line for the budget is -\$7,152.50. To balance the budget, Line 392.06 *Transfer from Water Savings* was increased from \$40,000 (cash in bank account being paid on loan from Sewer Fund) to \$47,152.50.

The Sewer Fund budget was reviewed next. \$40,000 was entered on Line 392.09 *Transfer from Water Fund* to reflect the loan repayment from water monies. The payroll figures were calculated to include overtime which was also done for the Water Fund. No expense for legal services was entered, but this will be tracked for consideration in the 2016 budgets. Line 408.00 *Engineering Services* was discussed and there will be sewer work in Delwood this coming year as well as the catwalk project at the WWTP. The year-to-date total in 2014 for engineering expense is currently over budget by approximately \$5,000. The billing from Holley's was reviewed and it was found that Chapter 94 work and the NPDES permit renewal accounted for nearly 50% of this expenditure. Mr. Lentz agreed with Mr. Seidel that \$15,000 would likely cover engineering expenses for 2015. Software agreements and advertising costs were included under Line 429.21 *Office Supplies/Expenses* for 2014. It was decided that \$2,000 would be sufficient for sewer related office expenses. The software support agreement with Significant Digits for the Psion handheld reader could be eliminated if radios were purchased for the large meters in the borough. This would enable us to read completely on the new Master Meter system. There is enough money in the water fund account to make this purchase and the decision was made to install the transmitters this year. Advertising will be added as a separate line item for ease of tracking. The projected total for *Chemicals* (429.22) in 2014 is well below the budgeted \$17,000. This line was reduced to \$14,000 for 2015. The actual totals for Line 429.25 *Equip/Repair/Maint Supplies* in 2012, 2013, and 2014 have been consistently around \$11,500. This line was increased to \$12,000 for 2015. *Communication Services* (429.32) was increased to \$2,500 since it has been close to that for 3 years. *Auto Expense* (429.33) is reimbursed to the General Fund and will be left at \$2,000. Line 429.45 *Contracted Services* was considered and the cost for work in Delwood next year is unknown at this time. There should also be funds included for the catwalk at the WWTP. This line item is already well over budget for 2014, of which \$71,000 was the sewer rehab project on N. Main St. It was determined that at least \$100,000 would need to be budgeted for sewer work in 2015 and this item would be reviewed when the rest of the budget was determined. Line 429.42 *Dues, Subscr., Permit Fees* was increased to \$1,500 to provide for the annual Chesapeake Bay Intermunicipal Agreement participation fee. The amount to budget for Line 429.74 *Cap Purchase Mach & Equip* was discussed and it was agreed that \$30,000 would be budgeted. The line items for the two sewer loans were reviewed and there was some debate why the budgeted amount in 2014 for the 2009 Loan (470.00) had been reduced to \$132,000. Ms. Hartzler was instructed to become familiar with the loan paperwork and amortization schedules as well as to verify the bank refunded money owed from an error they made. Income and expenses for 2015 were totaled and there was a surplus in the budget of \$26,002. This amount was added to Line 429.45 *Contracted Services* to balance the budget.

It was decided to work through the income portion of the General Fund budget before adjourning. *Real Estate Taxes, Per Capita Taxes, and Real Estate Transfer Taxes* were budgeted the same as 2014. *Earned Income Tax* (310.20) was reduced to \$175,000 because it had been under the \$200,000 budget amount in the past 2 years. The totals for Sections 320.00 *Licenses and Permits*; 330.00 *Fines and Forfeits*; and 340.00 *Interest, Dividends* were left the same as 2014. *Intergovernmental Revenue* 350.00 was increased from \$34,000 to \$94,000 to include the \$60,000 School Resource Officer grant income. Under Section 360.00 *Charges for Services*, most line items remained the same as 2014 with the exception of 367.20 for *Recreation Fees/Donations* which was reduced back to \$500. It had been raised in 2014 for the anticipated 250th Anniversary donations. At this time the *Misc. Revenue* (380.00) for sale of banners was omitted since no one is pursuing this project. The numbers for reimbursements from Sewer and Water Funds were calculated from the matching expense on those completed budgets. The figure for total income on the 2015 General Fund budget was \$836,113.

At this time, Mr. Kroft made a motion to adjourn the meeting. It was seconded by Mr. Seidel and all were in favor. The meeting adjourned at 9:35 p.m.

Respectfully submitted,

Rebecca Hartzler
Secretary/Treasurer