

**SPECIAL MEETING MINUTES**

A special meeting of Dover Borough Council was held at Borough Hall, 46 Butter Road on Friday, November 13, 2015 at 8:00 pm. All council members were present. Mayor Pope and Bradley Lentz were absent. President Sabold called the meeting to order. A moment of silent prayer followed. The purpose of the meeting was to award bids for the 2016 Mowing, Refuse Collection, and Sludge Hauling contracts and to prepare the 2016 budget. The bids had been opened and tabulated earlier in the afternoon on Friday, November 13, 2015.

**Mowing 2016**

The bid tab was reviewed. McCabes Lawncare & Landscaping was low bidder for both the 1-year and 3-year options as follows: 1 YEAR – General = \$245, Park = \$255 and 3 YEAR – General = \$235, Park = \$245. The bid was accompanied by the required proof of insurance. Mr. Slusser made a motion to award the Mowing Contract to McCabes Lawncare & Landscaping for 1 year at a cost per mowing of \$245 for the General Mowing and \$255 for Ketterman Park. Mr. Dentler seconded and the motion carried.

**Refuse Collection 2016**

The bid tab was reviewed. Penn Waste was the low bidder for both terms of 1 year and 3 years for both options (Option #2 eliminated the second day per week collection). Their bid was as follows: 1 YEAR/OPTION #1 = \$130,650, 3 YEAR/OPTION #1 = \$391,950, 1 YEAR/OPTION #2 = \$126,750, 3 YEAR/OPTION #2 = \$380,250. Republic Services submitted one bid for the 3-year contract on Option #2. Mr. Seidel made a motion to award a 3-year contract for Option #2 to Penn Waste at an annual cost of \$126,750. Ms. Bishop seconded and all were in favor. This price is the same as the current contract. The second collection day per week (Jun-Sep) will be eliminated and Penn Waste will deliver 32-gallon recycling containers to all residents. The Solid Waste Ordinance will need to be amended and adopted before the January meeting.

**Sludge Hauling 2016**

The bid tab was reviewed and Kline's Services Inc. was the low bidder. Mr. Seidel made the motion to accept Kline's Services' bid for 2016 Sludge Hauling at a cost of \$192.50 per load. Mr. Slusser seconded and all were in favor. The budget line item for Sludge Disposal was discussed and whether Kline's would be hauling to their facility or Springettsbury Township. The bid documents were consulted which stated the sludge would be hauled to Springettsbury Township. The budget line item for Sludge Disposal, which was over budget for 2015, reflects both the hauling fees and Springettsbury Township's disposal fees. Sludge that was very thick had been hauled by Kline's to their facility on several occasions during 2015 which resulted in expenditure above the budgeted amount.

The Solid Waste Ordinance was reviewed and Chapter 131, Solid Waste, Section 131-7. A. (1) (a) should be revised to eliminate the second collection day per week. The Borough Code was consulted with regards to the appointment of an independent auditor which must be done by ordinance. Mr. Seidel made a motion to authorize the borough solicitor to draft an ordinance for adoption at the December meeting, appointing an independent auditor to audit the financial records of Dover Borough for 2015. Mr. Kroft seconded and the motion passed unanimously. Mr. Seidel further moved that upon adoption of said ordinance, Borough Council appoints Hamilton & Musser as the independent auditor to perform the 2015 DCED Audit and Financial Report as per their fee schedule. Ms. Bishop seconded and the motion carried. An email was received from DCED indicating there were findings and discrepancies with the 2014 Financial Report prepared and submitted by the elected auditors this year.

The issue of increasing the millage rate for taxes was discussed. The tax income figure had been adjusted by \$73,000 on the budget worksheet reflecting an increase of 1 mil. After a review of the proposed budget, it was determined the tax increase would be necessary to balance the budget and would leave a budget surplus of \$11,518.13 to be entered on Line 430.70 *Cash Reserve*. In order to avoid large hikes in the tax rate, council should consider smaller, more frequent increases moving forward. Council has been maintaining the budget by utilizing savings to meet shortfalls. Mrs. Koch questioned why the Health Insurance contribution rate had been changed to 89.21% Borough/10.79% Employees and not 85% Borough/15% Employees. The change in

rate was made after the previous meeting when an alternate health plan was suggested which was cheaper than the selected plan. The bottom line for the borough would remain the same at \$40,735. Mrs. Koch stated that if a decision was made by council determining the insurance contribution rate, it should stand and not be changed. There was a discussion about the percentage of employee contribution for healthcare, plan options, and how these are determined. Several members stated there should be a cap on the amount council expends for employee health insurance. Mr. Kroft stated that 4 members were in agreement to leave the split at 85%/15% which is a majority, but Mr. Seidel felt it was important for council to be in unanimous agreement on this issue as it pertains to the employees. Mr. Sabold explained that he was in agreement with the 89.21%/10.79% split because the council budget line would not change from the original plan (\$40,735), the employee contribution rate was higher than in 2015 (10%) and the overall plan cost at \$45,662 was less than in 2015 (\$46,323). Either method of setting a dollar figure cap or a percentile cap has an inherent dilemma. Mr. Kroft suggested that in the future, council could set an "adjustable cap" with a cost-of-living percentage increase which would facilitate budget planning. Mr. Slusser made a motion to approve the AWH Gold Wellspan 750D \$45 PPO Health Care Plan at an annual cost of \$45,662 with the employee reimbursement to be \$4,927 (10.79%) leaving a net outlay of \$40,735 (89.21%) for the borough. Mr. Kroft seconded the motion and the motion passed unanimously.

A motion was made by Mr. Seidel to increase the property tax rate by 1 mil for 2016 and authorize the solicitor to advertise the 2016 tax rate. Mr. Kroft seconded. President Sabold asked for a vote by show of hands. Mr. Kroft, Mr. Slusser, Ms. Bishop, and Mr. Seidel voted yes and Mr. Sabold, Mr. Dentler, and Mrs. Koch voted no. The motion carried.

The issue of redepositing the funds from a General Fund CD was discussed. Ms. Hartzler would check if the borough could deposit with a Credit Union and if People's Bank would waive the checking account stipulation.

The Fee Schedule was reviewed for possible increases. It was agreed the fee for Excavation Permits would be \$100 and Demolition Permits would be \$50.

Mrs. Koch made the motion to advertise the preliminary 2016 budgets. Mr. Kroft seconded and all were in favor.

Mr. Kroft made a motion to adjourn which was seconded by Mr. Seidel. All were in favor. The meeting adjourned at 9:34 p.m.

Respectfully submitted,

Rebecca Hartzler  
Secretary/Treasurer