

MINUTES

A special meeting of Dover Borough Council was held at Borough Hall, 46 Butter Road on Tuesday, October 9, 2017 for the purpose of preparing the 2018 budgets. All council members were present. Mayor Dentler was absent. President Sabold called the meeting to order at 6:30 pm followed by a moment of silent prayer.

The new health insurance quotes have not been submitted to the Borough yet. Mrs. Plowman will see if they can email them prior to tomorrow evenings meeting.

Wallace Fund

The bi-annual disbursement from the trust is expected to be received in November 2017 and estimated to be \$1,650. *Clock Maintenance (456.00)* is the only budgeted expenditure from this account and will remain the same at \$700 for 2018.

Highway Aid Fund

Notice of estimated 2018 State Aid has been received for \$58,038.63. *Line 406.74 Capital Expenses* were discussed and the polyhopper which was in the 2017 budget for \$6,000 will still be purchased in 2017. No amount is being budgeted for 2108 *Capital Expenses*. Three line items will remain the same for 2018: *Winter Maintenance Supplies (\$5,400)*, *Traffic Control Devices (\$1,000)*, and *Street Repairs (\$1,000)*. *Contracted Services (439.45)* were discussed. There are not enough funds to do all the projects the engineer proposed for 2018. The west side of Mill Alley repairs are estimated at \$15,000 and inlet repairs on Meadow Road for \$3,000 which would leave enough funds to look at repairing the east side of Mill Alley as well at possibly another \$15,000. We could also do the Amberview Drive paving in place of those projects for \$35,000. This will be determined at a later time. It was decided to budget \$50,000 for *Contracted Services* which would allow for other smaller projects to be added. The estimated carryover into 2018 is \$21,177.95. Mr. Kroft noticed the spreadsheet starting balance for 2015 shows a zero balance. Mrs. Plowman will check this and confirm the figure. This could change the available funds for 2018.

Water Fund

Income from *Water Fees (378.10)* is down from last year and was reduced to \$255,000. The *USTIF Reimbursement (395.02)* will be the same for 2018. Under Expenses, the following were reduced, *Chemicals (448.22)* to \$5,000, *Water Purchase (448.24)* to \$110,000, *Small Tools & Minor Equip (448.26)* to \$2,500, *Analysis Fees (448.31)* to \$4,500 and *Capital Equip/Machinery (448.74)* to \$2,500. The following were increased, *Utilities (448.36)* to \$11,000, *Water Tower Maintenance (448.45A)* to \$12,406.22 and *Continuing Education (448.46)* to \$350. *Contracted Services (448.45)*, *Payroll and Payroll Taxes* were left blank. There was discussion regarding a water test well site and setting up a meeting with all involved so as to move forward with a replacement well site. Payroll increases were discussed and the potential for a fulltime manager. Mr. Kroft made a motion to increase all employees' wages by 1% effective January 1, 2018. Ms. Bishop seconded the motion. Mr. Slusser opposed the motion and it carried. Mr. Slusser made a motion to retain the existing workforce as is. Mr. Ferry seconded the motion. President Sabold, Ms. Bishop and Mrs. Koch opposed. Mr. Kroft abstained and the motion failed.

Sewer Fund

Income from *Sewer Fees (364.10)* is down from last year and was reduced to \$595,000. Under Expenses, the following were reduced, *Office Supplies/Expenses (429.21)* to \$500 and *Capital Purchases (429.74)* to \$20,000. The following were increased, *Software agreements (429.27)* to \$1,100, *Analysis Fees (429.31)* to \$15,500, *Communications Service (429.32)* to \$3,500, *Utilities (429.36)* to \$30,000 and *Continuing Education (429.46)* to \$350. The 2004 Loan is due to be paid off in 2018. Mr. Kroft is suggesting paying the loan off now since we have the funds available and save on interest cost. We have been paying \$65,000 a year on the 2009 Loan and by paying off the 2004 Loan we can double that to \$130,000. This will save a lot of interest plus pay the loan off sooner. It could

possibly reduce the loan by 9 years. Mr. Kroft made a motion to pay off the 2004 Sewer Loan with Fulton Bank tomorrow 10/10/17. Ms. Bishop seconded the motion and it carried unanimously. The *2004 Loan* is reduced to zero and *2009 Loan (470.00)* was increased to \$220,000. *Payroll* and payroll related expenses were not available. *Contracted Services* was left blank. All other expenses remain the same for 2018.

The General Fund budget will be addressed at the next scheduled meeting on October 10, 2017.

Mr. Slusser made a motion to adjourn the meeting with a second by Mr. Kroft. The motion carried and the meeting adjourned at 9:55 pm.

Respectfully submitted,

Brenda J. Plowman
Secretary/Treasurer