

## MINUTES

A special meeting of Dover Borough Council was held at Borough Hall, 46 Butter Road on Tuesday, October 10, 2017 for the purpose of preparing the 2018 budgets. All council members, Mayor Dentler and Duane Grim were present. President Sabold called the meeting to order at 6:30 pm followed by a moment of silent prayer.

### Highway Aid Fund

Mr. Kroft asked to review this fund since Mrs. Plowman confirmed there was a starting balance for 2015 that was missing from the spreadsheet. This now changes the available funds for 2018. The original proposal from Mr. Spangler included three projects at \$73,000. Those projects include paving Amberview Drive, repairing Mill Alley on the west side of Route 74 and inlet repairs on Meadow Road. There still may be enough funds to do some other smaller projects in addition to those proposed. *Contracted Services (439.45)* was increased to \$73,000.

### Water Fund

The water fund budget was reviewed. The payroll and payroll taxes amount have been entered after the recommended wage increase from the special budget meeting October 9, 2017. Ms. Bishop asked Mr. Grim about the need for a leak locator. Council agreed this would be a useful purchase. It was also discussed that there are a lot of curb boxes needing repaired. *Capital Equip/Machinery (448.74)* was increased to \$7500, *Continuing Education (448.46)* to \$700, *Contracted Services (448.45)* to \$50,000 and *Health Insurance (487.00)* to \$11,400 which will leave *Cash Reserve (448.70)* at \$6,247.62. This will give a balanced budget at \$287,400.

### Sewer Fund

The sewer fund budget was reviewed. The payroll and payroll taxes amount have been entered after the recommended wage increase from the special budget meeting October 9, 2017. Mr. Grim shared the skimmer arm in the tank is bent and will need repaired. Mrs. Plowman reported the 2004 Loan will be paid off tomorrow after a letter is emailed to them requesting it. Mrs. Koch suggested informing Mr. Herrold of the early payoff. There is one proposed project for 2018 for sewer slip lining on Maplewood Drive. Mr. Grim informed council that the UV tank walls are starting to crumble. This should be addressed in 2018. *Health Insurance (487.00)* was increased to \$19,000, *Contracted Services (429.45)* to \$135,000 which will leave *Cash Reserve (429.70)* at \$4,511.07 for a balanced budget at \$597,000.

### General Fund

Under Income the following were increased, *Licenses and Permits (320.00)* to \$26,000, *Interest, Dividends (340.00)* to \$2,000, *Excavation Permits (362.40)* to \$300, *Health Reimbursement from Sewer (395.08B)* to \$19,000 and *Health Reimbursement from Water (395.06B)* to \$11,400. The following were decreased, *Police Pension (355.08)* to zero since the aid is now being sent directly to the Police Department and *Trash Receipts (364.30)* to \$134,000. All other income remained the same.

Mr. Grim presented prices to rhino line the new truck and purchase a polyhopper for it. Mr. Kroft made a motion to have the new truck rhino lined for \$500 and the polyhopper purchased and installed for \$7,029 from E. M. Kutz. \$6,000 of the polyhopper will be paid from Highway Aid fund and the balance of \$1,029 from the General Fund. This will be done within next month and will come out of the 2017 budget. Mr. Ferry seconded the motion and it carried unanimously.

There was discussion about adding water fountains to Ketterman Park which should then include a bathroom facility. At this time this would not be a feasible option.

Mr. Grim asked about the plans for another person to help plow snow this winter since we now only have two public works employees but have three trucks with plows. A few options were suggested and discussed such as a temp employee or contractor. No decision was made at this time.

*Duane Grim left the meeting at 9:10 PM.*

The cost of the bonds for President Sabold and Mayor Dentler is presently included in *Treas & Admin Asst Bond (405.35)* with the other bonds. Council felt this should be separated and put under Legislative. It was suggested to use 400.35 if that is a proper number. Mrs. Plowman will check into this.

Capital Equipment Purchase was discussed regarding the office computers. A quote was received for upgrading two computers. Mr. Kroft made a suggestion to purchase a 2 in 1 tablet/laptop. No decision was made at this time.

The recreation board asked for an increase in the budget to at least \$1500 for 2018. Council decided to keep it at the current \$1,250. If expenses exceed that amount they will need presented for approval. In the future council request a budget that shows all the activities planned for the year and budgeted expenses for them.

An email was received from Benefits Connections with health insurance options and quotes. Rob from Benefit Connections offered to come to a meeting to review the options and answer questions. Council suggested he come to the next budget meeting on Monday October 16<sup>th</sup> at 6:30 PM.

Under Expenses the following were increased, *Dues/Subscriptions/Memberships (400.42)* to \$450, *Office Supplies (405.21)* to \$1,000, *Postage (405.23)* to \$2,500, *Office Staff Dues/Seminars (405.46)* to \$300, *Engineering Services (408.31)* to \$10,000, *Utilities (409.31)* to \$28,000, *Planning Commision/Zoning Hearing Expenses (414.00)* to \$2,500, *Capital Equip Purchases (430.01)* to \$2,000, *Snow Removal Equipment (432.70)* to \$1,500, *Workers Comp-Vol. Fire (486.195)* to \$21,000, *Workers Comp-Borough (486.70)* to \$8,000 and *Insurance Policies (486.00)* to \$8,000. The following were decreased, *Legal-Filing Liens (404.40)* to \$400, *Trea & Admin Asst Bonds (405.35)* to \$850, *Boro Bldgs & Grounds (409.00)* to \$500, *Clothing/Shoe Allowance (430.23)* to \$200, *Winter Maintenance (432.00)* to \$500, *Equip/Repair/Maint/Supplies (437.25)* to \$1,800 and *Dental (487.03)* to \$1,250. *Vision, Disability, Life and Health Benefits* were left blank and all other budget amounts remain the same for 2018.

Ms. Bishop mentioned that the motion that was made at the council meeting on Oct 2, 2017 for Ms. Hartzler to assist Mrs. Plowman with budget preparations did not state that she was being paid or the amount. All council assumed she was to be paid. Mr. Slusser made a motion to pay Ms. Hartzler \$100. After discussion Mr. Slusser rescinded his motion and made a motion to pay Ms. Hartzler a flat rate of \$60.00 for the 4 hour period assisting Mrs. Plowman with budget preparation. Mr. Kroft seconded the motion and it carried unanimously.

Mr. Kroft calculated where the figures currently stand without having vision, disability, life and health benefits entered. By estimating the health benefits cost to be at \$35,000 we will be short about \$30,000.

Dover Borough fee schedule needs to be reviewed for potential increases.

Mr. Slusser made the motion to adjourn the meeting with a second by Mr. Ferry. The motion carried and the meeting adjourned at 10:38 pm.

Respectfully submitted,

Brenda J. Plowman  
Secretary/Treasurer