

MINUTES

A special meeting of Dover Borough Council was held at Borough Hall, 46 Butter Road on Tuesday, October 16, 2017 for the purpose of preparing the 2018 budgets. All council members and Mayor Dentler were present. President Sabold called the meeting to order at 6:30 pm followed by a moment of silent prayer.

Mr. Rob Kole from Benefits Connections was present to review the current health insurance options. There are several plans from Capital Blue Cross which are comparable to our current coverage. The Delta Dental plan currently in place does not renew until 2019. The premium will stay the same until then. The Highmark vision plan will renew March 1, 2018 and the disability and life policies in May 2018. Mr. Kole does not expect either of these premiums to change much at those times. Mrs. Koch made a motion to choose the Capital Blue Cross Gold PPO Health Plan. Mr. Ferry seconded the motion and it carried.

General Fund

The following health benefits were entered. *Dental (487.03)* \$1,212, *Vision Benefits (487.05)* \$262, *Disability & Life Insurance (487.15)* \$3,400 and *Health Benefits (487.196)* \$30,442. The *EE Health & Dental Contribution (395.05)* will be zero since the cost is currently under the cap. At this point the budget is out of balance at \$29,220.47. Mr. Kroft is suggesting that the Borough Manager/Zoning Officers payroll be split with the water and sewer funds and not all out of the Borough. The payroll split will be changed to borough 60%, sewer 20% and water 20%. *Payroll Reimbursement - Sewer (395.08A)* will be increased to \$70,327.18 and *Payroll Reimbursement - Water (395-06A)* to \$53,584.81 to reflect this change. The *Borough Manager Sewer payroll (429.12A)* is increased to \$3,939 and *Borough Manager Water Payroll (448.12A)* to \$3,939. This now decreases *Borough Manager Payroll (401.12)* to \$11,817. With these changes the amount out of balance is \$20,949.97. President Sabold suggested *Utilities (409.31)* be reduced to \$27,000. Mr. Kroft pointed out *Earned Income Tax (310.20)* has been higher the last few years and is suggesting increasing to \$200,000. An adjustment was made to *Utilities (409.31)* to \$27,050.03 which gives a balanced budget of \$870,661.99.

Sewer Fund

Borough Manager Payroll (401.10) was increased to \$3,939 and *SS/MEDI (487.01)* increased to \$5,042.68. The *Cash Reserve (429.70)* was decreased to \$222.32. This remains a balanced budget at \$597,000.

Water Fund

Borough Manager Payroll (401.10) was increased to \$3,939 and *FICA/Medicare (487.01)* to \$3,852.91. The *Cash Reserve (448.70)* was decreased to \$1,958.87. This remains a balanced budget at \$287,400.

Mr. Kroft brings to attention that the police coverage cost is over a third of our total budget. He suggests looking at adding some type of an EMS tax or something similar to help offset this cost.

Habitat for Humanity is applying for a grant to assist with the building that is being planned for N. Main Street. They would like a letter of support from the Mayor stating the Borough has a working relationship with them. Mr. Ferry made a motion to give Habitat for Humanity a letter of support signed by the Mayor. Mr. Slusser seconded the motion and it carried.

The Fee schedule was reviewed. The following will be increased: Zoning Code books to \$20, Peddlers permit to \$25, Brush permit to \$15, Building permit Admin Fee to \$20, plus \$10 per \$1,000 with a minimum of \$50. Hook up fee for water to \$1,000, sewer \$2,500 and water meters \$350. All others will remain the same. The Borough currently charges a \$25 fee to turn a resident's water back on after nonpayment shut off. It was discussed to raise this to \$50. This will need looked into further regarding any ordinance pertaining to this.

Delinquent accounts were discussed. Some overdue accounts are not making acceptable payments on them. A payment schedule needs to be created with a minimum amount due possibly 10%. It was suggested that letters be sent out to residents at the end of the year if there is an outstanding balance notifying them of the payments expected. This may need added into the ordinance.

Mr. Ferry made the motion to adjourn the meeting with a second by Ms. Bishop. The motion carried and the meeting adjourned at 9:14 pm.

Respectfully submitted,

Brenda J. Plowman
Secretary/Treasurer