

**DOVER TOWNSHIP
BOARD OF SUPERVISORS MEETING
BUDGET WORK SESSION MINUTES
OCTOBER 2, 2014**

The Dover Township Board of Supervisors held a budget work session meeting on Thursday, October 2, 2014, which began at 6:05 PM in the Conference Room of the Dover Township Municipal Building. Dover Township Supervisors present were Chair Monica Love, Charles Richards, Stephen Parthree, and Stephen Stefanowicz. *Matthew Menges was absent with prior notification.* Laurel Oswalt, Township Manager; Laurie Rummel, Township Treasurer; Charles Farley, Township Public Works Director; and Trena Hall, Recording Secretary were also present. There were no citizens in attendance.

The purpose of the budget work session was to review the proposed 2015 Budget for Dover Township.

PUBLIC COMMENT PERIOD

No Comments

All Budgets are currently balanced except for the General Fund Budget.

SEWER FUND

This Sewer Fund is currently balanced. The Sewer Fund started with a \$177,305.00 surplus. The Sewer Authority will be refinancing the 2004 & 2008A Bonds to get better interest rates. The Belt Press project, at the WWTP, will come out of the new borrowing of the \$2 million. Any savings will carry over and be used for line rehabilitation on Dover Township Line Projects as projects are warranted.

Capital Reserve

\$2,270,000.00 has been put into reserve to use toward Lining Projects in the Cypress and Davidsburg area. Money may also be needed to relocate the sewer line for the Terre Vista Development sewer project. DEP may require the Township to extend the sewer line to Route 74 since the Township is proposing a line upsize (8" to 12").

S. Stefanowicz presented a few suggestions of changes to make to the Sewer Budget. He was concerned with allotting \$2 million for 2015 Sewer Budget. Manager Oswalt noted that this \$2 Million is only for additional work to be completed by Dover Township and not by the joint municipalities. The \$2 million may be needed with the many I&I projects that are arising within the Township, the additional Terre Vista I&I projects that may be discovered and the potential

sewer project north of the Borough are all possible projects. It is better to budget for projects that may arise then not have money appropriated. When a budget exceeds the amount advertised, more explanations are needed to the auditors and may result in having to re-advertise the budget as amended. A portion of money needs to be in the reserve to help back the debt. Dover Township received an excellent bond rating because of this reserve money.

S. Stefanowicz still believed a more realistic amount to budget would be \$500,000. He noted that this is unfair to the residents, to budget for more work than what is being done.

Sewer Collection

40426.251 And 40426.75 - Chris would like to outfit the Sewer Chief's truck with a Rhino lined truck bed, a tool box and tools. All departments are chipping in on the purchase of a new dump truck. The sewer department's portion is \$32,000. S. Stefanowicz and Chris Hamme are questioning why the truck expense is so high. Chris Hamme would like to see equipment on a separate line item from the services on the trucks. The Board can consider adding a line change for next budget.

S. Stefanowicz questioned the money going into the inter-municipal accounts. The joint municipalities need to budget appropriately for their portion of the inter-municipal line. West Manchester and Manchester Township send flow into other municipalities as well. Most municipalities do not have a surplus in their funds and when enough is not budgeted it can put them in a bind.

If the board wants to make additional cuts, then money needs to be taken off of the revenue side since the budget is currently balanced. Members questioned what could be changed on the income side if less money would be budgeted. Sewer and Water is mainly a fixed amount paid by users.

S. Stefanowicz inquired if extra money being received can be moved to a reserve category. A line item could be created, showing that money is being put in to the reserve. Manager Oswalt indicated that left-over money carries over automatically to reserve.

S. Stefanowicz suggested lowering rate payer's fees for one year or giving a 5% discount on their water/sewer bill if it is paid on time. Maybe this could help reduce the number of delinquents. Manager Oswalt noted that the Sewer Department may soon be looking at increasing rates because of anticipated large projects. S. Stefanowicz just questioned if there is any time or any way the Township can make the public feel better about their municipality.

S. Stefanowicz inquired about the Flow meters being used to monitor I&I problems. They are mainly needed for the joint users to help measure the correct flow to be billed appropriately. The Township rents them and the individual municipalities pay for these. The meters are rented because the company services them.

C. Richards asked if Buchar Horn, Inc. is the only company that can perform this job or if there are other companies who may be able to complete the job cheaper. There are other options but a contract for the meters currently exists.

WWTP – Major Items of Interest in the Budget are:

40429.37 - Maintenance

1. Replace gate valves for clarifiers #3 and #4 at a cost of around \$40,000
2. Replace sludge transfer pump at a cost of around \$16,000

40429.70 – Biofilter upgrade of around \$30,000

40429.75 – Major Equipment Expenses

1. Third Loader Payment of \$39,136
2. Material Handling Arm at a cost of around \$4,700
3. Four Diesel Self-Priming Pumps at a cost of around \$30,000

BOND MONEY FOR ROAD WORK

This money is what is left from the borrowed money to complete road work. The estimated \$200,000 for road work completed on Deep Hollow Road has not been paid out of this figure. Glenn Kern would like to use some of this bond money to complete some road maintenance.

These road projects include:

1. Sealcoating Crone Road with an estimate of \$41,000
2. Sealcoating Nursery Road with an estimate of \$55,000
3. Sealcoating Old Carlisle Road with an estimate of \$42,000
4. Paving Oriole Lane with an estimate of \$96,000.

If there is not enough money in the fund to do all of these projects, there is money in liquid fuels to fall back on.

STATE AID (Liquid Fuels) FUND

This money comes from the gas tax that comes from the state. This money is received in March to complete road work. This year, the Township did not complete all of the estimated road work and that money will be carried over to complete this work before June 1, 2015. New projects will be bid for completion after June 1, 2015.

20430.70 Capital Purchases – Payments for the following:

1. Portion of the Dump Truck - \$100,000
2. Mower Lease Payment - \$28,000
3. Skid Steer Lease Payment - \$4,200
4. Plow for the John Deere - \$12,500

S. Stefanowicz questioned if buying a new dump truck is the best use of this money. This will be replacing a truck that is having major mechanical issues.

20438.20 Supplies

This is used for salt and maintenance to equipment in the winter, the Sealcoating for Sky Top Trail of \$55,000, line painting, miscellaneous stormwater work, equipment rentals and the traffic signal expenses.

20439.20 Construction Projects

1. Anita Drive – Stormwater - \$6,000
2. Emig Mill Road, from 74 to Mayfield - Stormwater - \$50,000 and an overlay of \$120,000
3. North Salem Church Road to Poe's Corner – Reclaim and Overlay - \$165,000
4. Palomino Road – Base Repair - \$10,000
5. Paradise Road – Base Repair - \$15,000
6. Pine Hill Road – Base Repair - \$5,000
7. Rohlers Church Road/Mountain Road to Crone Road – Overlay - \$190,000
8. Bridge Work - \$37,850
9. Bond Money Project Overage - \$4,000

RECREATION BOARD FUND

This \$52,695 comes from the General Fund which is estimated by receiving \$2.50 per person from those living in the Township based upon the most recent census data. This money is used to fund recreation programs offered to residents.

S. Parthree has been told by many residents that they have never been charged for the Per Capita tax. He suggested eliminating this tax because it is a nuisance and is not being billed fairly. If a resident is paying property taxes they should be paying this per capita tax. He asked how people are accounted for and was told that Marcia Schmuck, Township and Dover School District Enumerator, keeps track of the number of persons over the age of 18 year. Chair Love asked how S. Parthree would suggest making up this \$70,000. S. Parthree would like to discuss this at a future meeting.

Chair Love inquired why more money is being budgeted for the Fishing Show. Manager Oswalt noted that the show went well last year and more money is being budgeted to advertise and increase attractions to keep the show growing. Budgeted money can go towards staffing a concession stand instead of bringing in a food vendor and promoting more door prizes and raffles.

WATER FUND

Capital Reserve - This fund is balanced. No additional staff requested. The budget was balanced by reducing funds appropriated to the York Water Company. As of 2015 the Township will not be required to purchase as much on a monthly basis.

Projects:

1. Hilton/Virginia Avenue/Palomino/Sheppard – Engineering and Replacement of Ductile Iron Line - \$30,000
2. 5 to 10 year “Needs” Study/Phase I - \$30,000
3. McNaughton Well Support - \$20,000
4. Mixing Study – York Water Entry Point/Staunton Tank - \$10,000
5. Hilton and Virginia Replace Water Line - \$100,000
6. Palomino and Sheppard Tie in Project - \$40,000
7. Replace Truck 31 and Plow - \$35,495
8. Portion of Dump Truck - \$32,000
9. 2 Portable Generators for the Pump Houses - \$80,000

50449.33 - Large Ticket Items for Operational Budget:

1. Add Well #7 and #10 to the SCADA System - \$7,000

50449.41

1. Additional Funds for Re-facing and Roofing on Pump Houses

FIRE PROTECTION FUND – There were no major changes. The Fire Company receives Fireman’s Relief Money that comes from the state. This money is used for training and equipment. Most money from the Township will go towards insurance, gas, reserves and loans on fire equipment.

RECREATION IN LIEU OF FUND

The Township receives \$1,800 - \$1,900 per home when being built. Currently there is about \$24,000 available and there is an estimated \$83,000 to be received from Faire Wynd for 2015. Land will be acquired for the Terre Vista project. Maintenance projects are now permitted due to a recent law change. This money when received must be used within 3 years.

Two projects have been proposed for 2015 as follows:

1. Community Park Conversion of the Ice Rink to a Basketball Court - \$10,000
2. Lehr Park install a New Spinner (Playground Equipment) with surfacing - \$11,000

The Board decided to not install the New Spinner and use money for maintenance.

The budget work session was concluded at 8:15 PM. Another budget work session is scheduled for Thursday, October 9, 2014.

Respectfully submitted by: _____
Trena M. Hall, Township Secretary