The Dover Township Board of Supervisors held a budget work session on Monday, October 8, 2012, which began at 6:00 PM in the Meeting Room of the Dover Township Municipal Building. Dover Township Supervisors present were Chairperson Madelyn Shermeyer, Monica Love, Michael Husson, Charles Richards, and Matthew Menges. Laurel Oswalt, Township Manager; Laurie Rummel, Treasurer; Charles Farley, Public Works Director; and Dawn Slegel, Recording Secretary were also present. There wasn’t any public present.

The purpose of the budget work session was to review the proposed 2013 Budget for Dover Township.

The budget work session was called to order at 6:00 PM.

SEWER FUND
Manager Oswalt reported that the sewer fund needs to be completed by mid October in order to provide the final numbers to the other municipalities in the regional treatment plant so they can prepare their budgets. Currently, the sewer fund has a deficit of $44,028 in the operational portion of this budget. The sewer budget, along with the water budget and general fund budget, pays a proportionate share of the office computers and upgrades to the computer software for the fueling system, a new GIS plotter with scanning capabilities, and a new Trimble unit for a total of $8,500. An additional Sewer Collection System Staff Person is needed to replace Ron Cornbower who retired back in March. The Sewer Crew Chief would like to hire an Assistant Sewer Crew Chief in the third or fourth quarter of 2013. The pay rate for this position would have to be negotiated with the Union since it’s designated as a Union position. Inter-municipal lines cost of $250,000 is budgeted to reduce the Inflow and Infiltration issues along the Joint Interceptor of which a proportionate share will be paid back by the other municipalities. At the wastewater treatment plant, a pump originally budgeted to be replaced in 2013 will be purchased in 2012 with available funds. A front end loader to be replaced in 2013 will be leased over four years instead of purchased outright. With no further options for cuts from this budget, discussion was held on whether an increase to the sewer user rates per quarter is warranted. Rates have not been raised for at least three years. This increase will generate approximately $124,000 which will cover the deficit and provide additional funds for I and I work to comply with the DEP Consent Order.

Motion by M. Love and second by M. Husson to authorize an increase to the sewer user rates of $5.00 per quarter. Passed with 4 ayes and 1 nay with opposition from M. Menges.

BOND MONEY ROAD WORK
The Highway Crew Leader had given the Board a list of township roads that are in desperate need of repairs. The chart contained the road, the type of repairs, the number of residents living on that road, the distance to be repaired, and the estimated repair cost. The Board was asked to prioritize the list in order to utilize the $1 million bond money. The Township Road Crew will perform the stormwater work, cut the gutters, and perform the preparation work for the paving.
The Board decided to do the following road work in 2013:

1. Pinchtown Road from Canal to Paradise Road with 26 residents and a distance of .56 of a mile for an estimated cost of $90,000

2. Schoolhouse Road from with 28 residents and a distance of .73 of a mile for an estimated cost of $119,000

3. Pine Hill Road from Davidsburg Road to the bridge with 21 residents and a distance of .87 of a mile for an estimated cost of $182,000

The road work for 2014 decided by the Board and is subject to change consists of:

1. Deep Hollow Road in its entirety with 37 residents and a distance of 1.64 miles for an estimated cost of $400,000

2. Pinchtown Road from Admire to Shady Dell Road with 6 residents and a distance of .69 of a mile for an estimated cost of $136,000

**GENERAL FUND**

The capital equipment/projects from the General Fund include a Recreation Mini Van to replace the 1998 Jeep Cherokee for a total of $23,000; a mower ($8,500) and trailer ($8,536) to replace the golf course used mower which has mechanical problems for $17,036; the second payment on the lease purchase of the WAM Mower in the amount of $11,207; the General Fund’s portion for the dump truck of $20,000; and storm pipe replacement in the Andover Easement for $30,000.

The mowing of Township properties will be bid to outside contractors again. The contract will be written with more stringent language in order to receive better performance by the contractor. If the contractor fails to perform their job satisfactorily, the Township will mow and bill the contractor. The Township Facilities Crew will continue to mow the Golf Course, the Hadley Drive, and the Tony’s Drive properties.

Line Item 10409-22-Building of $9,400 is for the General Fund’s portion of the computers and software as each department will pay their proportionate share.

Line Item 10409-313-Engineer includes $10,000 to plan for the construction of a new Public Works Garage.

Line Item 10454-37-Parks Maintenance consists of a maintenance gate for a cost of $1,533 at Brookside Park to barricade the road into the park for the winter season.

Discussion was held on whether to plant some type of shubbery or dig a gutter parallel to Fox Run Road along with the budgeted gate to prohibit vehicular traffic in the park during the off season.

Also in Line Item 10454-37-Parks Maintenance is to have the Log House exterior painted for $4,000.
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Line Item 10455-70-Golf Course Property Capital Improvements budgeted $7,000 to renovate the lower level of the driving range to accommodate additional inside storage space for Township equipment/vehicles currently housed outdoors.

Line Item 10459-26-Community Building Minor Equipment includes the purchase of a new commercial dishwasher for $5,000.

Also Line Item 10459-37-Community Building Maintenance contains a quote of $7,000 for the painting of the interior walls in the Community Room.

STATE AID (LIQUID FUELS) FUND
The portion of a small dump truck for $20,000 has been taken from this fund.

Line Item 20439-20-Construction Projects for 2013 will include the following projects: Overlay on Poplars Road for $90,000; Reclamation and Overlay on Alta Vista Road for $120,000; Reclamation and Overlay on Conewago and Rohlers Church Roads for $90,000; Overlay on Pineview Road and Pineview Court for $65,000.

Line Item 20439-30-Stormwater Repairs are planned on Anita Drive for $15,000 and other various locations as needed for $25,000.

RECREATION BOARD FUND
There aren’t any major changes in this fund for 2013. No new programs have been planned for next year.

RECREATION IN-LIEU FUND
These funds were used for the new Carousel Building so revenue needs to be recuperated in the in-lieu fund.

WATER FUND
Capital Reserve will be used for the following projects in 2013: Search for a new well for $120,000; System analysis for $45,000; Nitrate treatment at Well 10 for $55,000; Cleaning and re-videoing of Well 7 for $20,000; and Water Fund’s share of the dump truck for $20,000.

Line Item 50402-22-Administration incorporates a portion of the computer items previously mentioned under the Sewer and General Funds, plus Munis Software training.

Line Item 50449-26-Minor Equipment includes the purchase of a data logger in the amount of $6,000.

Line Item 50449-41-Pump House consists of purchasing a manual switch gear for $6,644.

FIRE PROTECTION FUND
No major changes are incorporated in this fund. 16.5% of the 1 mil of Township taxes goes into this fund. The rest of the revenue is State Fire Relief Funds.

Manager Oswalt reported that overall, the General Fund is in much better shape than last year.
OTHER BUSINESS
Supervisor Love provided the Township Manager with a business card from Tim of Atlantic Markings who offered to examine the synchronization of the signal lights on Route 74 according to PennDOT permitting.

The budget work session was concluded at 7:46 PM into an Executive Session regarding personnel matters.

Respectfully submitted by:

Dawn D. Slegel, Secretary