

**DOVER TOWNSHIP  
BOARD OF SUPERVISORS MEETING  
BUDGET WORK SESSION MINUTES  
OCTOBER 9, 2014**

The Dover Township Board of Supervisors held a budget work session meeting on Thursday, October 9, 2014, which began at 6:00 PM in the Conference Room of the Dover Township Municipal Building. Dover Township Supervisors present were Chair Monica Love, Matthew Menges, Charles Richards and Stephen Parthree. *Stephen Stefanowicz was absent with prior notice.* Laurel Oswalt, Township Manager; 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.

**GENERAL FUND**

A \$12,000 adjustment was made to the healthcare line items and \$70,000 has been moved to the Capital Reserve for Stormwater work on Wilmar Drive. This brings the deficit to \$98,960 from the \$180,000.

**Reserve Projects**

The \$20,000 CDBG grant for Temple School and Nursery Roads can be cut. If received, the project grant funds will not be needed until 2016 instead of 2015.

In 2015, Capital Reserve is projected to commence at \$1,200,000 if all revenues are received. The extra \$200,000 from last year, which was carried over, cannot be rolled over into the 2015 budget, but can be allotted for Capital Reserve items. A balanced budget is judged by what revenue is estimated to be received and what is estimated to spend within the year. Projects cannot be added to the budget after being advertised. Reserve Money can be used on Capital projects. It was noted that Dover Township taxes have not increased since 2008/2009.

### **Capital Improvements**

**1. Thunderbird Trailer Park Culvert Work - \$14,000**

The Township and Park need to work together on this project. Not only to save on costs by using one contractor but to ensure that the work is successful.

**2. Miscellaneous Outfalls and Culverts - \$12,000**

This is for work throughout the Township as discovered.

**3. Terre Vista Acquisition - \$15,000**

This is an estimate for potential land acquisition.

**4. Tower/Jayne/Davidsburg - \$30,000**

Money is budgeted to relocate poles and acquire right-of-ways.

**5. Township Building HVAC System - \$44,771**

The current main HVAC unit is no longer available and parts can no longer be purchased. This system will be a remote system and would allow the Facilities Crew Chief to monitor the Community Building System's use in the banquet room, fire house, library, etc. Lighting and security can also be connected to this system for monitoring to determine energy use and make adjustments to conserve energy.

**6. Emig Mill Road and Mayfield Curb Replacement - \$5,000**

The Board discussed not to do this project. It is only one section of curb. Manager Oswalt/Chuck Farley will question Glenn Kern on this project.

**7. Temple School Road and Nursery Road CDBG Engineering - \$20,000**

This will be done in 2016 and can be removed.

**8. CBPRP Regional Contribution - \$9,700**

This is the regional contribution toward the 5 year Stormwater plan.

**9. Wilmar Drive Pipe Replacement and Engineering - \$70,000**

This is a pipe that has collapsed in a resident's yard and is not in a road right-of-way. The project cannot be expended from Liquid Fuels.

**10. WAM Mower Lease Payment - \$11,208**

This is the 4<sup>th</sup> payment for the mower out of 5.

**11. Dump Truck Portion - \$25,600**

This is the facilities share of the dump truck.

Manager Oswalt and Chair Love discussed Stormwater Management fees. This is a \$.30 per square foot charge on all new impervious projects. The Township charges this fee on projects that are less than 999 square foot. Larger projects are sent to C.S. Davidson for review and charged a set fee of \$750.00, which includes inspections. This fee does not include the \$.30 per square foot charge. New homes and businesses should be charged this fee. If this fee increase would be charged, the budgeted amount could be raised. Currently the Township has only budgeted \$15,000 as an income. A change to the fee schedule would be needed. This fee helps offset any stormwater work that is completed including inspections, pipe replacements,

Township property rain gardens, materials & labor. Manager Oswalt noted that she will have staff go back and estimate what fees would have been received for this year.

### **Revenue**

Manager Oswalt explained how some of the incoming revenues are received:

**Real Estate – Based on new homes and improvements being made to properties.**

### **Enabling Tax**

Any other taxes that are charged such as: Per Capita, Local Services, Real Estate Transfer, Earned Income, Mercantile and Gaming.

### **Licenses/Permits**

A franchise fee comes from cable companies that are using Township Right-of-ways to transmit cable to subscribers. This depends on the amount of subscribers.

Master and Journeyman Licenses are down. New licenses are often purchased late in the year.

Building permits are down for 2014.

### **Building Rentals**

The Township Municipal Building receives money from Sewer and Water for the use of garage and office space.

The Community Center is from money received from the building rentals, Library and Senior Center. Rentals are down since alcohol is no longer permitted.

### **Recycling and Public Utility and Pension**

This money is received in October.

C. Richards inquired if some of the smaller parks could be sold. This depends on if the subdivision shows the space as recreation. If that is the case, residents would need to agree to the change.

### **Expenditures**

Manager Oswalt explained what some of the expenses are allotted for and some changes were made within the budget. Manager Oswalt announced that health, dental and eye insurance will be going down because of a change in a participant. A possible \$30,000-\$40,000 could be saved if plan benefits are reduced. Long and short term disability has been added as a line item for 2015.

**10402.34 – Newsletter** - The Board decided to change the Newsletter to only be published three times a year, on the Township's website, and provide a certain amount of copies to be picked up or mailed to residents. This dollar figure will be decreased from \$15,000 to \$5,000. Mr. Farley was concerned that this was one way the Township advertised for MS4 and Water Conservation requirements. Some Board members suggested finding yearly sponsorships for advertising. Extra time will be needed to assemble this newsletter and to solicit for advertising. Participating businesses will need to provide the digital images. Some members did not think advertising would be very productive and would be time consuming. **Board Consensus** agreed to publish the newsletter electronically, three times a year and have a few newsletters printed to have on hand for residents to pick up or have mailed. This can be reevaluated for 2016.

**Budget deficit is now decreased to \$88,960.**

**10403 – Tax Collector** - The Board discussed that the Tax Collector amounts are set.

**10404.31 - Legal Fees/Services** – These are fees/services for Attorney Charlie Rausch. The Board decided to decrease amount from \$16,000 to \$15,000.

**10409.313 - Engineering for the Municipal Building** – This was budgeted for the proposed public works building. The Board decided to eliminate the full \$10,000.

**10409.37 - Maintenance/Repair of the Municipal Building** – The Board decided to decrease the amount from \$10,000 to \$8,000.

**10414.20 - Zoning Supplies** – Money was estimated to help with the printing of new Zoning books. The Board decided to decrease the amount from \$7,000 to \$3,000.

**10414.314 - Legal Service for Zoning** – This depends on the amount of Zoning Hearing Board meetings. The Board decided to decrease the amount from \$12,000 to \$10,000.

**The Budget deficit is now decreased to \$69,960.**

**10427.103 – Yard Waste** - C. Richards did not want to eliminate the service but inquired if hours could be cut back for staff, when open to the public. Hours have been changed from every Saturday to the second & fourth Saturdays. The crew monitors the facility as directed sporadically.

**10427.37- Maintenance and Repair for Solid Waste** – The Board was unsure why this amount was increased. Manager Oswalt will inquire with Wayne Latchaw.

### **Highway**

**10430.28 – Training** – Manager Oswalt will ask Glenn Kern if this amount can be lowered.

**10430.313 - Engineering** – Glenn Kern would like C.S. Davidson to complete the bidding for 2015.

**10432.10 - Snow Salary** – Manager Oswalt increased this by \$25,000 because of the recent bad winter. The Board discussed ways to eliminate the excess overtime. They suggested offering time off later in the week but not as compensation time. Because of union contracts this would need to be looked into. This could be an area to come back to, if more money is needed.

**10433.20 – Signs** – Signs continuously need to be replaced through certain programs. The Board decided to decrease this amount from \$9,000 to \$7,500.

**10437.20 – Fuel** – Fuel costs are not as high. The Board decided to decrease this amount from \$90,000 to \$80,000.

**10437 - Highway Equipment Repairs** – Manager Oswalt will inquire with Laurie on this amount.

### **Parks**

**10454.20 - Supplies** – The Board decided to decrease this amount from \$17,000 to \$14,000.

**10454.36 - Utilities** – This is for the Log House and Brookside Park. The Board decided to decrease this amount from \$8,500 to \$7,500.

**10454.37 - Maintenance** – The Board decided to decrease this amount from 23,600 to \$18,600.

**The Budget is now decreased to \$49,460.**

### **Golf Course**

**10455.70 - Barn** – This is for the painting of the barn. The Board asked Manager Oswalt to inquire with Wayne if the \$10,000 is a quote or a firm price.

### **Donations**

**10456.20F – Fuel for Ambulance Club** – The Board asked Manager Oswalt to inquire on the cost for this category.

**Community Building**

**10459.20 – Supplies** - Wayne has been changing to the more energy efficient bulbs. The Board decided to decrease this amount from \$6,500 to \$5,000.

**10459.30 - Contractor Services** – Manager Oswalt will inquire why this amount was increased.

**10459.74 – Major Equipment** – C. Richards suggested to only replace the refrigerator and replace the freezer at a later date. **Board Consensus** was to move these items, estimated at \$13,000 to the Capital Reserve, replacing the CDBG Grant.

**The Budget is now decreased to \$34,960.**

This does not include the items questioned previously.

The budget work session ended at 9:00 PM and the Board continued into a brief executive session on salaries. Another budget work session is scheduled for Monday, October 13, 2014.

Respectfully submitted by:

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Trena M. Hall, Township Secretary