

**DOVER TOWNSHIP  
BOARD OF SUPERVISORS MEETING  
BUDGET WORK SESSION MINUTES  
OCTOBER 10, 2016**

The Dover Township Board of Supervisors' Budget Work Session Meeting for Monday, October 10, 2016, was called to order at 7:45 PM by Chairperson Matthew Menges in the Meeting Room of the Dover Township Municipal Building. Supervisors present were Matthew Menges, Stephen Parthree, Charles Richards, Stephen Stefanowicz and Robert Stone. Other Township Representatives in attendance were Laurel Oswalt, Township Manager; Michael Fleming, Township Public Works Director; Trena Hall, Township Treasurer and Tiffany Strine, Recording Secretary. There no members of the public present. This meeting is being recorded for the purpose of minutes only.

**This work session is being held for the purpose of holding a public Board of Supervisors' Budget Work Session to review the proposed 2017 Budget for Dover Township.**

The Board of Supervisors' Budget Work Session began with the review of the proposed 2017 Budget for Dover Township. All proposed budgets are currently balanced.

#### General Fund

Due to the potential costs of the Dover Township Garage Project plan proposals in the coming years, it was felt to be best to avoid applying any additional projects to the Capital Funds in 2017. However; there are several projects in 2016 that will not be finalized by December 2016 and therefore, are projected to be carried into the year 2017. The following is a listing of those projects:

1. Capital Equipment and Projects
  - a. Nursery Road Culvert Replacement - \$6,000.00
  - b. Danielle and Willapa Drive Stream Restoration - \$51,960.00
  - c. Jayne Lane, Tower Drive and Davidsburg Road Left Turn Lane - \$80,000.00
  - d. Community Building Emergency Generator - \$40,000.00

Additional highlights of the General Fund Budget include the following:

2. General Fund Financial Administration

An increase to the Dover Township Budget Line Item 10402.30 to cover Munis Accounting Software Evaluations of Utility Billing, Payroll and Accounts Receivable/Payable to determine manners to improve efficiencies. As well as providing follow up training for necessary Township personnel.
3. General Fund Building
  - a. Dover Township Budget Line Item 10409.22. The following Dover Township Departments to include G.I.S., Fire Marshal and Recreation Director are scheduled to receive updated computers. The Township shredder is budgeted to be replaced. The Server Room will receive a fan to

- keep the computer software cooled. Some of these items costs will be split with the Sewer and Water Administration line items.
- b. Dover Township Budget Line Item 10409.37. Flooring replacements in a few areas of the Township building will be addressed under this specific line item.
4. General Fund Emergency Management Supplies
    - a. Dover Township Budget Line Item 10413.20E. A corresponding revenue line item for Act 147 Reimbursement of \$9,030.00 was created. Should funding not be funded by the County as planned, items covered by the Act 147 Program.
  5. General Fund Solid Waste Collection
    - a. Dover Township Budget Line Item 10427.40. This line item includes the purchasing of additional recycling bins for Township residents.
  6. General Fund Community Building
    - a. Dover Township Budget Line Item 10459.70. This line item encompasses Capital Improvements. The improvements are as follows: Community Building roof coating, a new Heating Ventilation Air Conditioning unit for the Dover Township Volunteer Fire Department and upgrades to the Community Building lighting.
  7. General Fund Debt Service
    - a. Dover Township Budget Line Item 10470.2017G. This line item has been created and established for the initial debt payment needed for the new Township Garage Project.

#### State Aid (Liquid Fuels) Fund

1. Dover Township Budget Line Item 20439.20. The Construction Projects include the following:
  - a. Base Repair to Fox Run Road
  - b. Seal Coating to Pinchtown (Pine Hill to Paradise), Salem Run Road (Pine Hill to the end), Salem Run Road (Pine Hill to Paradise), Pine Hill (Bridge to Salem Run Road), Pine Hill (Salem Run Road to Big Mount Road), Rohlers Church Road (Crone Road to Bull Road, in the form of patches only)
  - c. Clearview Bridge
  - d. Culver Repairs to Rohlers Church Road and Temple School Road
  - e. Conewago Road (Fish and Game to Piney Hollow) Binder Reclamation
  - f. Oakley Storm Sewer-Engineering
2. Bond Money
  - a. Conewago Road from Fish and Game to Piney Hollow to place a 1 ½ inch Top Coat
3. Recreation Board
  - a. The New items in this area are to include; increasing the amount of Township Bus Trips, the sale of a Township Cook Book and the sale of Consignment Venue Tickets.
4. Sewer Fund
  - a. Dover Township Budget highlights for the Sewer Fund are as follows:

- i. Capital Reserve - \$500,000.00 for Collection System Projects for lining of existing lines in the areas of Carlisle Road and Admire Road. There will also be phases of this project carried out on Huntington Drive and Twin Pine Lane.
    - ii. Capital Reserve - \$100,000.00 for the Cleaning of Aerobic Digesters in conjunction with the Centrifuge installation.
  - b. Sewer Financial
    - i. Dover Township Budget Line Item 40402.22. A portion of a new Township Shredder and a new Township Server Room fan will be shared with other major funds. The Township Sewer Crew Chief is scheduled to receive a new computer. The Township will be purchasing a Munis Citizen Self Service Module. This software will allow residents to view their water and sewer bills on-line.
    - ii. Dover Township Budget Line Item 40402.30. This line item is to involve the assessment of Munis Users to better assist and evaluate efficiencies within Township payroll, utility billing accounts receivable/payable along with training that will occur from this line item.
  - c. Sewer Collections
    - i. Dover Township Budget Line Item 40426.22IT. An upgrade to the Wincan Software and Service Agreement are planned from this budgeted line item. The version that the Township currently possesses will no longer be supported. The upgrades being implemented to this system will assist Township GIS with having better access to the data collected by the Township Sewer Crew in the field.
    - ii. Dover Township Budget Line Item 40428.37. This budgeted line item will be utilized for Smoke Testing and sewer repairs. Various mowing and tree removal needs.
  - d. Wastewater Treatment Plant
    - i. Dover Township Budget Line Item 40429.37. This budgeted line item is for maintenance items for the Wastewater Treatment Plant. These items are to include: RAS Pump Installation, Storage Rental, Lubrication/Predictive/Preventative Maintenance, Annual Service Contracts, Grit Classifier Replacement, IPS Pump Annual Maintenance with Crane Rental and Crane Cleaning, Mixer Repairs, IPS Grinder Rebuilds, VFD/Process Control/Computer/Drives, UV Channels Number 1 and Number 2 Maintenance and emergency repairs.
    - ii. Dover Township Budget Line Item 40429.70. This budgeted line item will be utilized for a generator for the lab portion of the plant. This generator will keep the Heating/Ventilation/Air Conditioning operating. Engineering will be needed as well to determine the appropriate sizing, controls and etc.
- 5. Water Fund

- a. Water Financial Administration
  - i. Dover Township Budget Line Item 50402.22. A portion of a new Township Shredder and a new Township Server Room fan will be shared with other major funds. The Township will be purchasing a Munis Citizen Self Service Module. This software will allow residents to view their water and sewer bills on-line.
  - ii. Dover Township Budget Line Item 50402.30. This line item is to involve the assessment of Munis Users to better assist and evaluate efficiencies within Township payroll, utility billing accounts receivable/payable along with training that will occur from this line item.
- b. Water Operations
  - i. The addition of a new hire to the Township Water Department has been proposed.
  - ii. Dover Township Budget Line Item 50449.40. This line item will support; in addition to the Utility Services Tank maintenance contract, diving to determine maintenance issues, SCADA System updates, Generator Service Contracts and a Township Well nitrate instrumentation service contract.
  - iii. Dover Township Budget Line Item 50449.41. This line item is for various Township Pump House improvements.
  - iv. Dover Township Budget Line Item 50449.74-A. This line item is a Capital Expense item and is for a Hydro Vacuum, Valve Exerciser and an Excavation Trailer to be purchased.
  - v. Dover Township Budget Line Item 50470.0217. This line item is a new line for the 2017 Budget borrowing to perform the Emig Mill Road and North of the Borough Water Line Replacement projects.  
  
**Board Consensus is to move forward with the borrowing for the Emig Mill Road Project and the North of the Borough Water Line Replacement projects.**
- c. Fire Protection Fund
  - i. There were no special items to note.
- d. Recreation In Lieu of Fund
  - i. There are no projects planned for 2017.

Manager Oswalt noted that due to the increase in debt service and the increase in water and sewer rent, the water department will be needing \$500,000.00 in their operating account in 2018 to pay the debt service and sewer department will be needing \$350,000.00 in their operating account in 2018 to be sure these departments can meet their debt service.

A water increase of 6.17 percent would be the equivalent to a \$2.00 increase per quarter or \$8.00 per year for users under 6,000 gallons per quarter. A family of four would expect their bill to raise by \$7.71 per quarter or \$30.83 per year. It was noted that a rate study conducted last year indicated an eight percent (8%) increase would be needed in 2017.

**Board Consensus is to proceed in the upcoming year with the eight percent (8%) rate increase for Water and no incremental increase for Sewer.**

Manager Oswald requested an executive session regarding personnel.

With no further business, the Annual Budget Work Session was adjourned at 9:05 PM and continued into an executive session on personnel matters.

Respectfully submitted by: \_\_\_\_\_

Tiffany Strine, Recording Secretary