

**DOVER TOWNSHIP  
BOARD OF SUPERVISORS MEETING  
Budget Work Session Minutes  
October 11, 2010**

The Dover Township Board of Supervisors held a budget work session on Monday, October 11, 2010, which began at 6:00 PM in the Meeting Room of the Dover Township Municipal Building. Dover Township Supervisors present were Chairman Curtis Kann, Madelyn Shermeyer, Michael Husson, Duane Hull, and Monica Love. Laurel Wilson, Township Manager; Laurie Rummel, Township Treasurer; Charles Farley, Public Works Director; and Dawn Slegel, Recording Secretary were also present.

The purpose of the budget work session was to review the sewer and water funds of the 2011 Proposed Budget.

Manager Wilson reported that the first budget would be the Sewer Budget since it is due to the other municipalities in the Joint Sewer Authority this week. She noted that all of the budgets are currently balanced as-is.

**SEWER BUDGET**

The Sewer Budget has incorporated in it a small SUV for \$22,000 which will come from the Sewer Capital Reserve. The vehicle will be bought through the State contract. There is no sewer rate increase anticipated for the Year 2011. There are two new employees requested which include the position of a Sewer Crew Chief (Non-Union Supervisory Position) and a Laboratory Technician (Union Position) for the Sewer Treatment Plant. Major items proposed in the sewer budget are new and increased DEP fees and permit issues resulting from the pending TMDL regulation which are expected to have significant impact on the budget. IPS Pumps have been budgeted for a replacement cost of approximately \$30,000 each. A new in-house phone system and improvements to the air conditioning system are other major equipment needed at the wastewater treatment plant. Both systems were budgeted together at a estimated cost of \$21,000.

**WATER BUDGET**

From Capital Reserve in the Water Budget, there is \$180,000 to be expended for the search of new wells and system analysis. Also, there is \$205,000 set aside for maintenance improvements to Well No. 7, the purchase of 2 portable generators, and a nitrate system for Well No. 10 which will bring the two existing wells on-line. The third major item is \$245,000 for distribution system improvements to replace 3/4 inch meters and some of the larger revenue meters such as the mobile home parks. Also, the SCADA System will need to meet regulatory requirements by the Spring of 2011.

Manager Wilson reported that the 2008 water rate study indicated an increase of 13% for 2011. The Public Works Director has provided the justification for an 8% water rate increase. Manager Wilson noted the state of the economy and the increase of delinquent water customers as factors in the Board's decision for the water rate percentage increase for 2011. York Water will be raising their rates 6% which effects the Township's increase. The sewer rates have historically been raised every other year which would mean that the next increase for sewer would be in 2012.

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Supervisor Hull questioned the total water bill if the base rate would be increased to 13%.

Mr. Farley responded that the base rate would increase to \$33.90 for the first 6,000 gallons per quarter.

Supervisor Husson noted that it would be annual increase of \$15.60.

Chair Kann stated that the Board will have to give some further thought to this matter. The water rate increase will be revisited at the next budget meeting.

Manager Wilson reported that there is a new hire proposed for the position of Maintenance Technician which has not yet been discussed with the Union. This new position will need a job description and a determination on whether it should be a union or a non-union position. The intent for this position is to handle the electrical repairs as well as the instrumentation of the SCADA system in order to perform all of the water maintenance repairs in-house.

Supervisor Husson asked whether the Electrical/Maintenance Technician would be able to assist with electrical repairs in the parks and other facilities.

Manager Wilson replied that it had been discussed but it is not known if this employee would have that kind of time. The duties would also include other water related responsibilities. A water license will need to be obtained in order for this new position to become a Water Operator. This person could be shared with the sewer plant because they also have a SCADA system and electrical work. She noted that three CL2 Analyzers for Well Nos. 7, 8, and 10 are proposed to be purchased from the water fund. Additionally, there will be new DEP water programming fees being initiated on all water systems. Fencing around the Locust and Skytop locations has been budgeted. An enclosed storage trailer to store equipment was requested.

### **ALL BUDGETS**

Manager Wilson reported that currently all budgets are balanced. She budgeted for a 2% increase in salaries for all employees. All budgets include their proportionate share of the costs for the new radio system at the Skytop Tower. A 12% increase is expected for health insurance costs with the dental and vision insurance costs anticipated to stay below 10%.

### **GENERAL FUND BUDGET**

Under Capital Reserve in the General Fund is Capital Improvements Planning which involves a Strategic Plan and a Facilities Master Plan. Also, the Capital Equipment line item consists of the brush truck and other equipment accepted under the DEP 902 Grant.

Manager Wilson concentrated mainly on the noteworthy items. There are no new hires in the General Fund Budget. The concrete truck wash area that is required for the MS4/NPDES Permit is a \$2,400 expenditure. There is \$10,000 of work in the Highway Budget for repairs to some Township bridges. She noted that the remaining budgets to be covered at the next budget work session on October 25, 2010 at 6:00 PM will be the Highway Aid, Recreation, and the Fire Tax.

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Chair Kann concluded the work session at 6:50 PM.

Respectfully submitted by:

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Dawn D. Slegel, Secretary