

**DOVER TOWNSHIP  
BOARD OF SUPERVISORS MEETING  
BUDGET WORK SESSION MINUTES  
OCTOBER 14, 2013**

The Dover Township Board of Supervisors held a budget work session on Monday, October 14, 2013, which began at 6:00 PM in the Meeting Room of the Dover Township Municipal Building. Dover Township Supervisors present were Chairperson Monica Love, Madelyn Shermeyer, Michael Husson, Charles Richards, and Matthew Menges. Laurel Oswalt, Township Manager; Laurie Rummel, Treasurer; and Trena Hall, Recording Secretary were also present.

The purpose of the budget work session was to review the proposed 2014 Budget for Dover Township.

**PUBLIC COMMENT PERIOD**

No Comments

All Budgets have been balanced with no tax or rate increase

**CONSTRUCTION FUND/BOND MONIES**

Deep Hollow Road, Tower Drive Left Turn Lane and the paving on Tower Drive from Holly Road to 74 are budgeted for 2014. The Highway Crew Chief requested not to include Pinchtown Road, from Admire to Shady Dell Road, in the 2014 budget. He did not feel as though Pinchtown Road could be ready with all of the piping work that is needed. The largest figures were used for the paving options given by C.S. Davidson. The Left Turn Lane is still in the process of being negotiated.

Manager Oswalt asked the Board if this road work should stay under the Construction Fund or be moved to Capital Reserve or Liquid Fuels. There were no comments from the Board on moving funds.

**Clair-Mar Drive** – Base repair work is needed on 1,100 square feet of this road. Stewart and Tate do not tar and chip after mid-September. The Township will need to rent equipment to mill out the worst areas, complete a base repair for \$53.25/a ton and borrow a paver from West Manchester Township to pave. Funds from this year's equipment rental budget can be used. This project should cost around \$9,585 for material. Tar and chip will be needed in 2014 or 2015.

**Motion** by M. Shermeyer and seconded by M. Menges to complete the base repair work on Clair-Mar Drive, not exceeding \$10,000. This motion is in place of the previously approved work, as amended. **Passed** with 5 ayes.

## **GENERAL FUND**

**Capital Equipment/Projects** for 2014 include: \$20,000 for Cardinal Lane stormwater work; \$7,000 for culvert/outfall replacement at Fox Run and Hunter Drive; \$16,000 for culvert/outfall replacement at Fox Run and Thunderbird Trailer Park; \$10,000 for miscellaneous stream bank repairs (on Township properties); and \$8,000 for replacement of outdoor lighting to more energy efficient lights (This may be able to be absorbed through Constellation who funds capital projects through electric generation rate structures).

**General Fund Financial Administration** is looking to hire a part-time GIS intern for the summer. 1/3 would come from each of the major funds, costing around \$500.00 per fund.

### **General Fund Building**

**10409.22** – Items scheduled from this fund are a new computer for the Receptionist, Munis Software upgrades with a new required server (this is for a third of the cost of the server), and a Trimble unit for the Highway Department.

**10409.30** – An estimated \$8,500 is for the appraisal of Township properties for insurance purposes.

**10409.313** – An estimated \$10,000 is for the engineering fees associated in preparing the drawings for the Master Facilities Plan.

**10409.** – An estimated \$9,800 is for the installation of a new furnace in the garage area of the Township Building. A new furnace is necessary even if a new garage facility would be built. This section of the building would still be in use.

### **General Fund Parks**

**10454.370** – The Log Cabin will receive a new roof with the estimated cost of \$6,000.

**10454.70** – The Log Cabin will be painted with the estimated cost of \$4,500. A gate will be installed at Brookside Park with the estimated cost of \$1,955. The Board inquired how to stop people from going around the gate to enter the park. The Board suggested putting boulders/rocks, fencing or an embankment to help prevent people from driving in the yard

frontage of the Park. Rocks would look more natural and be more cost effective. The Board agreed that the rocks/boulders needed to be installed before the gate.

**104543.74** – The leased WAM mower payment is split between several line items in the General Fund.

### **General Fund Golf Course Property**

**10455.37** – The barn will cost an estimate of \$5,000 for repairs and \$9,700 for painting.

Manager Oswalt asked if there were any question on the General Fund of the Budget. There were no comments.

### **STATE AID (LIQUID FUELS) FUND**

**20439.20** – This is for the following road construction projects:

**Emig Mill Road** will have 13 new pipes and inlets installed

**Lauer Tract** “Tree Streets” will be tarred and chipped. Mr. Husson noted about how water lays on the road in some areas.

**North Salem Church Road** will have reclaiming work done from West Canal Road back to the Poe Residence. Much of the road is breaking from the church to the school. Mr. Husson would like to see the road work go beyond the curve.

**Rohlers Church Road** will receive 3-4 years of overlay.

The County hired C.S. Davidson, as the County Engineer, to do all bridge inspections. Preventative bridge maintenance work on Butter Road, Clearview Road, Dairy Road, Fox Run Road, Pine Hill Road, and Rohlers Church Road will total around \$27,000. This amount is available to use from this fund.

### **RECREATION IN ~~LIEU~~ LIEU OF FUND**

There are currently no projects budgeted and there is only around \$30,000 available.

### **RECREATION BOARD**

This budget is balanced. The Fishing Show is new and will be held in February.

### **SEWER FUND**

**Capital Reserve** - \$600,000 has been slated out of reserve for the Collection System. About \$200,000 has been budgeted for the Engineering and Design of the Fox Run Interceptor Rehabilitation. This project will be costly and the Sewer Authority may need to borrow funds. The additional \$400,000 is available to help with smaller projects that are I and I related. The

Board questioned if this will go out as an RFP (Request for Proposal). Manager Oswalt indicated she can draft the RFP for the Authority, should the project be outlined for her.

**Sewer Financial** – Items coming out of the administrative line include: A new computer for the Township Manager, 1/3 for the GIS intern, ¼ of the Township property appraisal, and 1/3 of the cost for the Munis server.

**Sewer Collections** – Three additional flow meters are being budgeted. There will be no additional union employee hired for 2014.

**Inter-Municipal Lines** – An estimated \$218,457 is budgeted to reduce I and I issues along the Joint Interceptor and to clean up the right of ways to improve access.

**WWTP** – There are no significant changes to report in this portion of the budget. They are looking into the De-Watering System with an estimated cost of \$25,000. M. Husson noted that the belt presses are becoming out dated.

## **WATER FUND**

**Capital Reserve** – The following are the budgeted projects for 2014:

An estimated \$220,000 has been budgeted for the drilling and testing at the McNaughton Well Site and Well #7 Aquifer Testing.

An estimated \$36,000 has been budgeted for mixer and chlorination at Staunton Avenue.

An estimated \$454,000 has been budgeted for the Route 74 Water Main Project from Emig Mill Road to Pine Road. The Township does need to fix the blacktop on 74 and this is included in this cost. The Township will share some costs with Columbia Gas.

Engineering and Planning costs for the following projects:

Design and Construction Management of 74 Projects is estimated at \$35,000

Geologist support for Well #7 is estimated at \$5,000

Engineer support for Well #10 is estimated at \$5,000

Geologist support for McNaughton Well is estimated at \$20,000

5-10 year Water System Needs and Rate Study Analysis is estimated at \$30,000

An estimated \$4,300 has been budgeted for 1/3 of the cost of the Skid Steer lease.

**50402.10** – 1/3 of the GIS intern's pay of \$500.00 will be taken out of this line item.

**50402.22** – The Public Works Director's computer will be replaced and 1/3 of the Munis server from this line item.

There are no specific operation changes in this portion of the budget.

### **FIRE PROTECTION FUND**

The Township was notified that Susquehanna Municipal Trust Workers Compensation Program is dropping all volunteer fire companies due to the passage of the PA Cancer Presumption Act. Because of the increased insurance cost for the workers compensation, the General Fund could not afford this and the costs were taken out of the Fire Tax Fund in early 2013. A line item was added to the Fire Tax to continue to pay this cost from this fund in 2014.

### **HEALTH INSURANCE**

In 2013, the insurance cooperative that the Township participates in, changed from Capital Blue Cross to Highmark Blue Shield. The benefits are similar and there was not much of a rate increase. The Township's employee health was very good this year, therefore more money was received back. Refunds are paid back to the Township based on employee use of the plan. Our rate increase was negative 6% due to a good claim year. However, with the Affordable Care Act, there will be additional fees assessed to the plan resulting in an increase of \$2,200.

### **FUTURE YEARS AND ADDITIONAL GENERAL FUND REVENUE**

The Township did have enough growth to maintain this year's budget. Although the Police budget had a substantial increase, many projects were excluded from the proposed budget. Manager Oswalt noted that the Board does need to begin planning for the larger future projects and how to budget for them. Some ideas that were suggested to increase revenue were to charge an administrative fee on every permit and license filed with the Township, charge a fee for the circulation of paperwork for water and sewer settlements, charge a \$10.00 per parcel stormwater assessment fee on all residents or increase building permit fees.

### **SEWER INFORCEMENT OFFICER**

Brad Hengst would like to raise his fees for 2014 by 20%. He wanted to see if the Board agreed to the increase even though fees were just increased last year. State funding is no longer being received. The SEOs are now funded by the Township and its residents.

M. Husson did not want residents to feel the Township is raising the fees for no reason. He did not feel residents who are on the Township's sewer system should have to pay any increased fees towards the on-lot systems.

Chair Love noted that the increased amount is not all of Mr. Hengst's fee. This helps pay for what DEP is not covering anymore.

Manager Oswalt noted that if the Board is fine with the proposed fees, they will be included in the new fee resolution in January of 2014.

Some Board members agreed with the Township increasing fees but not Mr. Hengst, since he increased his fees last year. The Board recommended having Mr. Hengst attend the next Township meeting and defend his proposed fee increase.

M. Menges questioned if the back flow valve was installed on Tower Drive and if the resident had any problems during the last flooding. Manager Oswalt indicated that the valve was installed and no problems were noted by the resident from the last storm.

M. Menges questioned if this was the third time Pine Road has been flooded. He noted that the Board needs to start discussing further options for that area. Manager Oswalt indicated she was working on that topic for an Executive Session at the next Board Meeting.

The budget work session was concluded at 7:38 PM into an Executive Session regarding personnel matters.

Respectfully submitted by: \_\_\_\_\_  
Trena M. Hall, Secretary