

**DOVER TOWNSHIP  
BOARD OF SUPERVISORS MEETING  
Budget Work Session Minutes  
October 24, 2011**

The Dover Township Board of Supervisors held a budget work session on Monday, October 24, 2011, which began at 6:03 PM in the Meeting Room of the Dover Township Municipal Building. Dover Township Supervisors present were Chairperson Madelyn Shermeyer, Monica Love, Michael Husson, and Duane Hull. Supervisor Curtis Kann was absent from this meeting. Laurel Wilson, Township Manager; 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, highway aid, and general funds in the 2012 Proposed Budget.

Manager Wilson reported that the sewer and general funds need some serious adjustments in order to balance both funds.

**SEWER BUDGET**

Manager Wilson inquired whether the Board would consider raising sewer utility rates as an attempt to balance this budget. She explained that the purchase of a new Chevy 2500 extended crew cab truck was added to the budget to allow the new Sewer Crew Chief to have a vehicle. This vehicle would also be used for snow plowing. The cost of the new truck would be taken from Capital Reserve expenditures. In attempting to balance this budget, she still is trying to recover a deficit in the Sewer Budget. The following adjustments were made to the expenses. Line Item 40402-30 Other Services in the Sewer Financial Administration category was cut \$5,000; Line Item 40426-75G GIS Mapping in the Sewer Collection category was reduced \$5,000; \$25,000 was deducted from Line Item 40429-75 Major Equipment in the Wastewater Treatment category; Line Item 40429-37 Maintenance in the Wastewater Treatment category was decreased \$20,000; and Line Item 40429-36 Utilities in the Wastewater Treatment category was lower \$12,668. She reported that the inflow and infiltration line maintenance work was removed from the operations portion of the budget and placed in the Capital Improvements. She noted that a sewer utility rate increase was due this year but with the above cuts, an increase can be postponed for another year. She stated that flood insurance is a new item added to the 2012 Budget for the Wastewater Treatment Plant. She reported that with these changes, the Sewer Budget will now be balanced.

**HIGHWAY AID BUDGET**

Manager Wilson reported that the proposed State funded projects for 2012 under Line Item 20439-30 Stormwater consist of storm pipe for Oakland Road from the Emig Mill Road side at the first entrance of Leib Elementary School to the end of the school property on Oakland Road and storm pipe at various location along Conewago and Rohlers Church Roads and Nursery and Cherry Orchard Roads ; road base repairs on Oakland Road and Conewago and Rohlers Church Roads from Bull Road to Route 74; and overlays to Oakland Road and Poplars Road. She noted that Line Item 20439-20 Supplies will be used at various locations depending on the aftermath of a bad winter.

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Supervisor Husson recommended that stormwater project monies should be taken from Line Item 20439-30 Stormwater and road projects should come out of Line Item 20439-20 Supplies to eliminate any confusion.

### **GENERAL BUDGET**

Manager Wilson reported that the General Fund has a major deficit. The Capital Reserve will be drastically low after the final payment on the recent purchase of the golf course property. She proposed passing a resolution this year which will allow the Township to borrow money in 2012 to reimburse this amount to the General Fund Unreserved Balance. This decision has to be made by the Board of Supervisors and must be approved before the end of this year according to IRS regulations. A draw-down loan for either 18 or 24 months was recommended so that the money would only be used in appropriations as needed.

In order to balance the General Fund, the Board decided to first examine the proposed projects for 2012 under Line Item 10430-70 Capital Improvements in the Highways General category. The first project discussed was the Edgewood Park Stormwater Project. The Board strongly recommended that in order for this project to remain on the list, the property owners have to take responsibility of removing all the sheds, fences, trees, and other obstacles within the easement area to keep the cost of the project as streamline as possible. The second project was the Wyngate Retention Pond Project. The Board decided that this project was warranted being the pond is in disrepair and malfunctioning. The next project was the Andover Stormwater Pipe Slip Lining Project. This type of repair to the storm pipe is a new cost saving technique and the Township is very interested in using the Andover project as a test for similar future projects.

Under Line Item 10454-74 Major Equipment in the General Fund Parks category, the Board decided to remove the purchase of a zero turn mower and power tilt trailer estimated at \$22,000 from the budget.

Line Item 10459-70 Capital Improvements in the Community Building category, gable roof installment to the vestibules at an estimated cost of \$40,000 was cut from the budget.

The Board tightened the donation line item for the Ambulance by discontinuing their \$15,000 monetary donation and only supplying the fuel as their donation in 2012.

Chair Shermeyer concluded the budget work session at 6:56 PM in order to convene the regular meeting.

The 2012 budget work session was reconvened at 8:36 PM after the regular Board of Supervisors Meeting.

Manager Wilson suggested that Line Item 10402-34 Newsletter in the General Fund Financial Administration category could be reduced \$10,000 if the Township decided to use Hometown Press. \$8,000 would remain in that line item for postage.

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Line Items 10402-15, 10402-16, and 10402-16E Hospital, Dental, and Eye Insurance in the General Fund Financial Administration category should be computed for a 7.3% increase in insurance, not the 10% budgeted.

In Line Item 10430-73 Capital Equipment in the Highways General category, \$10,000 was eliminated to zero that line.

Manager Wilson noted that Line Item 10403-33 LST Fees in the Tax Collector category can be entirely removed from the budget because the fees are taken immediately from the collected amount by the York/Adams Tax Bureau.

Line Item 10409-20 Supplies in the Municipal Building category was decreased to \$10,000.

In Line Item 10451-75 Major Equipment in the Recreation category, the purchase of a 2012 Dodge Grand Caravan for the Recreation Director in the amount of \$21,000 was eliminated from the budget.

Line Item 10409-313 Engineering in the Municipal Building category removed \$6,000 to design a new public works building.

Line Item 10459-37 Maintenance/Repairs in the Community Building category was decreased to \$4,000 reducing that line \$8,000 and deleting the painting of the Community Building Social Hall.

Discussion of possible scenarios to balance the General Fund included scratching the Andover Slip Lining estimated at \$50,000 and adding \$11,000 to General Fund Revenues - Misc. for receipt of grant money from FEMA for the 2010 flood recovery; or adding \$61,000 to General Fund Revenues - Misc. for receipt of grant money from FEMA for the 2010 flood recovery and amending the budget if this amount is not received plus eliminating the Andover Slip Lining estimated at \$50,000. The Board was desperately trying not to raise the tax millage this year, but discussion was held on the anticipated revenue that would be generated by increasing the tax base .25 of a mil which would be an additional \$228,000 for the Township General Fund (16.5% of Fire Tax not assessed in this equation).

In order to balance the General Fund, the Board agreed that \$61,000 of FEMA grant money would be added to the General Fund Revenues - Misc. and if the specified amount was not received from FEMA then the budget would have to be amended.

The 2012 Budget Work Session was concluded at 9:35 PM into an Executive Session on personnel matters.

Respectfully submitted by:

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Dawn D. Slegel, Township Secretary