

Dover Township
Board of Supervisors
Budget Work Session Minutes
October 9, 2017

The Dover Township Board of Supervisors' Budget Meeting for Monday, October 9, 2017, was called to order at 7 p.m. by Chairperson Stephen Stefanowicz in the Meeting Room of the Dover Township Municipal Building. Supervisors present: Charles Richards, Stephen Parthree, Matthew Menges, and Robert Stone. Present on behalf of the Township: Laurel Oswalt, Township Manager, Trena Hall, Township Treasurer and Michael Fleming, Township Public Works Director. Also present: Recording Secretary and one citizen (York Dispatch representative).

A moment of silence was observed and the Pledge of Allegiance was recited.

Public Comment

Nothing at this time.

Annual Budget Meeting for proposed 2018 budget

Manager Oswalt reviewed the specifics of the proposed 2018 Budget. All Funds are balanced except the General Fund, which carries a surplus of \$78,150. She noted that the presentation includes some highlighted items that might be cut from the Budget in an effort to curb spending and carry over additional funds from 2018's Budget. The reason for these proposed cuts has to do with the Garage Project. It would be prudent to reserve funds in the event of change orders or unforeseen circumstances and expenses associated with this project. Ms. Oswalt's recommendation is to omit the highlighted items, thereby increasing the amount of the General Fund's surplus to \$158,537. She would reduce the amount of anticipated revenue in several revenue line items so that the Budget would balance. Details of the proposed Budget follow.

A. General Fund –

1. Capital Reserve items; the first two items are carried over from 2017.

a. Danielle/Willapa Drive stream restoration, \$51,960, which is partially funded by the York County Stormwater Consortium. Waiting for permitting from DEP and the obtaining of four additional construction easements.

b. Jayne Lane/Tower Drive/Davidsburg Road left-turn land, \$44,000. The Township is paying for some improvements pursuant to an agreement with the developer of the Ashley Farms Development. The Township is responsible for obtaining ROWs, engineering and design, and 30% of the overall project costs.

c. Land Studies Proposal, golf course floodplain work, \$185,000 – The Township recently applied for a grant from the PennDOT Transportation Alternative Program; funds may also be available from York County Stormwater Consortium.

d. Community Building Emergency Generator, \$100,000 – An RFP for electrical assistance needs to be done to determine what's needed. Mr. Menges noted that he can get a generator for \$15,000; why spend \$100,000? Mr. Fleming noted that the three-phase generator is \$80,000; the work to satisfy Met-Ed's requirements makes up the additional \$20,000. It will

serve the fire station and Community Building. Discussion was held on the logistics of the proposal, Met-Ed's requirements, etc.

Additional highlights of the General Fund Budget include:

1. General Fund Financial Administration: Increase to line item 10402.31 to allow for additional funds to aid with the initial design for the Intermediate Avenue Road Extension Project to be engineered was budgeted.

2. General Fund Building –

10409.22- Included in this line item were the Zoning Officer's computer and portions of the Township Treasurer's, Administrative Assistant's and GIS Specialist's new computers

10409.74 - Used Scissors Lift for the new garage space to aid in changing light bulbs in the buildings with higher ceilings; which could be put off until the building is built. Mr. Menges asked if this was the best type of equipment for the job; maybe a different type of lift would be better and more versatile? Manager Oswalt responded that this lift is smaller, making it easier to actually get through doors in the buildings.

3. General Fund Planning and Zoning –

10414.313 - \$15,000 was budgeted toward updating the Township's Comprehensive Plan. The Township has applied for two grants to help with the consultant's costs. Grant funds could total \$55,000. The Township would provide the balance of \$15,000 of the project's total cost of \$70,000.

4. General Fund Solid Waste Collection –

10427.74-The Facilities Crew Chief, Wayne Latchaw, wanted to purchase an updated leaf machine so that there would be two remote-controlled leaf machines. This is one of the items that can wait to be funded after the new building is completed. Cost: \$45,387.00.

5. General Fund Parks –

10454.313-Design and permitting for the Wynegate Pond, of the three stormwater pond retro-fits required under the York County Stormwater Consortium's 5-year Pollution Reduction Plan (\$11,500). Three retro-fits are to be done, and Manager Oswalt suggested doing one in 2018 and put off the other two until a later date. Another item to note was to hire YSM for recreation planning services to finalize the park plans at the golf course property to use to apply for grant funding through the Department of Conservation and Natural Resources (\$12,500).

6. General Fund Community Building –

10459.313 - Design and permitting of the other two stormwater pond retro-fits located at the Community Building Property as required under the York County Stormwater Consortium's 5-year Pollution Reduction Plan (\$23,500), which could be scheduled for another year. Line Item 10459.70 (Capital Improvements) includes an Architectural Feasibility Study for the live in quarters for the eight live-in persons at the fire department as recommended by the 2015 CS Davidson Master Plan Study of the building (\$20,000). Also, updates to the fire alarm panel and sensor system (\$19,652), which must be addressed. Simplex Grinnell is the current vendor. Mr. Stone asked why the system needs updating. The system is past its useful life and must be updated to in order to continue to function.

B. Manager Oswalt noted that the General Fund 2017 Bond Fund has been created to track expenses on the garage project.

Manager Oswalt also noted that the General Fund is \$78,000 in the black without removing the suggested items. Discretion would dictate that not all funds be spent, since there are several unknowns associated with the garage project. She recommended removing the highlighted items from the proposed Budget, which would put the General Fund at \$158,537 in the black. The Board members' general consensus was to remove Manager Oswalt's suggested items from the Budget, increasing the 2018 carryover to \$158,537, and the Manager will subtract off some revenue items to balance the budget. Mr. Stefanowicz is still unhappy with the existence of the mercantile tax and will continue looking for ways to eliminate it by replacing this source of income.

C. Liquid Fuels -

Manager Oswalt indicated that the following road improvements were scheduled for completion in 2018:

20439.20 – Construction Projects:

- a. Blacktopping roads proposed – Emig Mill Road (Route 74 to Mayfield); Rohlers Church (Crone to Circle Drive); and Rohlers Church (Circle Drive to Kunkles Mill)
- b. Seal Coat – Pinchtown (new pavement, Admire North); Butter Road; Piney Hollow Road; Timberlyn Drive; Blue Bird (south of Rohlers Church Road); Conewago Road (Route 74 to Fish and Game); Conewago Road (Piney Hollow Road to Harmony Grove)
- c. Emig Mill Road bridge.
- d. Pipe lining – Jessica and Abby (Kemper Heights)
- e. Patching – Emig School Road

D. 2012 Bond money is still available, so the proposal is to use some of it to patch Blackberry Road on the right of way at the bend. This portion of road is not eligible to have Liquid Fuels Funds spent to maintain it.

E. Recreation Fund-Manager Oswalt stated that there are some new programs included in next year's budget. They include a vendor show, music festival, and after-school program for grades 6-8 at the Log House in conjunction with the YMCA. Recreation Director, Chalet Harris, will likely be present at the next Board Meeting to discuss the budgeting of these items and whether the Township might be able to get any funds back. Mr. Stone commented that the current activities are very well done and are well attended, which is good for the Township. Ms. Harris is doing an excellent job. Ms. Oswalt noted one last item in the budget is recreation software to aid with building rentals.

F. Sewer Fund-

Manager Oswalt covered the following items to note in the administrative budget:

1. Sewer Financial:

40402.22- portions of the computers for the Treasurer, Administrative Assistant, and GIS computers

40402.50- increased rent due to building expansion.

Manager Oswalt noted the following large projects for the sewer collection system:

2. Sewer Collections:

40426.313- Engineering for upgrades to Fox Run Interceptor is planned.

40427.37- A three phased dig and replace mainline, manhole, and lateral project in the Andover Development is planned. Mr. Fleming illustrated (with the use of a map) the areas that will be dug and replaced. Schedule is as follows:

2018 Phase 1: Andover Drive from Dorwood to Huntington Road,
Huntington Road and Essex Road

2019 Phase 2: Dorwood Drive to Colby Lane, Greentree and Colby
Lanes

2020 Phase 3: Remainders of Dorwood and Andovers Drive, and Groton
Lane

40428.75-The fourth of five total tractor lease payments will be made in 2018 and a manhole cutter are included in this budget.

3. WWTP:

40429.10-16E - Manager Oswalt indicated that these line items still include funds for a position to be filled by a new hire.

40429.37- Maintenance items at the plant include: RAS Pump Installation, Storage Rental, Lubrication/Predictive/Preventive Maintenance, Annual Service contracts, Generator, Grit Classifier Replacement T2, IPS Pump Annual Maintenance with Crane Rental and Cleaning, Mixer Repairs, IPS Grinder Rebuilds, VFD/Process Control/Computer/Drives, UV Channels #3, and emergency repairs.

40429.75- Plant staff is requesting a small transit van to be purchased through the state contract to replace the 1998 pickup. The current vehicle is used to pull lab samples within the confines of the plant.

G. Water Fund-

a. Reserve Project- Manager Oswalt stated that \$800,000 is planned to be used to complete the Andover Water Main replacement project, Phase 1 to correspond with the same roads as detailed under the Sewer Collections Budget discussion.

Additionally Manager Oswalt indicated that the administrative items that are of consequence in this budget are:

1. Water Financial:

50402.22- A portion of the computers for the Treasurer, Administrative Assistant, and GIS Specialist;

50402.50- An increased rent due to building expansion.

2. Water Operations:

50449.10: A new (4th) crew member is to be hired, with benefits.

Mr. Stone asked about the piece of equipment that was budgeted for this year and not spent. Is this item in the 2018 Budget? Ms. Oswalt stated that in order to balance the budget, this item has

been cut. In addition, until the new garage is in place, space for new equipment is very limited. There is still a desire to purchase this item once garage space is finalized.

50449.31- Manager Oswalt stated that the Water Department will continue working with Spotts, Stevens, McCoy to pursue our Susquehanna River Basin Well Permit renewals;

50449.74- Manager Oswalt indicated that new meter reading equipment is needed to keep pace with changes in metering technology at a value of \$25,000.

H. Water 2017 Bond -Manager Oswalt detailed that this new fund was created to track the “North of the Borough” Water Project.

I. Fire Protection Fund –Manager Oswalt stated that the Fire Chief requested \$5,000 be allotted to help pay fund the Training Tower Improvements that the company is paying to complete. This money is being taken from their Capital Reserve Funds.

J. Recreation In Lieu of Fund – Manager Oswalt stated that no projects are proposed for 2018, as the intended use is take these funds and apply them as match against grant funding to make improvements at the golf course property.

Mr. Menges reported that the unit costs for Northern Regional police services might go down in 2018. There is a potential for a few more municipalities to join the regional force, thereby reducing the unit costs.

If all seems in order in the Proposed 2018 Budget, it will be placed on the Board’s agenda for advertisement at the end of October with formal adoption to follow in November. Mr. Menges offered kudos to all involved in preparing this Budget; he appreciated someone else prioritizing the projects so the Supervisors don’t have to try to decide.

Old Business

Motion by Menges, second by Richards, to approve the Fact Finder’s Report as submitted on October 2, 2017. All members voted aye; motion carried.

Public Comments

Nothing at this time either.

Motion by Richards, no formal second, to adjourn the meeting to an Executive Session to discuss personnel. All members voted aye; motion carried. The meeting adjourned at 7:50 p.m.

Respectfully submitted,

Julie B. Maher
Recording Secretary

Laurel Oswalt,
Township Manager