

**DOVER TOWNSHIP
BOARD OF SUPERVISORS MEETING
BUDGET WORK SESSION MINUTES
OCTOBER 14th, 2019**

The Dover Township Board of Supervisors' Budget Work Session Meeting for Monday, October 14th, 2019, was called to order at 7:00 PM by Chairperson Stephen Stefanowicz in the Meeting Room of the Dover Township Municipal Building. Supervisors present were Michael Cashman, Stephen Parthree, Charles Richards 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 was one member 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 2020 Budget for Dover Township.

A moment of silence was requested, followed by the reciting of the Pledge of Allegiance to the American Flag.

The Board of Supervisors' Budget Work Session began with the review of the proposed 2020 Budget for Dover Township. The proposed 2020 Dover Township Budget is currently balanced.

The proposed Dover Township Budget Draft No. 2 was amended through departmental liaison meetings. Manager Oswalt provided the Board of Supervisors with a 2020 Revised Budget Draft No. 2. Budget Draft No. 2 was provided this evening. Manager Oswalt discussed key topics of the proposed Dover Township 2020 Budget.

Manager Oswalt informed the Board of Supervisors that there will be no increases to taxes this year.

General Fund

The following is a summarized listing of Capital Projects within the General Fund for the Dover Township 2020 Budget:

1. General Fund-Capital Reserve
 - a. Jayne Lane/Tower Drive Left Turn Lane - \$10,000.00
 - b. Little Conewago Creek Tributary Restoration Feasibility Study - \$20,000.00
 - c. Bury Concrete/Grading Plan for the Golf Course - \$85,000.00

Additional highlights of the General Fund Budget include the following:

2. General Fund Building
 - a. New Hire for the Facilities Department Crew
 - b. Computer and Hardware Upgrades for Facilities, Building Codes, Highway

and the Dover Township Board Room

- c. Minor Equipment needed such as a Floor Scrubber and a Hopper/Dumpster for the Roll Off Truck.
3. General Fund Solid Waste Collection
 - a. Major Equipment consisting of a New Leaf Machine and New Leaf Box. It was noted that Dover Township Staff will be applying for a Pennsylvania Department of Environmental Protection grant for these items, thus would require Dover Township to fund a 10% match.
 4. General Fund Highway
 - a. Preliminary Intermediate Avenue Extension Matters with PENNDOT and Dover Township's portion of the Left-Hand Turn Lane on West Canal Road.
 - b. Bridge Engineering, Sidewalks and Subdivision Inspections are included in the General Highway Fund Budget line item.
 5. General Fund Parks
 - a. Minor Equipment, Crack Sealer, Tailgate Lift and Park Grills.
 - b. Contracted Services for Janitorial Means and Contracted Services for Park Tree Removal and Tree Trimming.
 - c. Engineering Services for Multiple Pond Retrofits. The Pond Retrofits are an obligation for Dover Township to complete the York County Stormwater Consortium PRP (\$35,000.00).
 - d. Capital Improvements for Multiple Pond Retrofits Construction.
 - e. Major Equipment consisting of a new work truck for the additional members of the Facilities Crew to create two, two men crews.
 6. Community Building
 - a. Minor Equipment needed consisting of a new convection oven, gas stove and range, upright freezer and refrigerator.
 - b. Engineering for the Fire Department Feasibility Study in which they will be identifying costs and possibilities to renovate and expand the building.
 - c. Major Equipment consisting of sealing the second half of the Community Building's roof.
- R. Stone requested a future work session meeting to discuss the expenditure of monies regarding a Fire Department Feasibility Study.
7. State Aid (Liquid Fuels) Fund
 - a. Capital Purchases
 - i. Consisting of the Street Sweeper, Payment No. 2 of 7.
 - b. Construction Projects
 - i. Paving Raycom, Intermediate Avenue, Belair Drive and North Salem Church Road from Poe Property to School House.
 - ii. Jessica/Abby Storm Pipes
 - iii. 1900 Poplars Road, Intermediate Avenue, Honey Run Drive and Fox

- Run and Hunter Drive Storm Pipes
- iv. Micro Surface Application on Fox Run Road Curve
- v. Engineering of the Rohlers Church Road Bridge.

8. Recreation Board Fund
 - a. New programs to be implemented include Family Camp Out Night and expanded bus trips.
 - b. Used Trailer for Storage for Recreation Events
 - c. Public opportunities to sponsor benches and trees at the new Eagle View Park.
9. Recreation in Lieu Of
 - a. Monies received for Recreation in Lieu Of fees will be utilized in the Dover Township 2020 Budget for matches to the DCNR Grant, if received, for Eagle View Park Phase 1.

R. Stone stated providing the opportunity to sponsor benches and trees at the new Dover Township Eagle View Park is a great idea for local businesses and the public.

10. Sewer Fund – Capital Reserve
 - a. Projects Include:
 - i. Eagle View Park Replacement Lining
 - ii. Andover Phase 1 Lateral and Main Replacement
 - iii. Eagle View Park Lining Work
 - iv. Phase 1 of the Fox Run Interceptor Engineering
 - v. New Television Truck, Lateral Inspection System and an Easement Machine.
 - vi. Computer replacements, services contracts and monetary portions of updates to the Board of Supervisors Meeting Room Sound System.

Manager Oswalt noted that all necessary permits have been received by Dover Township for the planned sewer work with PENNDOT on Route 74.

- b. WWTP
 - i. A Sludge Transfer Pump Replacement is planned.

11. Water Fund – Capital Reserve
 - a. Projects and Purchases Include:
 - i. Andover Phase 1 water main and lateral replacement project.
 - ii. Computer replacements, services contracts and monetary portions of updates to the Board of Supervisors Meeting Room Sound System.
 - iii. Major Equipment consisting of two work trucks, trash pump, Wach's jackhammer, shoring and hydraulic diamond pipe cutters.

12. Fire Protection Fund
 - a. An engine is due for replacement and the loans on the equipment will be paid from the Fire Tax.

- b. Minor equipment such as Air Cascade equipment is to be replaced.
- c. A Retention Line Item to the 2020 Budget will be added in place of LOSAP. This line item will aid in the creation of a Dover Township Fire Fighting Academy.

13. Miscellaneous Items

- a. Bond Projects to be implemented in 2020
 - i. 2018 Bond-Building-Solar Lights and Poles, Seal Coating for the remaining parking lot, rain gardens and fencing.
 - ii. Rohlers Church Bridge Construction
 - iii. Engineering for Fox Run Road, Butter Road and Clearview Bridges
 - iv. Water Main Replacement for North of the Borough

Board consensus was reached, and it was collectively determined to move forward with the proposed Dover Township 2020 Budget as presented.

The option to approve and publicly advertise the proposed Dover Township 2020 Budget will be placed on the Dover Township Board of Supervisors Agenda for the October 28th, 2019 Dover Township Board of Supervisors meeting.

COMMENTS FROM THE BOARD

R. Stone – R. Stone extended many thanks to M. Cashman for his great efforts in working as the Dover Township Liaison with the Northern York County Regional Police Department.

M. Cashman – M. Cashman stated that he had recently attended the Dover Township's Annual Family Fun Fest. M. Cashman stated that the Family Fun Fest event was well attended and a great community event.

Chairman Stefanowicz – Chairman Stefanowicz addressed the possibility of eradicating the Gross Receipts Tax.

COMMENTS FROM THE PUBLIC

Mr. Bill Jordan – 2538 Anita Drive, Dover, PA

Mr. Jordan is a resident residing at 2538 Anita Drive in Dover, PA. Mr. Jordan stated that he has been a resident of Dover Township for over fifty years. Mr. Jordan stated that a large ditch was present between his property and an adjoining property when he had first purchased his property. Mr. Jordan stated that at one point in time, Dover Township had filled the ditch between his property and the adjoining property. Mr. Jordan stated that the area of the aforementioned ditch was not in a Right of Way. Mr. Jordan stated that Dover Township has no record of the work being completed. Mr. Jordan stated that his property is now suffering sink holes and that he would like Dover Township to remedy the sink holes. Mr. Jordan would like Dover Township to look into his concern.

M. Fleming stated that he had informed C. Richards with the concerns of 2538 Anita Drive and

that M. Fleming and C. Richards will look into the matter and visit the property.

Manager Oswalt requested an executive session regarding employee pay increases.

With no further business, the Annual Budget Work Session was adjourned at 8:00 PM and continued into the aforementioned executive session.

Respectfully submitted by: _____

Tiffany Strine, Recording Secretary