

**DOVER TOWNSHIP  
BOARD OF SUPERVISORS  
WORK SESSION MEETING  
MINUTES  
AUGUST 10<sup>TH</sup>, 2020**

The Dover Township Board of Supervisors' Work Session Meeting for Monday, August 10<sup>th</sup>, 2020, was called to order at 6:00 PM by Chairperson Stephen Stefanowicz in the Dover Township Municipal Building. Supervisors present were Michael Cashman, Charles Richards and Robert Stone. Supervisor Stephen Parthree was absent with prior notice. Other Township Representatives in attendance were Laurel Oswalt, Township Manager and Tiffany Strine, Township Secretary. There were three citizens present. This meeting is being recorded for the purpose of minutes only.

**Tyler Lerman Interview for the ICD Committee**

Chairman Stefanowicz introduced Mr. Tyler Lerman, a Dover Township resident. Chairman Stefanowicz informed the public and representatives present that Mr. Lerman has interest on serving the Dover Township community and has applied to join the Dover Township Industrial Commercial Development Committee.

Mr. Lerman introduced himself. Mr. Lerman informed that Board that he has grown up in Dover Township and currently lives in Dover Township as well. Mr. Lerman is currently employed with an investment management firm known as Janey, Montgomery, Scott. Mr. Lerman stated that he is established within his career and is now looking at ways to reach out into the community and assist. Mr. Lerman stated that since he has always resided in Dover Township and thought it would be best to serve his community. Mr. Lerman reached out to Supervisor Robert Stone and had good conversation with regards to helping within a Township committee. Mr. Lerman has spoken with Supervisor Stephen Parthree as well with regards to the ICD Committee opportunities to serve.

Mr. Stone stated that he had the opportunity and pleasure to work with Mr. Lerman during his college years. Mr. Stone spoke highly of Mr. Lerman and feels that Mr. Lerman would prove a great asset to the Dover Township ICD Committee. Mr. Stone stated that there are currently three vacancies within the ICD Committee.

The full Board of Supervisors thanked Mr. Lerman for his interest in serving the Dover Township community and for his time this evening.

**Accounting and Staffing Presentation**

Manager Oswalt presented a Dover Township Accounting and Staffing presentation. Manager Oswalt stated that this year has brought forth many new things the Township has been working on. Manager Oswalt stated that her presentation also encompasses the proposal of new accounting software.

Manager Oswalt stated that there are several reasons for the proposed changes. Manager Oswalt stated that due to staffing changes, cross training, the need to update software systems, accounting and auditing service standards and ethics as well as staff capacity and management of workloads there are opportunities to see improvement in workload through the examination for better accounting and software processes.

Manager Oswalt stated that the Township has examined potential solutions for positive change. The ideas of outsourcing payroll to an entity called Paytime. Changing current Utility Billing software systems to Diversified Technologies, a more interchangeable and user-friendly platform. In addition to changing software systems, the remaining accounting functions would transfer to QuickBooks Advanced.

It was expressed by the Township's current Auditing Firm that in order to meet the Government Financing Office Authority standards and ethics terms, more of the Township's accounting and auditing services must be divided. Staff would pick-up more accounting duties and the remaining items would be managed by Hamilton and Musser, P.C., currently the Township's accounting and auditing firm. In addition to the proposed changes, Dover Township would seek to obtain a separate Auditing Firm through the RFP process.

Outsourcing was looked into with regards to staffing time allotment. Currently, thirty (30%) percent of the employee's time is spent on payroll. Outsourcing payroll would generate less cost, then to continue to have an individual in house, perform payroll. Outsourcing payroll functions would then allow for the current individual in house, to perform other necessary Township functions that are currently not allotted that can not be done out of house. Maintaining the Capital Assets inventory for the Township would be a possible consideration for undertaking by the position in house, as this function is currently managed by Hamilton and Musser, P.C. Accrued Payroll and Compensated Absences Sheet would also be considered for this position in house, this too is now managed by Hamilton and Musser, P.C. Developing protocols for the benefit of Superintendents by helping the Township Public Works Director are needed as well. Protocols developed would include, but are not limited to, equipment purchases, job descriptions, garage and maintenance job list and RFP/Bidding guidelines. Manager Oswalt stated that many items could transition to the current Office Administrator in house, quite easily as they are many things already within the current Office Administrator's knowledge base. Manager Oswalt added that she would like the current Office Administrator to learn the budgeting process and more financial aspects of the Township, such as that of Manager Oswalt's role.

C. Richards inquired if the current position being discussed, the Office Administrator role, could potentially develop into an Assistant Manager position.

Manager Oswalt stated that the current Office Administrator position could potentially become an Assistant Manager position with duties to be assigned to include grant management/writing, specific project management, MS4 responsibilities and etc.

Chairman Stefanowicz inquired as to why Manager Oswalt chose to further explore Paytime for services.

Manager Oswalt researched with other municipal organizations and the services that the other municipal organizations utilize for payroll. Another quote was received from Hamilton and Musser, P.C. Manager Oswalt stated that the cost as well as the detailed and computerized system was ideal from Paytime.

Manager Oswalt stated that the current Munis software utilized by the Township is costly and not user friendly. There is great difficulty with the current software to work interchangeably with other software systems. Manager stated that there are many benefits to a change in utility software systems. There is the potential to outsource the entire utility billing processes in the future, should the need present itself. Potential to save on postage and bill mailing costs with citizens being able to pay online at a flat fee. Pay by phone is offered. An electronic bill option is available. On-line work orders for Water and Sewer crews are delivered via tablets. A great tool offered by Diversified Technologies offers a Citizen Account Access that includes the ability for the citizen to view consumption and develop master accounts for landlords with several properties. Manager Oswalt added that efficiencies relative to the entire process were realized with the simplicity of the system and ease for other staff to perform all functions.

The extent of service was discussed. Diversified Technologies does provide web-based services with the necessary back up if needed.

M. Cashman inquired if an employee would then be able to work from home, considering the switch in software services?

Manager Oswalt replied yes, potentially an employee will be able to work from home with the newly proposed software systems.

Manager Oswalt stated that with the change from the current software to Diversified Technologies, accounting software is being proposed to change to Quickbooks. There are many advantages to the Township, such as the user-friendly aspects and the cost effectiveness. Hamilton and Musser, L.P. can also have access to perform tasks directly in the Quickbooks system along with the ability to train staff. Quickbooks Advanced allows for twenty-five (25) users with the package and will integrate with the Diversified Product, My Rec Software and Paytime Payroll service capabilities. Quickbooks is a system that is widely utilized, and many accounting firms have knowledge base of Quickbooks should the Township ever choose to switch consultants.

Chairman Stefanowicz inquired as to whom is going to enter all of the necessary accounting codes?

Manager Oswalt stated that Hamilton and Musser, P.C. will be aiding in the entering of all of the accounting codes, a Chart of Accounts will be transferred.

Manager Oswalt stated that during the times of COVID and the onset of some down time, Township functions and time allotments were reassessed. During this time, the Township has implemented a plan where the three front end office staff code bills, the Township Secretary

enters the billing into the current accounting software system and the Township Treasurer reviews and processes. The process creates time for the Township Treasurer to learn more duties from Hamilton and Musser, P.C., which includes how to prepare financial documents and accounting for the annual audit.

With the implementation of the dispersed duties, the selected auditing firm should be able to perform a pure audit at a reduced cost to the Township. The estimated cost savings breakout is as follows to the following departments: General Fund in the amount of \$9,750.00, Water Fund in the amount of \$3,500.00 and the Sewer Fund in the amount of \$4,000.00.

R. Stone stated that holistically, the proposal is beautiful. R. Stone stated that the proposal for accounting and staffing touches upon a lot of opportunities for improvement and has been well planned and is a forward-looking plan.

Chairman Stefanowicz stated to be mindful to resist outsourcing should there ever be theory that outsourcing will solve potential, internal employee issues. Chairman Stefanowicz stated that the proposal is excellent and that he appreciates the time and effort that has gone into the presentation.

Manager Oswalt stated that if the Board so chooses, the next step to follow for implementation include the signing of an Engagement Letter with Hamilton and Musser, P.C. to begin preparation of the Audit RFP and begin training Trena and Dawn on accounting tasks.

Manager Oswalt stated a timeline would be derived to transition away from the current Township software package. Utility Billing would transition simultaneously with Quickbooks system set up. Hamilton and Musser, P.C. would assist with setting up the budget and accounting codes, and then transitioning the necessary data into the new system. The transition to Paytime would be proposed to be completed by mid-fall when the Utility Billing is operational and Quickbooks is prepared for integration.

With no further business, the meeting was adjourned by Chairman Stefanowicz at 7:00 PM.

Respectfully submitted by: \_\_\_\_\_  
Tiffany Strine, Recording Township Secretary