

**DOVER TOWNSHIP
BOARD OF SUPERVISORS
BUDGET WORK SESSION MEETING MINUTES
OCTOBER 12TH, 2020**

The Dover Township Board of Supervisors' Meeting for Monday, October 12th, 2020, was called to order at 6:00 PM by Vice-Chairperson Robert Stone in the Dover Township Municipal Building. Supervisors present were Stephen Parthree (arrived mid-meeting), Michael Cashman and Charles Richards. Chairman Stephen Stefanowicz was absent with prior notice. Other Township Representatives in attendance were Laurel Oswalt, Township Manager; Michael Fleming, Township Public Works Director; Trena Hall; Township Treasurer; Tiffany Strine, Township Secretary and Solicitor Charles Rausch with Blakey, Yost, Bupp and Rausch. There was one citizen present. This meeting is being recorded for the purpose of minutes only.

APPROVAL OF THE BOARD OF SUPERVISORS' MEETING MINUTES FOR SEPTEMBER 28TH, 2020

Motion by C. Richards and seconded by M. Cashman to approve the Board of Supervisors' Meeting Minutes for September 28th, 2020. **Passed** with 3 ayes

TREASURER'S REPORT

Approval of Current Expenditures

Motion by C. Richards and seconded by M. Cashman to approve the warrant total for October 5th, 2020, in the amount of \$31.41 (2020 Expenses Warrant) as presented. **Passed** with 3 ayes

Motion by C. Richards and seconded by M. Cashman to approve the warrant total for October 12th, 2020, in the amount of \$528,256.92 (2020 Expenses Warrant) as presented. **Passed** with 3 ayes

C. Richards wanted to thank Dover Township for recognizing the service of Philip Blaszcowski during recent ceremonies in his honor. C. Richards added that Philip Blaszcowski was a local police officer and the President of the Dover Township Volunteer Fire Department.

PUBLIC COMMENT

None to note.

Presentation of Ordinance No. 2020-09 Authorizing the Parameters for the 2020 Bond Issuance and Refunding of the 2012 Bond Attorney Steve Hovis with Stock and Leader Attorneys At Law

Attorney Steve Hovis was present this evening to present Dover Township Ordinance 2020-09, an Ordinance approving the issuance of a General Obligation Bond, Issue Series of 2020. Attorney Hovis added that he is aware that Mr. Jamie Schlessinger attended a previous meeting

to discuss, with the Board of Supervisors, making and implementing a deal that would ultimately refund Dover Townships 2020 Notes and provide approximately 4.5 million dollars in funds for Capital Improvement Projects. Attorney Hovis stated that PFM currently has a Bond Purchase Agreement that allows for them to go out for a sale later this week, when PFM feels the time is appropriate to obtain the best rates for Dover Township. The bonds will then be priced, and the deal can be closed. Attorney Hovis stated that the actions by the Dover Township Board of Supervisors, with regards to Ordinance 2020-09 will authorize to pledge Dover Township's taxing authority to pay off the specified debt service.

Motion by M. Cashman and seconded by C. Richards to adopt Ordinance 2020-09 authorizing the parameters for the 2020 Bond Issuance and refunding the 2012 Bond, as presented. **Passed** with 3 ayes by means of a Role Call Vote as follows: Robert Stone – Yea, Charles Richards – Yea and Michael Cashman – Yea

MANAGER'S REPORT by Township Manager Laurel Oswalt

Review of Draft No.2 of the 2021 Budget and Corresponding Documents for Authorization to Advertise the Document for Adoption

Manager Oswalt presented Draft No. 2 of the 2021 Proposed Dover Township Budget. Manager Oswalt provided all Board members with a new presentation of the Dover Township 2021 Budget utilizing a new simplified memo and two-color coded spreadsheets. The spreadsheets provided, contain all of the key items that have been proposed to be budgeted in 2021. Manager Oswalt stated that the spreadsheets should portray a guide for all twelve months of the upcoming year as to what projects are proposed and planned for progress.

C. Richards thanked Manager Oswalt on the new Budget presentation, as C. Richards found the new proposal easier to understand and thorough.

R. Stone stated that he is highly favoring the manner in which Dover Township has now been pursuing the budgeting process. R. Stone stated that the holding of regular, department based, meetings prior to the actual fully encompassed Budget meeting has made for a wonderful team effort and result.

The full Board of Supervisors concluded that the Board feels well informed of the Budgeting process and the end Budget result.

Manager Oswalt explained the simplified memo to the full Board of Supervisors, noting key mentions.

Manager Oswalt stated that an MS4 project in the Solar Drive Development, has had a feasibility study performed in the current year, 2020. The 2021 Budget will implement the study's results for the Solar Drive Development project. A rendering of the anticipated Solar Drive Bioretention Facility and the Riparian Buffer Project and the Little Conewago Creek Feasibility Study Area map were provided. Manager Oswalt noted that funding is available for both projects through the County as they will count towards the York County Pollution Reduction Plan.

Manager Oswalt added that West Manchester Township had originally planned to work with

Dover Township to complete the MS4 Project along the Little Conewago Creek; however West Manchester Township has now decided not to follow thru on this plan.

Manager Oswalt stated that she was going to reach out to the West Manchester Township Manager regarding this matter, as well as have the County do so. However, Manager Oswalt added that she would like to adjust the budget figures proposed for the Little Conewago Feasibility Study, so that if Dover Township needs to complete their portion of the project alone, Dover Township will be able to do so. Manager Oswalt stated that it is thought that Dover Township will be pursuing funds for this project from a Pennsylvania Department of Environmental Protection Growing Greener Grant. The change in the budget is to increase from \$6,000.00 to \$9,000.00 dollars.

All Board Supervisors and staff present, welcomed Supervisor S. Parthree to the meeting this evening.

Manager Oswalt discussed the Dover Township 5 Year Capital Improvements Plan, that began in January of 2020. Manager Oswalt stated that the Capital Improvements Plan will be updated throughout the winter months to add the year 2025 and to add the updated project figures for the bridge work contained in the Capital Improvements Plan.

Manager Oswalt made the full Board aware that Dover Township has had a decrease in health care costs and Dover Township has stayed flat within dental and vision insurances. The result of these determinations has resulted in a Healthcare renewal rate of -1.3% for 2021.

Manager Oswalt stated that the previous years budget reflected allocation of funds for a new hire within the Facilities Department; however, as a result of COVID-19, no new hires were brought on. Manager Oswalt informed the Board of Supervisors that these funds will be carried over to the 2021 Budget in hopes to hire for the Facilities Department. Dover Township is also looking to fill a vacancy, created by Glenwood Lea's resignation, in the Wastewater Collection Department in 2021 as well.

The 2020 budget included funds for the Dover Township Board of Supervisors Meeting Room technology upgrades. Due to budgeting concerns in 2020, the planned upgrades have not been completed. Manager Oswalt stated that the technology upgrades to the Dover Township Board of Supervisors Meeting Room will be planned to be implemented during 2021, with as much work being done in house as possible. Manager Oswalt stated that a future work session in the upcoming year can be held, to discuss the Dover Township Board of Supervisors Meeting Room technology updates.

Motion by M. Cashman and seconded by C. Richards to approve the advertisement of the 2021 Budget for Adoption, as presented. **Passed** with 4 ayes

PUBLIC COMMENT

None.

With no further business, the meeting was adjourned by Vice-Chairman Stone at 6:40 PM. The full Dover Township Board of Supervisors then entered into an Executive Session regarding personnel.

Respectfully submitted by: _____
Tiffany Strine, Recording Township Secretary