

**DOVER TOWNSHIP  
BOARD OF SUPERVISORS  
BUDGET MEETING MINUTES  
OCTOBER 11<sup>TH</sup>, 2021**

The Dover Township Board of Supervisors for Monday, October 11<sup>th</sup>, 2021, was called to order at 6:30 PM by Chairperson Stephen Stefanowicz in the Dover Township Board of Supervisors meeting room. Supervisors' present were Robert Stone, Stephen Parthree, Charles Richards, and Michael Cashman. Other Township Representatives in attendance were Laurel Oswalt, Township Manager; Michael Fleming, Township Public Works Director; Lt. Gregg Anderson of Northern Regional Police Department; and Trena Hall, Township Treasurer. There were no members of the public present.

This meeting is being recorded for the purpose of minutes only.

**APPROVAL OF THE BOARD OF SUPERVISORS MEETING MINUTES FOR  
SEPTEMBER 27<sup>TH</sup>, 2021**

**Motion** by R. Stone and seconded by S. Parthree to approve the Regular Meeting Minutes from September 27<sup>th</sup>, 2021 Meeting, as presented. **Passed** with 5 ayes.

**TREASURER'S REPORT**

**APPROVAL OF THE WARRANT FOR OCTOBER 8<sup>TH</sup> IN THE AMOUNT OF \$ 158.35  
(LIQUID FUELS)**

**APPROVAL OF THE WARRANT FOR OCTOBER 11<sup>TH</sup> IN THE AMOUNT OF  
\$194,502.60**

**Motion** by C. Richards and seconded by M. Cashman to approve the above referenced warrant totals. **Passed** with 5 ayes.

**PUBLIC COMMENT**

None.

**TOWNSHIP MANAGER REPORT, L. OSWALT**

The purpose of tonight's meeting was to review Draft #2 of the 2022 Budget with the full Board of Supervisors. Manager Oswalt reported that all funds were able to be balanced without increases in rates/fees, with the exception of the Water Fund. Key Highlights of each funds' projects and increases are detailed on a spreadsheet, which is supplemental to the Budget Document. There were several key issues that warranted specific discussion, however, before proceeding to those items, Manager Oswalt asked if the Board wanted a review of the Key Highlights spreadsheet or if there were specific matters members wanted to review.

Chairman Stefanowicz commented on the increased Northern York County Regional Police Department hours to be purchased. Twenty (20) more hours are included as was discussed at a

previous meeting. He asked whether all members were in favor of the additional service hours.

R. Stone stated he wanted to make sure the extra hours are used wisely.

M. Cashman commented the calculations to determine the need for more service hours comes from call volume which can see fluctuation from year to year. Our current growth rate and increased call volume seem to warrant the increase.

With no further discussion on this item, Chairman Stefanowicz asked Manager Oswalt to review the Budget Memo items.

Manager Oswalt stated the first item of interest was the healthcare increases for 2022 which are as follows: Medical/Prescription Plan-.3%; Dental Plan-4.5%; and Vision Plan-0%.

R. Stone remarked that such low increases are unheard of and are the result of a self-insured plan with good performance.

Manager Oswalt reported that 2021 has seen an increase in utilization which may affect next year's renewal. However, the administrator of the plan did report that many of the members are experiencing higher utilization with the 2021 Plan Year. They believe this is an anomaly and mostly due to elective procedures being up in 2021 because of 2020 decreased utilization during COVID19.

Manager Oswalt discussed that the budget includes two new positions: Assistant Public Works Director and Planning Assistant on the administrative side of operations and a new hire on the crew of the Wastewater Treatment Plant. The intent behind the new hire at the plant is to prepare for and train the next generation of operators to replace more senior operators that will be retiring in the next few years. We would anticipate hiring another crew member in 2023 for this department for this same reason.

With no questions on the new hire or positions, Manager Oswalt reviewed the Water Rate Study results provided by Spotts, Stevens, McCoy. There were seven (7) different options that were provided. Current rates are \$39.00 per quarter for 6,000 or less of usage and \$5.90 per 1,000 gallons over 6,000. Recommendations ranged from changing only one or the other of these rates to five (5) different options to adjust at both levels. In the past, the Board of Supervisors has preferred dual level options, so that all rate payers experience some increase.

R. Stone commented he had not discussed this with M. Cashman, whom he shares the Water Liaison role. He reviewed that inflation is at around 5%. We are planning significant investment and improvements within the system which warrant an increase. His preferences are for Option B which would raise the base charge by \$4.00 per quarter to \$43.00 and the overage charge by \$1.18 to \$7.08 per 1,000 gallons. However, he does believe that you can make a logical argument for some of the other options as well.

M. Cashman noted his preference was Option C which would raise the base charge by \$6.00 per

quarter to \$45.00 and the overage charge by \$.93 to \$6.83 per 1,000 gallons. Overall this is about a 15% increase for all users.

C. Richards felt those who use more should pay more for the service.

Manager Oswalt stated Option C is the more level option on a percentage basis, but her preference is not to consider Option D or E as these options place more of the burden on the base rate or smaller households. When you look at it on a percentage basis, the larger user will see a larger increase.

M. Fleming remarked when you look at all of the options on a monthly basis, it really is not a lot of money. He agreed that larger users should see a larger increase to promote conservation where possible. When we purchase water from York Water, we pay \$7.40 per thousand gallons, so many of these options do not cover that cost to purchase from their company.

R. Stone commented he was agreeable to Option C, should the majority of the Board favor it.

S. Parthree questioned what other systems charge as water rates.

M. Fleming presented Shiloh Water rates as \$18.00 per quarter, plus \$2.20 per 1,000 gallons. York Water's rates are around \$36.30 a month for 4,000 gallons.

Board consensus was to proceed with Option C as the rate increase for 2022.

Manager Oswalt discussed that American Rescue Plan Funding is available to Dover Township. The Township will be receiving around \$2.29 million. The monies must be obligated to be spent by no later than December 31, 2024, and spent by no later than December 31, 2025. There are various requirements on how the money can be spent. If the Township had a deficit in revenues from the Base year of 2019 to 2020 or did not grow at 4.1 %, the difference can be pulled into the General Fund and used on any expenses necessary to the Township. Dover Township actually experienced 10% growth in revenue from 2019 to 2020. This calculation can be performed annually and may result in a different result, should Township growth become stagnant. Should the Township exceed \$750,000 in federal monies spend in one calendar year, single audit would need to be performed at an additional cost.

There are four main areas it can be spent on: 1.) To respond to the public health emergency or its negative economic impacts, including assistance to households, small businesses and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality; 2.) To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers; 3.) For the provision of government services to the extent of the reduction in revenue due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency; and 4.) To make necessary investments in water, sewer, or broadband infrastructure.

Manager Oswalt commented Item 1 would require establishment of a program and the administration of a program to determine who would qualify, what they would use it on, how

much to provide and proving that the funds are spent appropriately. Staffing this kind of initiative could be very time consuming. With regard to Item 3, Dover Township's calculation, previously reviewed, did not qualify for this purpose from 2019 to 2020. However, the calculation can and should be made again at the conclusion of 2021 to determine the status of this option. Item #4 provides for options that we clearly have projects we can complete in the next few years. Along with water and sewer projects, stormwater projects with a water quality component to them, also qualify for use of the funds.

Chairman Stefanowicz questioned whether water quality stormwater projects were new for the Township.

M. Fleming stated we are seeing it more in new developments at present but could start to make use of water quality inlets in our older developments, like the upcoming Andover Project.

Manager Oswalt stated the Township has budgeted for a substantial Water and Sewer Project in the Andover Development. If this project comes in higher than estimated, we could use some of the ARPA funds to finalize the project and thereby spend some of the funding in 2022. Staff could also then spend time and resources on outlining what other projects the Township could fund with the monies in the 2023 and 2024 Budgets.

**Board consensus** was to fund any additional monies over the 2022 Budget amounts on the full completion of the Andover Project.

Manager Oswalt noted it was just announced that there will be funds available in two rounds through the Hazard Mitigation Grant Program to acquire properties that experienced flooding during Hurricane Ida. If received, these funds would be additional federal funds spent in 2022-2023, that again could count toward the need for a single audit if the total spent exceeds \$750,000. Manager Oswalt will be sending out letters this week to determine what property owners are interested in participating so that appraisals can be obtained in time for application to be made.

**Board consensus** was to pursue appraisals for those property owners interested in this voluntary program.

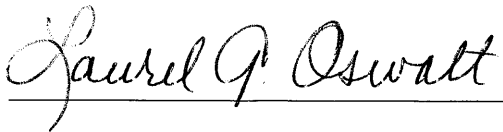
Manager Oswalt noted that the General Fund Budget included a new revenue for Rental Inspection and Licensing. A decision will need to be made on whether Dover Township is moving forward with this program in the new year. The Budget is showing a \$115,000 in surplus from this new program but would show as balanced without the funding. The Board's next work session will once again be dedicated to this discussion and Attorney Rausch will be a redlined version of the ordinance for the Board's consideration as staff has had time to meet with him and work through some of his concerns.

Chairman Stefanowicz suggested Board members speak to J. McLucas with regard to this program to provide input on how to better structure it to aid in implementing a version that would meet the Township's desired outcomes.

**PUBLIC COMMENT**

No comments were offered.

**With no further business, Chairman Stefanowicz concluded the Board of Supervisors meeting at 7:23 PM into an Executive Session on Union Contract Negotiations and Non-Union Employee Raises for 2022.**

Respectfully submitted by:   
Laurel A. Oswalt, Township Manager