

**DOVER TOWNSHIP  
BOARD OF SUPERVISORS  
BUDGET MEETING MINUTES  
October 10<sup>th</sup>, 2022**

The Dover Township Board of Supervisors for Monday, October 10<sup>th</sup>, 2022, was called to order at 6:02 PM by Chairperson Stephen Stefanowicz in the Dover Township Board of Supervisors meeting room. Supervisors' present were Charles Richards, Michael Cashman, Stephen Parthree and Robert Stone. Other Township Representatives in attendance were Laurel Oswalt, Township Manager; David Lash, Northern Regional Police Chief; Trena Hall, Township Treasurer and Brooke Scarce, Recording Secretary. There was 1 members of the public present.

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

**TREASURER'S REPORT**

**APPROVAL OF THE OCTOBER 7<sup>TH</sup>, 2022 WARRANT IN THE AMOUNT OF \$299.85  
(LIQUID FUELS)**

**APPROVAL OF OCTOBER 7<sup>TH</sup>, 2022 WARRANT IN THE AMOUNT OF \$44,100.26  
(FIRE ESCROW)**

**APPROVAL OF THE OCTOBER 10<sup>TH</sup>, 2022 WARRANT IN THE AMOUNT OF  
\$403,833.01**

**APPROVAL OF THE OCTOBER 10<sup>TH</sup>, 2022 WARRANT IN THE AMOUNT OF  
\$51,075.00**

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

**PUBLIC COMMENT**

No comments were offered.

**TOWNSHIP MANAGER REPORT, L. OSWALT**

**Review of Draft #2 of the 2023 Budget and corresponding documents for authorization to advertise the document for adoption.**

The purpose of tonight's meeting was to review Draft #2 of the 2023 Budget with the full Board of Supervisors. Manager Oswalt reported that all funds were able to be balanced with the exception of the sewer fund. Key highlights of each funds' projects and increases are detailed on a spreadsheet, which is supplemental to the Budget Document. Manager Oswalt asked if the Board had any specific matters members wanted to review. A copy of the spreadsheet is attached for reference.

S. Parthree questioned how the Township arrived to \$644,000.00 for the General Fund Capital Reserve Project Expenses, on the first review of the budget the number was lower.

Manager Oswalt stated there were some changes made from the first review. There is \$300,000.00 in that line item for the acquisition relative to the Intermediate Avenue Extension, \$210,000.00 for Intermediate Avenue for the traffic engineering, \$30,000 for the Brookside Park Basketball Court and the remainder is for the purchase of several pieces of Public Works equipment had been moved to that line item since the last liaison meeting review.

R. Stone questioned where the Township was at with Northern York County Regional Police Department Service hours for 2022, as the deadline to determine the need to reduce service hours will be coming soon.

L. Oswalt stated that Township would have to notify Northern Regional Police Department by April of 2023 to reduce hours in 2024.

M. Cashman replied that Chief Lash can provide a review of the Township's call volume and information on the terms to reduce hours to the Board.

Chief Lash confirmed he would pull the information together and provide it for consideration.

S. Stefanowicz questioned if a local entity could conduct a study for the driving range rather than hiring a third party.

Manager Oswalt stated an architect would conduct the study so that a determination of the options, costs and a concept drawing could be developed for budgeting purposes and planning.

M. Cashman questioned if the Township has enough manpower to operate and stay engaged with the residents through Savvy Citizen.

Manager Oswalt stated Savvy Citizen is to be set up like a dashboard so more than one person can access the site. Everyone having access to the website will benefit the Township rather than having one person assigned to post information and respond, because department heads would have better answers for questions that arise through the app. We can also set up automatic replies based on repeat questions and the application allows for coordination of posts to multiple platforms which help reduce the current staff effort with today's methods.

Manager Oswalt reported that at the Sewer Liaison meeting a strainer for the Wastewater Treatment Plant had been removed from the budget. If the strainer is placed back into the budget the Township would require \$365,000.00 to balance the Sewer Fund for 2023 years.

M. Fleming stated the original cost of \$40,000.00 for the strainer was a price from two years ago. Buchart Horn gave an updated price of \$75,000.00 for a new strainer. There is a device at the Wastewater Treatment Plant, but the newer strainer would be an improvement to the plant.

M. Cashman questioned if there were funds in the water budget to purchase the home on Locust Road that is next to the water tank.

Manager Oswalt stated there was nothing added to the budget. The resident on Locust Road has not signed the agreement. The agreement would be for the resident to sell to Dover Township whenever they are ready to sell it. The appraisal has not been completed for the house, so the Township would have to get the home appraised first prior to making an offer on the property.

C. Richards questioned when Eagle View Park will be completed.

Manager Oswalt stated the area closest to the Township Building should be completed within five to six years dependent upon grant funding received and matching fund availability.

With no further discussion on this item, Manager Oswalt moved forward to review the Budget Memo items.

Manager Oswalt stated the first item of interest was the healthcare increases for 2023 which are as follows: Medical/ Prescription Plan- 2.5%; Dental Plan- 0%; and Vision Plan- 0%.

Manager Oswalt stated that sewer rates have not been raised since 2013. At that time a \$5.00 per quarter increase was instituted. The current residential sewer rate is \$128.52 per quarter. The current deficit in the Sewer Fund is (290,748.00). That number does not include a revised number for the Wastewater Treatment Plant strainer, should the Board wish to place that item back in the budget. There were three options that were provided. The possible increases are as followed: a 7.78% increase of \$10.00 per quarter which would result in \$299,060.00 in additional income; a 10% increase of \$12.85 per quarter which would result in \$384,311.00 in additional income; and a 11.67% increase of \$15.00 per quarter which would result in \$448,590.00 additional income. The commercial rate of \$8.18 would also need to be increased by the same percentage increase selected from above to result in these monetary results.

R. Stone stated that the Wastewater Treatment Plant Superintendent did not state that the strainer needed to be replaced in 2023.

M. Fleming the strainer is not needed for 2023 but it should be added to the Budget in 2024.

Manager Oswalt noted that her recommendation is the second option which would raise sewer rates by 10%. This would allow for the necessary funds without the strainer in the budget for balancing and hopefully leave some remaining operational fund capacity for the Sewer Authority to borrow additional monies at the end of 2023/early 2024 for Phase II/II of the Joint Interceptor Project and begin making payments on the borrowing.

R. Stone and S. Stefanowicz were agreeable to raising the sewer rates by 10%, should the majority of the Board favor it.

Board consensus was to proceed with raising sewer rates by 10% as the rate increase for 2023.

Manager Oswalt stated the Fire Department is asking for consideration of Duty Vehicle replacements in future budgets. There is currently one duty vehicle that the Township purchased that is used by the Fire Chief. The Township also owns the engines. The previous Fire Chief

purchased two other vehicles with Fire Department money, not Township funds. The two other vehicles are used by the deputy chiefs. The current Fire Chief asked if the Township would purchase a new vehicle every three years for the Fire Department and then pass down the vehicles to the deputy chiefs, then the Township would own all three vehicles in the future. A decision does not have to be made today, but Manager Oswalt expressed concern that this endeavor would put the Fire Tax Fund in a position that there would not be enough monies saved each year as a down payment toward the purchase of Fire Engine replacements.

After some discussion, the Board consensus was to consider this matter at a later date in preparation for the 2024 Budget.

#### **PUBLIC WORKS DIRECTOR REPORT, M. FLEMING**

**Approval of final payment request #2 from Flyway Excavating, Inc. in the amount of \$22,044.00 for the Emig Mill Village Basin Repairs.**

**Motion** by C. Richards and seconded by S. Parthree to approve final payment request #2 from Flyway Excavating, Inc. in the amount of \$22,044.00 for the Emig Mill Village Basin Repairs, as presented. **Passed** with 5 ayes.

#### **COMMENTS FROM THE PUBLIC**

No comments were offered.

**With no further business, Chairman Stephen Stefanowicz concluded the Board of Supervisors meeting at 7:35 PM and the full Board of Supervisors then entered into an Executive Session to discuss personnel wages.**

Respectfully submitted by: Brooke Scarce

Brooke Scarce, Recording Secretary



**2023 10-10-21 Budget Memo Key Projects Overview**

**General Fund**

<b>Accounting Code</b>	<b>Project</b>	<b>Cost</b>	<b>Description</b>
010.300.300.70000	Acquisition of Salon 4800; Intermediate Avenue	\$ 644,000.00	Comp Plan Alternate Route, Carryover to replace For Taurus (2022) and Expedition (2023), 10% for 902 Grant Leaf Machine, Leaf Box, Roll Off (May be received this year);Brookside B-Ball resurface-\$30,000
010.400.402.30000	Contract Services	\$ 43,000.00	Continue \$10,000 allotted to begin digitization project.
040.400.409.22000	Information Technology	\$ 21,265.00	Portion of 2 Computers, Network Security project, Upstairs Microphone, Folder, Stuffer/Sorter, Savvy Citizen
010.400.409.70000	Capital Improvements	\$ 126,000.00	Sign , Salt Dome (Roof, Fan, Entrance)
010.410.413.50000	NYCRP	\$ 3,015,245.00	4.75% increase; mobile ALPR Unit \$25,000
010.430.437.25100	Parts/Service	\$ 60,000.00	Replace Truck 42 Bed and Hoist Pipes: Blackberry, Honey Run, Fox Run/Hunter and Abby/Jessica, Conewago Road
010.430.438.20000	Supplies	\$ 247,000.00	Power Pole Saw Trimmer, JLG Man Lift, Utility Tractor
010.450.454.26000	Minor Equipment Purchase	\$ 78,000.00	Gazebo, Building #1 Stage, ADA Ramp Building #1, Brookside Paint , Fox Run Maintenance and Monitoring
010.450.454.30000	Contract Services	\$ 155,180.00	Brookside Sign, E. V. Bridge Repair, Driving Range Study
010.450.454.70000	Capital Improvements-Parks	\$ 75,000.00	Help Replace #4 and Cat Backhoe
010.450.454.74000	Major Equipment	\$ 65,000.00	Replace Ice Machine
010.450.459.26000	Minor Equipment Purchase	\$ 8,500.00	
010.450.459.37000	Maintenance/Repair Services	\$ 50,000.00	Community Building Restrooms, Community Room Chairs
010.450.459.74000	Major Equipment COM BLDG	\$ 30,000.00	Community Building Sign Estimated costs until bids are received in November. 2020
011.000.440.29000 and 31500	Fire Department Dorms	\$ 2,603,904.00	Bond money.



**2022 10-11-21 Budget Memo Key Projects Overview**

Highway Aid Fund

Accounting Code	Project	Cost	Description
020.430.430.70000	Capital Purchases	\$ 143,613.00	#5 of 7 payments on sweeper, #3 of 7 payments on Mack 10 Wheeler payment 2, 25% to replace #4 and Cat Backhoe
		\$ 40,000.00	#1 of 7 payments. Our first 10-Wheeler.

020430.439.20000	Supplies	\$ 1,010,000.00	Andover Drainage, Skytop/Fish and Game, Oriole, Deep Hollow, Celine (Sealcoat) 1/3 Andover Paving, Poplars Pipe and George Street Guiderail, Emig Mill and Fox Run Guiderail, Butter Road Curve Widening.
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**2022 10-11-21 Budget Memo Key Projects Overview**

Sewer Fund

Accounting Code	Project	Cost	Description
040.300.300.70000	Capital Improvements	\$ 538,000.00	1/3 Andover Paving, 1/4 #4 and Cat Backhoe Replacement; Combination Truck Lease \$73,000

040.400.402.22000	Information Technology	\$ 11,364.00	Portion of 2 Computers, Network Security project, Upstairs Microphone, Folder, Stuffer/Sorter, Savvy Citizen
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040.420.426.75000	Major Equipment	\$ 86,000.00	Replace #18 (\$65,000) 25% to replace truck #4 (\$21,000)
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040.420.429.37000	Maintenance & Repair	\$ 350,000.00	General preventative maintenance and unplanned emergencies, Contracts, Degrit Wet Well Cleaning, Extend Utility Water Line, Roof Replacements.
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**2022 10-11-21 Budget Memo Key Projects Overview**

Water Fund

040.420.429.75000	Major Equipment	\$ 102,500.00	Carport/garage, Lab Balance, HVAC Control Replacement
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Accounting Code

Project

Cost

Description

050.300.300.70000	Capital Improvements	\$ 638,000.00	Seasons Tie In , Andover Paving;Work Truck 1/4 replace #4 ; Replace #21 Cat Backhoe 1/4 ; 1/2 Combination Truck )
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050.400.402.22000	Information Technology	\$ 8,670.00	Portion of 2 computers replaced, Network Security Project, Upstairs Promethean, BOS Microphones
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050.440.449.31000	Engineering Services	\$ 215,000.00	Well 7 &11 Water Tank, Well #11 Aquifer and well testing/permitting, Well #11 permit/tie-in, #6 Well Rehab, Source Water Support, Well #2 withdrawal application.
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050.440.449.41000	Pump House	\$ 80,000.00	Generator Hook ups 2, 8 & 9
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050.440.449.74000	Major Equipment	\$ 19,000.00	Plug Hug
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2017-2022 Bonds	Construction and Engineering	\$ 2,381,000.00	North of the Borough Water/Carlisle Road/Sky Top Permit and Design
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Rec in Lieu of

0700450-454-70000	Capital Improvements	\$ 744,800.00	Eagle View Phase II and III Match to DCNR and DCED Grants
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