

**DOVER TOWNSHIP
BOARD OF SUPERVISORS
WORK SESSION MINUTES
October 9th, 2023**

The Dover Township Board of Supervisors Work Session for Monday, October 9th, 2023, was called to order at 6:01 PM by Vice Chairperson Robert Stone in the Dover Township Board of Supervisors meeting room. Supervisors present were Chuck Richards, Stephen Parthree, and Michael Cashman. Stephen Stefanowicz was absent with prior notification. Other Township Representatives in attendance were Laurel Oswalt, Township Manager; Michael Fleming, Public Works Director; Terry Myers, Township Engineer; Trena Hall, Township Treasurer; and Brooke Scarce, Township Secretary. There were 0 members of the public present.

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

DRAFT #2 OF THE 2024 BUDGET

The purpose of tonight's meeting was to review Draft #2 of the 2024 budget with the Board of Supervisors. Manager Oswalt reported that all funds were able to be balanced with the exception of liquid fuels, which has a projected carryover balance into 2025. 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 that members wanted to review. A copy of the spreadsheet is attached for reference.

C. Richards stated that he knows of a company in West Virginia that would possibly be interested in the Log Cabin, maybe the Township can reach out to them.

M. Fleming stated the thought process was to advertise the Log Cabin on MunicBid to see if there is interest in dismantling the building.

S. Parthree noted that the highest bidder should be required to take the whole building and also require a bond.

C. Richards questioned if there was money for road improvements on Intermediate Avenue.

M. Fleming stated it has been pushed back due to the construction not being completed.

Manager Oswalt noted that warehouses on Bull Road will require water and sewer services to the property. The Township would collect \$971,000.00 for sewer tapping fees and roughly \$1.5 million for water tapping fees. There was a meeting last week with the developer to discuss a developer's agreement at which the Township would ask the developer to cover the cost of adding the water and sewer services and address the Fox Run Road Interceptor sanitary sewer issues in exchange for waving both the water and sewer tapping fees and the Township covering the cost of materials. This potential agreement is still in the process of negotiation.

Manager Oswalt stated that she could add \$1 million to be spent from sewer reserves and \$250,000.00 to water reserves as a cushion if the project would happen next year. These costs would cover the materials for the project.

The Board was in favor of adding extra funds to the water and sewer reserve funds in case the project would happen in 2024.

C. Richards questioned when the North of the Borough project will be starting.

Manager Oswalt stated that the last indication from the contractor was that work would be starting the week of October 23.

M. Fleming added that 90% of the work for the sewer lining for Cypress South is in the residents backyards or side yards. If there is not 100% participation from all the residents in that development, the work will not be able to be completed.

Manager Oswalt stated that the healthcare increase is as follows: 8.9% on medical/prescription plan, 0% on dental, and 0% on vision.

Additionally, Manager Oswalt stated that at the end of 2022 the water department borrowed money and it was determined that the water rates should be looked at for an increase in 2024 to ensure additional capital reserve funds for anticipated future capital projects. There was a rate study that was completed with two recommendations; a 5% rate increase in 2024 followed by a 2% rate increase in 2025 to generate 1.5 million in additional reserve funds or a 15% increase in 2024 followed by a 3% rate increase in 2025 to obtain \$2 million in reserve funds.

The Board was presented with a rate increase spreadsheet that was prepared by the Utility Billing Clerk to show the impacts on different size households.

R. Stone stated that it would be irresponsible not to keep the reserve fund where it is targeted, the Township needs to keep looking in the future.

Manager Oswalt stated that she is looking for direction as to whether or not the Board would like to have a rate increase and if so, how much of a rate increase.

C. Richards noted that the Dover Township rates are lower than the rates charged by the York Water Company.

Manager Oswalt stated that the rates charged by the Township include the York Water Company rates which continually get raised, since the Water System purchases water from them.

Consensus of the Board was to have a 9% rate increase in 2024 and a 9% rate increase in 2025 to recoup \$2 million in the water reserve budget.

With no further discussion on this matter, Vice Chairperson Robert Stone adjourned the Work Session at 6:48 PM to be followed by an Executive Session and then a Regular Board of Supervisors meeting at 7:01 PM.

Respectfully submitted by: Brooke M. Scarce

Brooke M. Scarce, Township Secretary

2024 10-09-23 Budget Memo Key Projects Overview				
General Fund				
Accounting Code	Project		Cost	Description
010.300.300.70000	Acquisition of Salon 4800; Intermediate Avenue		\$ 953,000.00	\$332,000-Salon 4800 Acquisition, \$ 300,000 Intermediate Ave. Engineering portion of the \$96,000 from the 2023 Budget for the Salt Dome repairs will carryover and be spent from here; Cypress South Pipe Lining-225,000
010.400.402.30000	Contract Services		\$ 43,000.00	Continue \$10,000 allotted to begin digitization project.
040.400.409.22000	Information Technology		\$ 21,482.00	Portion of 3 Computers, ID Printer, Savvy Citizen
010.400.409.70000	Capital Improvements		\$ 54,000.00	40,000, card reader and rekey doors, Sealcoat rear parking \$14,000
010.410.413.50000	NYCRP		\$ 3,122,721.00	7.7% increase
010.430.437.25100	Parts/Service		\$ 154,000.00	Replace Truck 41 and 3 Bed and Hoist
010.430.438.20000	Supplies		\$ 125,000.00	Road Maint. Supplies, cold patch & hot blacktop.\$42,000, Signal Relamp and Reface overhead signs; Fox Run Rd @ Steeple Chase Lining \$40,000, Conewago Road @ Well #8 \$18,000
010.450.454.26000	Minor Equipment Purchase		\$ 42,500.00	JD Gator \$35,000, blowers 1,000, tables and chairs \$2,500, EVP Security Cameras-\$4,000
010.450.454.30000	Contract Services		\$ 83,700.00	Rentals-\$2,000, BP Bathroom floor \$5,000, Vehicle Inspect-\$3,500; Pest Control-\$1,500,Arborist/Tree Removal \$12,000;Safety surface- \$4,000, Parks CareTaker-\$18,000, BP/LP Benches \$6,500, Land Studies EVP Maintenance 31,200
010.450.454.70000	Capital Improvements-Parks		\$ 110,000.00	BP Carousel floor \$30,000, BP Interior paint \$15,000, MF Parking lot \$20,000, CP Log Cabin Demo \$20,000, BP #1 Roof Replace \$25,000
010.450.459.26000	Minor Equipment Purchase		\$ 13,000.00	Replace stove \$5,000, security cameras \$2,500, tables and chairs \$2,500
010.450.459.37000	Maintenance/Repair Services		\$ 112,000.00	CB Repaint interior \$10,000, Replace flooring \$30,000, Redo restrooms \$25,000, Repaint exterior \$25,000, Pressure wash exterior \$7000
011.000.440.29000 and 31500	Fire Department Dorms		\$ -	Generator will carryover to 2024 and be paid from 2020 Bond money.

2024 10-09-23 Budget Memo Key Projects Overview

Highway Aid Fund

Accounting Code	Project	Cost	Description
020.430.430.70000	Capital Purchases	\$ 78,613.00	#7 Street Sweeper 6 of 7 \$45,363, Mack 10 Wheeler 4 of 7 \$33,250,
020430.439.20000	Supplies	\$903,000.00	Pinchtown, W. Canal - FDR + Paving \$300,000; Blackberry, contract 700' pipe install \$70,000; Poplars Pipe and George Guiderail (Overage \$25,000) Butter Road Curve Widening (\$120,000), Butter Bull Intersection (\$388,000)

2024 10-09-23 Budget Memo Key Projects Overview

Sewer Fund

Accounting Code	Project	Cost	Description
040.300.300.70000	Capital Improvements	\$ 270,000.00	Combination Truck Payment 1 of 5 \$70,000, Clair Mar Repairs, Fox Run Interceptor (Warehouse)?
040.400.402.22000	Information Technology	\$ 7,092.00	Portion of 2 computers, ID Printer, Near Map, Adobe, Microsoft 365, Bitwarden, Malwarebytes Savvy Citizen
040.420.426.31300	Engineering Services	\$ 300,000.00	Oakland, Virginia Engineering Lateral Replacements, MH Frames & Cover Replacement on Canal Rd from Borough to Bull Rd ,Trench Restoration.
040-420-426-37000	Maintenance/Repair Services	\$ 150,000.00	Shoring \$15,000, Tiger Mower \$40,000, I&I Detection \$30,000, Manhole Camera \$20,000
040.420.426.75000	Major Equipment	\$ 105,000.00	Increases and New Hire in the Lab
040.420.429.10	Salaries	\$ 637,618.00	
040.420.429.37000	Maintenance & Repair	\$ 360,000.00	Preventative Maint/Lubrication, Unplanned repairs for failures & emergencies,Generator Srvc Contract-\$2,500, IPS srvc contract-\$3,300,HVAC srvc contract-\$2,200, Roll up door service-\$820, Degrit/wetwell cleaning-\$20,000, Gear box replacement \$53,000.00, RAS 1Pump Replacement \$50,000.00
040.420.429.75000	Major Equipment	\$ 105,000.00	TKN Block Digester \$20,000, Gator \$35,000, Wonderware Upgrade \$40,000, Clarifier 5&6 rehab \$10,000.00

2022 10-11-21 Budget Memo Key Projects Overview

Water Fund

Accounting Code	Project	Cost	Description
050.300.300.70000	Capital Improvements	\$ 1,120,000.00	Payment 1 of 5 Combination Truck \$70,000, Well 12 \$100,000, NOB Phase 2
050.400.402.22000	Information Technology	\$ 7,092.00	Portion of 2 computers, ID Printer, Near Map, Adobe, Microsoft 365, Bitwarden, Malwarebytes Savvy Citizen
050.440.449.31000	Engineering Services	\$ 250,000.00	Well 7&11, Water Tank, Well 12/13, Fox Run Rd, Oakland Rd SSM-Well #11 Aquifer Testing & well permitting (DEP & SRBC)-\$70,000, Well #11 operations permit (DEP)/tie in-\$100,000, Possible Well #6 Rehab - \$10,000, Hydrogeologic & source water support-\$10,000;Well #2 withdrawal application SRBC - \$50,000
050.440.449.41000	Pump House	\$ 80,000.00	Generator Hook ups 2, 8 & 9
050.440.449.74000	Major Equipment	\$ 50,000.00	Well #2 withdrawal application SRBC - \$50,000
2017-2022 Bonds	Construction and Engineering	\$ 3,225,000.00	North of the Borough Water Phase 1
0700450-454-70000	Capital Improvements	\$ 450,000.00	Eagle View Phase Baseball Phase