

## MINUTES

A special meeting of Dover Borough Council was held at Borough Hall, 46 Butter Road on Monday, October 8, 2018 for the purpose of preparing the 2019 budgets. All council members and Mayor Hernley were present. President Kroft called the meeting to order at 6:00 pm followed by a moment of silent prayer.

### Wallace Fund

Ms. Snyder asked what the Wallace fund is. Mrs. Koch explained it is a fund that was set up years ago by Dr. Wallace. He bequeath money for Dover Borough and Dover Township. Every other year funds are distributed to Dover Borough. These funds are used to maintain the clock on the square.

The bi-annual disbursement from the trust is expected to be received in November 2019 and estimated to be \$1,800. *Clock Maintenance (465.45)* is the only budgeted expenditure from this account and will remain the same at \$700 for 2019.

### Highway Aid Fund

Notice of estimated 2019 State Aid has been received for \$58,846.27. *Line (406.74) Capital Expenses* were discussed. No amount is being budgeted for 2019 *Capital Expenses*. *Winter Maintenance Supplies (432.22)* was discussed and decreased to \$4,400 since we have a good amount of salt on hand. Two line items will remain the same for 2019: *Traffic Control Devices (\$1,000)*, and *Street Repairs (\$1,000)*. *Contracted Services* were discussed. The projects that Mr. Spangler proposed for 2019 were discussed. The drainage improvements at Meadow Road/Canal Road/Fairview Avenue are estimated at \$10,500. Base repair and paving of Maplewood Drive from Willow Drive to Oakwood Drive is estimated at \$59,500. There are also a few alleys that need repair which will be looked at and decided at a later time. There are not enough funds to do all the projects the engineer proposed for 2019. It was decided to budget \$70,000 for *Contracted Services (439.45)* which would allow for other smaller projects to be added with the carry over funds.

### Water Fund

Income from *Water Fees (378.10)* will remain the same at \$255,000. The *USTIF Reimbursement (395.02)* will be the same for 2019. *Interest (341.00)* increased to \$1,200. Under Expenses, the following were reduced, *Office Supplies/Expenses (448.21)* to \$300, *Small Tools & Minor Equipment (448.26)* to \$2,000, *Analysis Fees (448.31)* to \$2,500 and *Continuing Education (448.46)* to \$500. The following were increased, *Engineering Services (408.00)* to \$4,000, *Dues, Subscriptions and Permits (448.42)* to \$800. *Chemicals (448.22)*, *Mowing Contractor (448.37)*, *Contracted Services (448.45)*, *Capital Equipment/Machinery (448.74)*, *Health Insurance (487.00)* was left blank. *Payroll and Payroll Taxes* were not available. Council would like to confirm with Mr. Grim on the current chemical supply, equipment needed and upcoming contracted services work to be done. The mowing bid will be awarded at the October 9, 2018 special budget meeting.

### Sewer Fund

Income from *Sewer Fees (364.10)* was increased to \$610,000. *Interest (341.00)* increased to \$4,000. Under Expenses, the following were reduced, *Office Supplies/Expenses (429.21)* to \$350. *Chemicals (429.22)*, *Repair and Maintenance Supplies (429.25)*, *Small Tools and Minor Equipment (429.26)*, *Contracted Services (429.45)*, *Capital Purchase Machinery and Equipment (429.74)* were left blank until information confirmed with Mr. Grim. Council discussed and would like to see more sewer lining projects done since there is still too much infiltration into the sewer system. *Mowing Contractor (429.37A)* was left blank until the bid is awarded at the October 9, 2018 special budget meeting. We will continue to pay an additional \$65,000 a year on the 2009

*Loan-Principal and Interest (470.00)*. That will remain at \$230,000. *Payroll* and payroll related expenses were not available. *Health Insurance (487.00)* was left blank. All other expenses remain the same for 2019.

#### General Fund

Under Income the following were increased, *Fines and Forfeits (330.00)* to \$20,000, *Interest, Dividends (340.00)* to \$6,000. *Trash Receipts (364.30)* were left blank. All other income remained the same.

Under Expenses the following were increased, *Website (400.48)* to \$203, *Legal Services (404.00)* to \$15,000, *Engineering Services (408.31)* to \$12,500, *Communication Services (409.32)* to \$3,500, *Police Services Contract (410.30)* to \$311,350.56, *Stormwater Management (436.00)* to \$1,600 and *Park Repairs and Maintenance (451.37)* to \$6,500. The following were decreased, *Borough Manager Dues/Memberships (401.46)* to \$50, *Utilities (409.31)* to \$27,000 and *Cleaning and Maintenance (409.33)* to \$1,250. The following were left blank to verify amounts or check with Mr. Grim, *Trash Receipts (364.30)*, *Audit (402.31)*, *Treasurer and Administrative Bonds (405.35)*, *Borough Buildings and Grounds (409.00)*, *Building Repair/Maintenance (409.37)*, *Refuse Collection (427.30)*, *Capital and Equipment Purchases (430.01)*, *Winter Maintenance (432.00)*, *Snow Removal (432.70)*, *Workers Compensation – Fire (486.195)* and *Workers Compensation – Borough (486.70)*. All other budget amounts remain the same for 2019.

President Kroft reported that someone from the Dover High School called the office in reference to the Eagle project for on the square. Mrs. Plowman and Mr. Grim felt President Kroft should handle speaking to him. He states he will respond back to them that the Borough needed to move forward with the planters. He will suggest they rework their original plan to work with the new planters.

Mr. Sabold commented he did not know about the flag ceremony at Ketterman Park and would've liked to attend. Also, the flag pole at Tom's on the square does not have a flag on it and that part of the agreement when installing the flagpole. President Kroft will speak to the manager about it.

President Kroft asked what percent of the Local Services Tax has to be paid out. Mrs. Koch thought it was 75%. Ms. Bishop commented that people think the fire and ambulance get no subsidiaries or tax revenues. She feels it should be rectified that people know the fire company and ambulance do get the Local Services Tax.

The water drainage issue at the Ketterman Park walkway was discussed. A repair is planned for 2019 to resolve this issue. An additional \$6,000 was added in the budget for this.

Mr. Slusser made a motion to adjourn the meeting with a second by Mr. Ferry. The motion carried and the meeting adjourned at 9:10 pm.

President Kroft stated an executive session will follow the meeting.

Respectfully submitted,

Brenda J. Plowman  
Secretary/Treasurer