

## MINUTES

A special meeting of Dover Borough Council was held at Borough Hall, 46 Butter Road on Tuesday, October 9, 2018 for the purpose of awarding the mowing contract, trash collection contract and preparing the 2019 budgets. All council members, Mayor Hernley and Duane Grim were present. President Kroft called the meeting to order at 6:00 pm followed by a moment of silent prayer.

The results of the mowing bids were reviewed. One bid was received from McCabe's Lawn and Landscape. A bid for three years was received for \$250 per mowing for Ketterman Park and \$250 per mowing for the general mowing. Mr. Slusser made a motion to accept the bid from McCabe's Lawn and Landscape for the term of three years for \$250 Park and \$250 general mowing. Mr. Ferry seconded the motion and it carried.

The results of the trash collection bids were reviewed. Two bids were received. One was from Republic Services and one from Penn Waste. Republic Services submitted two three year bids. The first one includes a second pick up day during the months of June through September for \$ 629,652 and a second bid is for once a week pick up all year for \$584,363. Penn Waste submitted four bids. Two are for a one year contract. The first one includes a second pick up day during the months of June through September for \$165,750 and the second is a bid for once a week pickup for one year at \$158,000. The others two bids are for three years. The first one includes a second pick up day during the months of June through September for \$ 497,240 and a second bid is for once a week pick up all year for \$473,822. After discussion of all the options Mr. Sabold made a motion to accept the three year bid #2 from Penn Waste for \$473,822. Ms. Bishop seconded the motion and it carried.

### Water Fund

The water fund budget was reviewed. *Mowing Contractor (448.37)* was increased to \$3,750. *Chemicals (448.22)* was decreased to \$4,000, *Capital Equipment/Machinery (448.74)* to \$5,000. *Contracted Services (448.45)* will remain the same at \$50,000. Mr. Grim is going to check if we can still replace curb boxes on Mayfield Street and water valves on Frederick Court and on the square yet this year. The *SS/Medicare (487.01)* was updated to \$3,761.16 after the wage increases.

### Sewer Fund

The sewer fund budget was reviewed. There is one proposed project for 2019 for sewer slip lining on Maplewood Drive. Replacement of some sewer lines will also be looked into. Mr. Grim will check if the UV tank walls can still be repaired this year or if it will go into next year. *Contracted Services (429.45)* was decreased to \$132,000. *Mowing Contractor (429.37A)* is increased to \$3,750. *Chemicals (429.22)*, *Repair and Maintenance Supplies (429.25)*, *Small Tools, Minor Equipment (429.26)* and *Capital Purchase Machinery and Equipment (429.74)* will remain the same for 2019. There was discussion of the possibility of purchasing a camera for checking sewer lining or having a contractor to check the lines to make sure the lining is working properly. Mr. Grim would like to compile a map of all the streets that have been done already. President Kroft asked about the siphon they would like to run at the creek behind Reservoir Avenue. The line cannot be televised because it always has water in it. It is suggested to plug one side of the creek to see if water is still getting in so we can tell if we are getting infiltration from the creek. The *FICA/Medicare (487.01)* was updated to \$4,956.86 after the wage increases.

## General Fund

Ms. Bishop confirmed that at least 25% of the Local Services Tax must be used towards emergency services. The Borough gives about 90% of it to ambulance and fire company services. Before we can allocate these funds we need an annual itemized list of expenditures. This tax can also be used for road construction, road maintenance and reduction of property taxes.

It was discussed and agreed to replace the Borough's main office doors since they are rusting. The basement windows are not in good condition and Mr. Grim will see if they can be replaced this year yet. An outside water spigot will be installed at the Borough office building. The outside of the Borough office needs cleaned and will be done in 2019. Mr. Grim suggested the purchase of a telescopic wand to attach to the pressure washer for height especially at the sewer plant. This will come out of sewer expenses. The current snow blower is a really old one. It was discussed and agreed to purchase a new one. Mrs. Koch suggested twice a year street sweeping but following discussion it was decided to stay at once per year.

*Duane Grim left the meeting at 8:03 PM.*

Health insurance was reviewed and various options were discussed. The health insurance cap will remain at \$35,000. There was a question on the amount of children that are billed for on a policy. Mrs. Plowman will check on that. The cost amount will also be confirmed before the next budget meeting on October 15, 2018.

Payroll was reviewed. Mr. Slusser made a motion to increase Mr. Grim's hourly wage to \$28.85 effective January 1, 2019. Mr. Ferry seconded the motion and it carried. Mr. Slusser made a motion to increase Mrs. Plowman's hourly wage to \$15.91 per hour effective January 1, 2019. Mr. Sabold seconded the motion and it carried. Mr. Slusser made a motion to increase Mr. Hoppel's hourly wage to \$18.00 per hour. Mrs. Koch seconded the motion and it carried.

Under Income the following were increased, *Trash Receipts (364.30)* to \$169,000. All other income remained the same.

Under Expenses the following were increased, *Audit (402.31)* to \$5,200, *Building Repair/Maintenance (409.37)* to \$4,000. *Refuse Collection (427.30)* to \$150,150. The following were decreased, *Mowing Contractor (451.31)* to \$7,500. *Treasurer and Administrative Assistant Bonds (405.35)*, *Borough Buildings and Grounds (409.00)*, *Capital Equipment Purchases (430.01)*, *Contractor/Professional Service (430.45)*, *Winter Maintenance (432.00)* and *Snow Removal Equipment (432.70)* will remain the same for 2019. After the wage increases the following were updated, *SS-Employers Contribution (481.01)* to \$10,284.19, *Medicare - Employer Contribution (481.03)* to \$2,402.27 and *Unemployment Compensation (481.30)* to \$1,425.00. Workers Compensation costs were confirmed. *Workers Compensation - Volunteer Fire (486.195)* was increased to \$35,000 and *Workers Compensation - Borough (486.70)* will remain the same.

The quarterly trash collection fee was discussed. Since the collection rate has increased for the next three years the resident rate will be increased to cover this cost. Mr. Sabold made a motion to increase the trash collection fee to \$65 per quarter effective January 2019. Mr. Slusser seconded the motion and it carried.

Mr. Ferry made the motion to adjourn the meeting with a second by Mr. Slusser. The motion carried and the meeting adjourned at 8:43 pm.

Respectfully submitted,

Brenda J. Plowman  
Secretary/Treasurer