

MINUTES

A special meeting of Dover Borough Council was held at Borough Hall, 46 Butter Road on Monday, October 11, 2021 at 6:30 PM for the purpose of preparing the 2022 budgets. All council members, Mayor Hernley and Duane Grim were present. President Kroft called the meeting to order followed by a moment of silent prayer.

Wallace Fund

Every other year, funds are distributed to Dover Borough. The expected distribution for 2022 is estimated to be zero. *Interest Income (341.00)* was decreased to \$2.00. *Clock Maintenance (465.45)* is the only budgeted expenditure from this account and will remain the same at \$700 for 2022. This will leave a proposed ending balance of \$2,343.85.

Highway Aid Fund

Notice of estimated 2022 State Aid has been received in the amount of \$53,801.14. Council discussed how this amount is calculated. It is based on miles of roads in the municipality. It was felt this amount will continue to decrease since other areas are putting in new roads. This will cause the aid available per mile to decrease. *Interest Income (341.00)* was decreased to \$25.00. This will give a total income of \$53,826.14. No amount is being budgeted for 2022 *Capital Expenses (406.74)*. *Winter Maintenance Supplies (432.22)* were discussed. This was decreased to \$4,000. Mr. Grim presented a quote from D. E. Gemmill in the amount of \$3,444.60 for replacing the markings at the square. It was decided to do that project in 2021 since there are funds available. Mr. Ferry made a motion to approve D.E. Gemmill to paint the crosswalks and lines at the square. Ms. Snyder seconded the motion and all were in favor. Two other line items will remain the same for 2022: *Traffic Control Devices (\$1,000)*, and *Street Repairs (\$1,000)*. Under *Contracted Services (439.45)* the project that Mr. Lipinski proposed for 2022 was discussed. Base repair and paving of Elmwood Drive is estimated at \$90-95,000. It was decided to budget \$95,000 for *Contracted Services (439.45)*. Total expenses will be \$101,000. With the proposed ending balance for 2021, this will leave a proposed ending balance for 2022 of \$19,268.50.

Water Fund

Income from *Water Fees (378.10)* was discussed. This was increased to \$240,000. *Interest Income (341.00)* was decreased to \$200. The *USTIF Reimbursement (395.02)* was increased to \$34,000. Under Expenses, the following were reduced, *Chemicals (448.22)* to \$2,000. The following were increased, *Water Purchase (448.24)* to \$125,000, *Utilities (448.36)* to \$11,000 and *Insurance Policies (486.0)* to \$1,564. Utilities were discussed in regards to rising cost. Installing solar panels was mentioned as an option to look at in the future. *Health Insurance, Payroll and Payroll Taxes* were not available. All other expenses remain the same for 2022.

Sewer Fund

Under Income, *Interest Income (341.00)* was decreased to \$400. Under Expenses, the following were increased, *Communication Services (429.32)* to \$4,500, *Insurance Policies (429.35)* to \$3,036 and *Utilities (429.36)* to \$27,000. Mr. Slusser inquired if Mr. Hoppel has worked on getting any of his licenses. Mr. Grim stated he hasn't taken anything other than the initial water test. President Kroft added he was working on his water license first. Ms. Snyder wondered how much continuing education is required. Mr. Grim takes classes every three years.

Council discussed the balance of the *2009 Loan (470.00)*. The last few years additional principal has been paid. The additional amount for 2022 will be determined after payroll and health insurance are entered. *Health Insurance, Payroll and Payroll Taxes* were not available. All other expenses remain the same for 2022.

ARPA Fund

ARPA Funds were discussed. All of the allowed use for these funds has not been determined. Infrastructure is an item it can be used for but it is unknown if roads are a part of that. The Borough received half of the funds this year and the other half will come in 2022. These funds need to be used by the end of 2023. Installing bathrooms at Ketterman Park would be considered if an allowed use. A discussion followed about different options for bathrooms. Solar panels on the bathrooms or on the sewer plant would be another consideration. It was decided to put the full amount of \$208,082.40 into *Contracted Services (430.35)*.

General Fund

Under Income the following were decreased, *Interest, Dividends (340.00)* to \$600. The following were increased, *Intergovernmental Revenue (350.00)* to \$20,000, *Trash Receipts (364.30)* were discussed. The approved contract extension with the increased tipping fee cost will be \$179,167.32 for 2022 and \$186,957.36 for 2023. This calculates to \$70.40 per quarter per resident. Resident trash will be increased to \$70 per quarter for 2022 and 2023. This increases *Trash Receipts (364.30)* to \$182,000. *Excavation Permits (362.40)* fees were discussed. It was agreed at the Council meeting October 4, 2021 to review and update the fee for this.

Under Expenses the following were increased, *Website (400.48)* to \$235, *Audit-Professional Services (402.31)* to \$5,500, *Tax Collector Payroll (403.11)* to \$8,000 *Treas & Admin Asst Bond (405.35)* to \$1,851, *Newsletter/Printing (430.34B)* to \$1,250, The following were decreased, *Tax Collection Supplies (403.22)* to \$500, *Postage (405.23)* to \$2,500, *Health Benefits, Payroll and Payroll Taxes* were left blank.

Replacement of the office roof was on the budget for 2021. Mr. Grim will get updated quotes to have the project done in November or December. *Contracted Services (430.45)* was discussed. A drainage issue at Butter Road and City Hall Drive and the starting of a sinkhole on Rachel Road was the topic. The Borough engineer will be consulted for recommendations.

The balance of the General Fund will be completed at the next budget meeting on October 12, 2021.

President Kroft stated an executive session will follow the meeting.

Mr. Ferry made a motion to adjourn the meeting with a second by Mr. Slusser. The motion carried and the meeting adjourned at 9:35 pm.

Respectfully submitted,

Brenda J. Plowman
Secretary/Treasurer