

October 10, 2023

MINUTES

A special meeting of Dover Borough Council was held at Borough Hall, 46 Butter Road on Tuesday, October 10, 2023 at 6:30 PM for the purpose of preparing the 2024 budgets. Vice President Sabold, Mr. Raffensberger and Mayor Hernley were absent. All other council members were present. President Kroft called the meeting to order followed by a moment of silent prayer.

The Highway Aid Fund and Wallace Fund budgets were reviewed with no changes.

Sewer Fund

The sewer fund budget was reviewed. Mrs. Plowman had entered the proposed *Health Insurance, Payroll and Payroll Taxes* as follows: *Health Insurance (487.00)* \$15,410, *Zoning Payroll (401.10)* \$4,730., *Secretary/Treasurer Payroll (405.10)* \$9,375.50, *Clerical Assistant Payroll (405.15)* \$3,764.75, *Sewer Laborer Payroll (429.12)* \$61,399.42 and *Payroll Taxes (487.01)* \$6,064.13.

The \$80,000 ARPA funds were not transferred in 2023 as budgeted. This will be transferred in 2024 under *Transfer from General Fund (392.01)*. The shortage of \$171,105.44 will be transferred from *Savings (392.08)* to balance the budget at \$826,105.44.

The 2024 sewer projects will not be done for about 6 months. Council elected to reinvest the sewer funds and general fund monies in the amount of \$826,105.44 with PLGIT at a rate of 5.76% for 6 months.

General Fund

The General Fund budget was reviewed. Mr. Ferry made a motion to renew the Health Insurance at a rate of \$28,802 with a \$40 per week deduction from payroll. Mr. Slusser seconded the motion and all were in favor. Mr. Slusser made a motion to approve the 2024 payroll increases at the amounts previously discussed per employee. Ms. Snyder seconded the motion and all were in favor. Delta Dental now requires a minimum of two employees on the policy. Mr. Ferry made a motion to renew Delta Dental covering Mr. Grim and Mrs. Plowman at a cost of \$96.94 per month. Mr. Slusser seconded the motion and all were in favor.

Mrs. Plowman had entered the proposed payroll and health reimbursements, payroll and health benefits.

Under Income the following was entered *Payroll Reimbursement – Sewer (395.08A)* \$79,269.67, *Payroll Reimbursement – Water (395.06A)* \$58,974.42, *Health Reimbursement – Sewer (395.08B)* \$15,410, *Health Reimbursement – Water (395.06B)* \$9,440.

Under Expenses the following were entered, *Dental (487.03)* \$1163.28, *Transfer ARPA (492.00)* \$80,000.

Mrs. Plowman had entered the proposed *Health Insurance, Payroll and Payroll Taxes* as

follows: *Borough Payroll (406.00)* \$58,266.95, *Sewer Payroll (429.00)* \$79,269.67, *Water Payroll (448.00)* \$58,974.42 and *Payroll Taxes (481.00)* \$16,458.09. A transfer from *General Fund Savings (392.01)* for \$116,775.94 was entered to give a balanced budget at \$1,270,421.57.

Water Fund

The water budget was reviewed. Council discussed changing the water rates. We are buying more water due to disconnecting well #6 from the system. Several options were discussed in regards to water rates. Council decided to increase the minimum use charge to \$36.00 per quarter. The school rate will be increased to \$7.50 per student.

Under Income *Water Fees (378.10)* were increased to \$252,075. Mrs. Plowman had entered the proposed *Health Insurance, Payroll and Payroll Taxes* as follows: *Health Insurance (487.00)* \$9,440, *Zoning Payroll (401.10)* \$4,730.00, *Secretary/Treasurer Payroll (405.10)* \$9,375.50, *Clerical Assistant Payroll (405.15)* \$7,529.50 *Water Laborer Payroll (448.12)* \$37,339.42 and *Payroll Taxes (487.01)* \$4,511.54.

A transfer from *Water Savings (392.06)* for \$153,972.50 gives a balanced budget at \$442,547.50.

President Kroft cancelled the budget meetings for October 23 & 24, 2023 since all budgets are completed.

Mr. Slusser made the motion to adjourn the meeting with a second by Mr. Ferry. The motion carried and the meeting adjourned at 8:23 pm.

Respectfully submitted,

Brenda J. Plowman
Secretary/Treasurer