

MINUTES

A special meeting of Dover Borough Council was held at Borough Hall, 46 Butter Road on Monday, October 9, 2023 at 6:30 PM for the purpose of preparing the 2024 budgets. Vice President Sabold and Mr. Raffensberger were absent, all other Council members, Mayor Hernley, Duane Grim and Solicitor Andrew Herrold were present. President Kroft called the meeting to order followed by a moment of silent prayer and the pledge of allegiance.

Stacey MacNeal from Barley Snyder and Project Engineer Eric Johnston were present to discuss a resolution to the stormwater discharge from Norma's Ridge. They have been operating with a temporary highway occupancy permit they received from PennDOT last year, and are waiting to receive the permanent HOP. PennDOT is still awaiting a letter from Dover Borough acknowledging that the documentation was received from the client regarding the stormwater report from the site. They would like to move this forward but there is some gray area regarding the inlet pipe, the condition of the downstream pipe and who is responsible for its maintenance. Ms. MacNeal, on behalf of her client, is suggesting that the project install a drainage pipe, replace the existing inlet and take care of the necessary permit for the pipe and inlet on the north side of Canal Road. They would also maintain that pipe into the future. Dover Township would agree to adopt that inlet. On the south side of Canal Road, her client would facilitate the HOP for the drainage pipe on the south side, the Borough and the Township would then jointly share the repair work and future maintenance of that drainage pipe. This is what Dover Township is proposing and it is acceptable to her client. If this is acceptable to the Borough, they would like authorization to draft an agreement to that effect. If Dover Township gives confirmation tonight at their meeting, she asks for the Borough to authorize Solicitor Andrew Herrold to immediately send correspondence to PennDOT. Mr. Herrold states the details of the agreements will need to be specified but feels there are no real issues that he sees and recommends the Borough agree. Ms. Snyder made a motion to approve Mr. Herrold to work with the Dover Township Solicitor and Norma's Ridge Solicitor to draw up an appropriate agreement regarding tying the drainage pipe into the box, doing the repairs downstream, and developing a maintenance agreement. Mrs. Koch seconded the motion. Ms. MacNeal added for the letter to be drafted to PennDOT. Ms. Snyder amended the motion to include sending a letter to PennDOT. Mrs. Koch seconded the motion and all were in favor.

The Trash Collection bids were opened and read aloud. A bid envelope from Republic Services contained a letter stating they are not submitting a bid. A bid envelope was opened from Penn Waste. They submitted a bid for option #1 for the same 6-bag limit currently in place and a bid for option #2 with a 3-bag limit along with a price escalator and averaged those to fit into the bid documents. President Kroft announced that option #1 for three years would be \$836,550.00 and option #2 for three years would be \$824,850.00 This is a difference of .50 per household per month. The yearly cost for option #1 is \$ 278,850 and option #2 \$274,950 which is saving \$3,900 per year to cut the volume of trash allowed for pick up in half. Mr. Ferry made a motion to accept bid option #1 at a cost of \$278,850 per year for three years. Mr. Slusser seconded the motion. Mrs. Koch opposed; motion carried with one opposition.

The Mowing bids were opened and read aloud. Three bids were received. McCabe's Lawn and Landscape bid #1 for all Borough properties except Ketterman Park, was \$ 375 for both a one year or a three-year contract. Bid #2 for Ketterman Park is \$325 for a one year or a three-year contract. The second bid was from DPR Land & Hardscape Design. Bid #1 was \$595 for one year or \$555 for three years. Bid #2 was for \$600 for one year and \$560 for three years. The third bid was from B & B Lawncare and Snow Removal. They only bid on a one-year contract for bid #2 in the amount of \$250. Even though B & B was lowest for bid # 2, no insurance was included and the three-year option was not included. Mr. Herrold confirmed the Borough did not have to accept this bid especially if they want a three-year contract. Mr. Slusser made a motion to accept the bid from McCabe's Lawncare & Landscaping for bid #1 of \$ 375.00, bid #2 of \$325.00 for three years. Mr. Ferry seconded the motion and all were in favor.

Mr. Herrold left the meeting at 6:55 PM.

Wallace Fund

Every other year, funds are distributed to Dover Borough. We will not receive funds in 2024. *Interest Income (341.00)* was left at zero. *Clock Maintenance (465.45)* will remain the same at \$700 for 2024. Council discussed the balance in this account. There are currently some issues with the clock so there could be extra expenses.

Highway Aid Fund

Notice of estimated 2024 State Aid has been received in the amount of \$53,977.60. *Interest Income (341.00)* was increased to \$500.00. This will give a total income of \$54,477.60. Road projects were discussed and since the previous proposed projects for 2022 and 2023 were not done, it was decided to budget \$200,000 under *Contracted Service (439.45)* for the Butter Road bridge repair. If funds are still available, the City Hall and Butter Road intersection project and paving on Maplewood Drive will be considered. All other expenses remain the same for 2024. Total expenses will be \$207,000. With the proposed ending balance for 2023, this will leave a proposed ending balance for 2024 of \$23,369.14. Council would like to place a temporary weight restriction on Butter Road due to the condition of the bridge. Mr. Grim will contact Engineer Dave Lipinski in regards to this.

Water Fund

Under Income, *Water Fees (378.10)* were kept the same at \$240,000. *Interest Income (341.00)* was increased to \$1,500. The *USTIF Reimbursement (395.02)* will remain the same at \$35,000. Under Expenses, the following were increased, *Legal Services (404.00)* to \$3,000, *Engineering (408.00)* to \$10,000, *Postage (448.23)* to \$650, *Water Purchase (448.24)* to \$200,000, *Mowing Contractor (448.37)* to \$5,625, *Contracted Service (448.45)* to \$100,000. The following were decreased, *Analysis Fees (448.31)* to \$3,000, *Insurance Policies (486.00)* to \$1,660. Since well #6 is no longer in operation, more water is being purchased from Dover Township. Council discussed options including selling our water system. This is something to be discussed further in the future. In the meantime, we may need to increase the water fee. Council also discussed replacing the water line when the Butter Road bridge project is done since it runs beneath it and is very old. *Health Insurance,*

Payroll and Payroll Taxes were not available. All other expenses remain the same for 2024.

Sewer Fund

Under Income, the following was increased *Interest (341.00)* to \$10,000. Sewer funds are being invested with PLGIT resulting in a good return. Under Expenses, the following were increased, *Chemicals (429.22)* to \$20,000, *Postage (429.23)* to \$650, *Communication Services (429.32)* to \$5,000, *Mowing Contractor (429.37A)* to \$5,625.

Council discussed upcoming sewer projects and repairs. These include televising sewer laterals in Delwood and repairs at the sewer plant. Since these were not completed in 2023, they are planned for 2024. *Contracted Service (429.45)* will remain the same at \$180,000.

Council discussed the balance of the *2009 Loan (470.00)*. We have been paying additional principal. The loan is currently about 6 years ahead of schedule. We will continue to pay additional principal.

Health Insurance, Payroll and Payroll Taxes were not available. All other expenses remain the same for 2024.

General Fund

Under Income the following were decreased, *Licenses and Permits (320.00)* to \$25,000. The following were increased, *Earned Income Tax (310.20)* to \$250,000, *Local Services Tax (310.50)* to \$25,000, *Interest, Dividends (340.00)* to \$15,000, *Trash Receipts (364.30)* to \$286,000. General funds are being invested with PLGIT resulting in a good return.

Under Expenses the following were decreased, *Advertising (400.34A)* to \$2,000, *Pension – Borough Contribution (483.15)* to \$15,380, *Workers Comp – Vol. Fire (486.195)* to \$9,741, *Workers Comp – Borough (486.70)* to \$6,825, *Disability & Life Insurance (487.15)* to \$3,685. The following were increased, *Bonds (400.35)* to \$350, *Audit – Professional Services (402.31)* to \$6,650, *YATB Tax Collection Fees (403.10)* to \$5,200, *Computer Software/Maintenance. (405.27)* to \$5,500, *Engineering Services (408.31)* to \$40,000, *Police Services Contract (410.30)* to \$341,547.56, *Animal Control (410.32)* to \$2,000, *Refuse Collection (427.30)* to \$263,250, *Mowing or Other Prof Serv (451.31)* to \$9,750, *Park – Repairs & Maintenance (451.37)* to \$30,000, *Insurance Policies (486.00)* to \$19,341.60.

Health Insurance, Payroll and Payroll Taxes were not available. All other expenses remain the same for 2024.

Council discussed an increase to the trash collection fee. Based off of the new contract rate, the fee will be increased to \$110 per quarter.

Council discussed the work to be done at the Ketterman Park tot lot. Mr. Grim is waiting on a third quote.

The next budget meeting is on October 10, 2023.

President Kroft stated an executive session will follow the meeting.

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

Respectfully submitted,

Brenda J. Plowman
Secretary/Treasurer