

MINUTES

A special meeting of Dover Borough Council was held at Borough Hall, 46 Butter Road on Monday, October 10, 2022 at 6:30 PM for the purpose of preparing the 2023 budgets. Mr. Ferry was absent, all other Council members, Mayor Hernley and Duane Grim were present. President Kroft called the meeting to order followed by a moment of silent prayer.

President Kroft reported the tree lighting event was discussed at the fire company meeting on Thursday and it was agreed to allow the Dover High School National Honor Society to hold the event on the fire company grounds.

Wallace Fund

Every other year, funds are distributed to Dover Borough. The expected distribution for 2023 is estimated to be \$1800.00. *Interest Income (341.00)* was decreased to zero. *Clock Maintenance (465.45)* will remain the same at \$700 for 2023. Council discussed the balance in this account and other uses for the funds. They agreed to add \$400 to *Donations – Misc. (459.54)*. This will leave a proposed ending balance of \$3,592.97.

Highway Aid Fund

Notice of estimated 2023 State Aid has been received in the amount of \$53,774.23. *Interest Income (341.00)* was decreased to \$10.00. This will give a total income of \$53,784.23. *Winter Maintenance Supplies (432.22)* was increased to \$5,000. Council discussed the cost for repairing Butter Road. Since the proposed project for 2022 was not done, it was decided to budget \$145,000 under *Contracted Service (439.45)* for the Butter Road project. All other expenses remain the same for 2023. Total expenses will be \$152,000. With the proposed ending balance for 2022, this will leave a proposed ending balance for 2023 of \$23,709.39.

ARPA Fund

ARPA Funds were discussed. All of the funds were allocated for refund of police services. These funds can now be used for other expenses. Donations were given this year to Union Fire & Hose, Dover Ambulance Club and NYCPRD for a license plate reader. The balance of funds is being held in a separate account. Council discussed the tank wall repair work that is needed at the sewer plant and the cost of repairing Butter Road. Mr. Grim is having issues getting quotes for the sewer plant tank wall repairs. After discussion of what is needed and possible cost, it will need to go out for bids. Mr. Grim will contact Mr. Lipinski to submit the information for bids. The account balance of \$128,764.03 will be transferred to general fund because it is for refund of police services. In turn, \$80,000 will go to sewer repair and \$48,764.03 toward the Butter Road repair project. This should cover the portion of the cost that cannot be paid from liquid fuels funds. The ARPA fund will then have a zero balance.

Water Fund

Under Income, *Water Fees (378.10)* was kept the same at \$240,000. *Interest Income (341.00)* was decreased to \$50. The *USTIF Reimbursement (395.02)* was increased to \$35,000. Under Expenses, the following were increased, *Computer Software Maintenance Agreement. (448.21A)* to \$1,400, *Chemicals (448.2)* to \$2,500, *Water Purchase (448.24)* to \$132,000, *Analysis Fees (448.31)* to \$5,500, *Utilities (448.36)* to \$12,000 and *Contracted Services (448.45)* to \$45,000. There was discussion about being proactive with the water system and what repairs could be done before there are issues. Some water lines are not as big as others and therefore do not have a lot of pressure. Public Works will be flushing hydrants soon and will check the pressures. These pressures will be given to Chief Dettinger. This information will help them to know which hydrants would be

best to hook to in the event of a fire. *Insurance Policies, Health Insurance, Payroll and Payroll Taxes* were not available. A new line was added for *Postage (448.23)* for \$550. All other expenses remain the same for 2023.

Sewer Fund

Under Income, *Interest Income (341.00)* was decreased to \$100. A line was added for transfer of funds from the General Fund. Under Expenses, the following were increased, *Advertising (400.34)* to \$1,500, *Engineering Servies (408.00)* to \$28,000, *Office Supplies/Expenses (429.21)* to \$400, *Software Agreements (429.27)* to \$1,400, *Analysis (429.31)* to \$18,000 and *Dues, Subscriptions and Permit Fees* to \$1,200.

Council discussed upcoming sewer projects and repairs. Advertising and Engineering services were increased due to these projects. A new expense line was added for *Postage (429.23)* at \$550 since the bills now go out in envelopes. Chemicals have almost doubled in price. Mr. Grim is waiting for a confirmation on current prices.

Council discussed the balance of the *2009 Loan (470.00)*. Last year an additional principal of \$50,000 was paid. The same payment amount of \$300,000 will be entered at this time until we have the rest of the expense cost.

Chemicals, Insurance Policies, Contracted Services, Health Insurance, Payroll and Payroll Taxes were not available. All other expenses remain the same for 2023.

General Fund

Under Income the following were decreased, *Interest, Dividends (340.00)* to \$200. The following were increased, *Earned Income Tax (310.20)* to \$230,000, *Local Services Tax (310.50)* to \$22,000, *Intergovernmental Revenue (350.00)* to \$26,000, *Boro Zoning Fees (361.31)* to \$5,000, *Excavation Permits (362.40)* to \$1,500 and *Refund of Prior Expenditure (395.00)* to \$128,760 which is a transfer from the ARPA Funds account.

Council discussed the Fire Relief Tax program and the impact it may have on income from real estate tax and earned income tax. At this time the budgeted amount will not reflect any change. Also discussed were needs at Ketterman Park. Mr. Grim states some more trees need removed. Mrs. Koch suggested putting a different ground cover in the playground area since the weeds are growing up through the playground mulch. Mr. Sabold mentioned looking at a grant for that, the walkway and restrooms. Mrs. Koch, who is part of the Joint Recreation committee with Dover Township, has been involved in meetings where Ketterman Park was discussed. The playground equipment is outdated along with some other things that should be done. Mr. Slusser suggested having a grant writer handle this for us since they know where to look for grants and how to apply for them and follow up. The cost of this service is normally included in the grant. Mrs. Plowman mentioned when it rains heavy, water comes in office basement by the Bilco door jam. Mr. Slusser suggested getting it taken care of in 2022 since there is still funds available in the budget.

The balance of the General Fund will be completed at the next budget meeting on October 11, 2022.

President Kroft stated an executive session will follow the meeting.

Mr. Slusser made a motion to adjourn the meeting with a second by Ms. Snyder. The motion carried and the meeting adjourned at 10:00 pm.

Respectfully submitted,

Brenda J. Plowman
Secretary/Treasurer