

MINUTES

A special meeting of Dover Borough Council was held at Borough Hall, 46 Butter Road on Tuesday, October 11, 2022 at 6:30 PM for the purpose of preparing the 2023 budgets. Mr. Ferry was absent. All other council members and Mayor Hernley were present. President Kroft called the meeting to order followed by a moment of silent prayer.

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

Water Fund

The water budget was reviewed. Mrs. Plowman had entered the proposed *Health Insurance, Payroll and Payroll Taxes* as follows: *Health Insurance (487.00)* \$9,146.69, *Zoning Payroll (401.10)* \$4,730.00, *Secretary/Treasurer Payroll (405.10)* \$9,375.50, *Clerical Assistant Payroll (405.15)* \$8,773.50 *Water Laborer Payroll (448.12)* \$37,330 and *Payroll Taxes (487.01)* \$4,605.99. A transfer from *Water Savings (392.06)* for \$34,999.94 gives a balanced budget at \$310,049.94.

Sewer Fund

The sewer fund budget was reviewed. Mrs. Plowman reported Mr. Grim did not hear back from the chemical company to confirm the pricing. Council increased *Chemicals (429.22)* to \$15,000. Mrs. Plowman had entered the proposed *Health Insurance, Payroll and Payroll Taxes* as follows: *Health Insurance (487.00)* \$14,978.28, *Zoning Payroll (401.10)* \$4,730., *Secretary/Treasurer Payroll (405.10)* \$9,375.50, *Clerical Assistant Payroll (405.15)* \$4,386.75, *Sewer Laborer Payroll (429.12)* \$61,405.04 and *Payroll Taxes (487.01)* \$6,112.14.

Contracted Services and the current I & I issue was discussed. There are properties with floor drains connected to the sewer line. Our ordinance prohibits this but Council is not sure if some properties would be grandfathered but since we are under a consent order from DEP, that may not make a difference. Mr. Herrold will be consulted on this. *Contracted Service (429.45)* was increased to \$180,000. This includes \$100,000 to continue sewer lining projects plus \$80,000 from the ARPA funds to make repairs at the sewer plant.

Council also discussed the account balance and how much is projected to be left this year. Last year Council had budgeted to pay an additional \$50,000 on the sewer loan with a draw from savings to do so. The addition was paid on the loan without needing to draw from the savings and our account balance is currently \$30,000 ahead of last year at this time. *2009 Loan – Principal & Interest (470.00)* was kept the same at \$300,000. A *Transfer from Savings (392.08)* was entered for \$73,77.35 to give a balanced budget at \$718,874.35.

General Fund

General Fund Income was reviewed with no changes. Under Expenses the following were increased, *Dues/Subscriptions/Memberships (400.42)* to \$500, *Website (400.48)* to \$285, *Boro Mgr./Zoning Dues/Memberships (401.46)* to \$150, *Audit-Professional Services (402.31)* to \$6,200, *YATB Tax Collection Fees (403.10)* to \$4,200, *Legal Services (404.00)* to \$20,000, *Postage (405.23)* to \$3,500, *Engineering Services (408.31)* to \$25,000, *Boro Buildings & Grounds (409.00)* to \$2,500, *Police Services (410.30)* to \$329,223.92, *EMA Expenses (415.50)* to \$1,500, *Refuse Collection (427.30)* to \$190,000, *Contracted/Professional Services (430.45)* to \$70,000, *Donations Non-Gov't Related (459.54)* to \$400, *Pension-Borough Contribution (483.15)* to \$16,870. *Workers Comp – Volunteer Fire (486.195)* to \$11,635, *Workers Comp – Borough (486.70)* to \$7,459, *Insurance Policies (486.00)* to \$14,156 and *Transfer to Sewer (492.00)* to \$80,000.

The following were decreased, *Treasurer & Admin Bond (405.35)* to \$1,671, *Newsletter/Printing (403.34B)* to \$500, *Equipment/Repair/Maintenance/Supplies (437.25)* to \$1,000, *Dental (487.03)* to \$817.80, *Vision Benefits (487.05)* to \$207, *Disability & Life Insurance (487.15)* to \$3,690.36 and *Health Benefits (487.196)* to \$26,040. Mrs. Plowman had entered the proposed *Health Insurance, Payroll and Payroll Taxes* as follows: *Health Insurance (487.196)* was updated to \$26,040, *Zoning Payroll (401.12)* \$14,190, *Secretary/Treasurer Payroll (405.12)* \$18,751, *Clerical Assistant Payroll (405.14)* \$4,386.75, *Sewer Laborer Payroll (406.14)* \$21,640.20 and *Payroll Taxes (481.00)* \$16,654.16.

Council discussed Contracted Services. Since the cost is not yet known for the Butter Road, Rachel Road and City Hall Drive repair project, \$70,000 was budgeted for *Contracted Services (430.45)*. This includes the ARPA funds balance of \$48,764.03 to pay the portion of these projects that cannot be paid from liquid funds monies.

A transfer from *General Fund Savings (392.01)* for \$35,311.09 was entered to give a balanced budget at \$1,168,590.48.

Council discussed the sewer loan balance further. The possibility of the general fund loaning the sewer fund money in order to pay extra on the loan was mentioned and putting some of the sewer funds into CD's. Mr. Slusser suggested paying the extra out of sewer fund account and then down the road if funds are needed for a sewer issue, look at a loan from general fund at that time. President Kroft felt the public would better understand the monies being in a CD set aside for future projects than in the account itself. It was then decided to add an additional \$100,000 to the 2009 Loan Payment paid from sewer funds. The *2009 Loan - Principal & Interest (470.00)* was updated to \$400,000. *Transfer from Savings (392.08)* was updated to \$173,774.35. This gave a balanced budget at \$818,874.35.

President Kroft cancelled the budget meeting for October 17 & 18, 2022 since all budgets are completed.

Mr. Slusser made the motion to adjourn the meeting with a second by Mr. Sabold. The motion carried and the meeting adjourned at 9:54 pm.

Respectfully submitted,

Brenda J. Plowman
Secretary/Treasurer