

SPECIAL MEETING MINUTES

A special meeting of Dover Borough Council was held at Borough Hall, 46 Butter Road on Monday, October 12, 2015 at 6:00 pm. All council members were present. Mayor Pope was absent. Ms. DiGiovanni also attended. President Sabold called the meeting to order. A moment of silent prayer followed.

Wallace Fund - The trust fund disbursement is received in odd-numbered years; however, the 2015 check has not yet been received. It is typically disbursed between October and year end; Ms. Hartzler will follow-up if the check is not received by the first part of December. Mr. Desrochers recently repaired and the clock and it is chiming correctly. The current balance of \$17.90 will not cover the semi-annual clock maintenance bill of \$350 which is usually paid in November. If the trust income does not come in before Mr. Desrochers' bill, it will be paid by the General Fund and reimbursed later. There was discussion of the maintenance contract and Mr. Sabold instructed Mr. Lentz to contact Mr. Desrochers for an updated agreement for the coming year. Line 465.45 *Clock Maintenance* was left at \$700 for 2016.

Highway Aid Fund - The 2015 budget for Line 432.22 *Winter Maintenance/Supplies* was \$5,400, but only \$1,542.96 has been used (1 load of salt and cinders). Mr. Lentz stated the salt is nearly gone and will be restocked in November. He feels \$5,400 will be adequate for 2016 as well. There are no large projects scheduled in 2016 for *Contracted Street Work* (439.45). Funds should be reserved for the planned paving of Delwood Dr. in 2017. There are several stormwater inlets that should be repaired in 2016. If the budgeted amounts of \$1,000 each are used in 2015 for *Traffic Control Devices* and *Street Repairs* (433.20 & 438.30), the projected year-end account balance will be \$39,696.84. It was decided to budget \$30,000 under *Contracted Street Work* (439.45) to repair stormwater inlets in 2016. This would leave a balance of about \$54,000 going into 2017 for paving.

Water Fund - *Water Fees* income (378.10) was reduced to \$260,000 for 2016 since \$264,000 appears to be high for *actual* income based on 2014 and 2015. Mr. Lentz does not anticipate the Well #4 replacement well being online until 2017. *USTIF Reimbursement* (395.02) was entered as \$32,000 for the coming year. Under "*Expenses*", the payroll figures were left blank pending the Personnel Committee's recommendations. After tracking the legal bills by category for 1 year, it was determined the majority of billed hours were borough-related items and there is no need to budget for water (or sewer) legal services. For Line 408.0 *Engineering Services*, the high figure in 2014 included \$4,500 for work on the Water Allocation Permit which is a 5-yr permit. It was agreed \$3,500 would be sufficient for 2016, with the only anticipated engineering work to be Well #4 replacement. There was discussion of Dover Township's rate increase for water purchase and it was agreed Line 448.24 *Water Purchase* should stay at \$130,000. After a lengthy debate, it was decided to split Line 448.25 *Equipment/Repair/Maintenance Supplies* into two line items; one numbered 448.25 *Repairs and Maintenance Supplies (\$7,000)* for repairs to the water system, and the other 448.26 *Small Tools & Minor Equipment (\$1,000)*. *Analysis Fees* (448.31) were increased to \$5,500 due to additional testing required in 2016 for a monitoring violation. *Auto Expense* (448.30) was increased to \$3,000 to match the 2014 reimbursement. The cost of the *Water Tower Maintenance Agreement* (448.45A) increased in 2015 to \$11,176.77 and will not increase again until mid-2017. Under *Capital Equipment/Machinery* (448.74), \$25,000 was sufficient for 2016 since the water meter replacement is complete. Mr. Lentz would like to install a security system at Well #5 which is currently unprotected and all were in favor of doing the work under the 2015 budget. Line 486.00 *Insurance Policies* was increased to \$2,900 based on the current year's premium. *Health Insurance* (487.00) and *FICA/Medicare* (487.01) were skipped pending the Personnel Committee's recommendation, as well as the anticipated repayment of the Sewer Fund loan.

Sewer Fund - *Sewer Fees* (364.10) income was reduced from \$620,000 to \$610,000 for 2016. Payroll figures were left blank pending the Personnel Committee's recommendation. There was a discussion of the bills for *Engineering Services* (408.00) and the need for more detailed information on work being billed by Holley & Associates. The Chapter 94 Report invoices alone have been approximately \$3,000 annually for 2013-2015. With the Delwood Sewer Project scheduled for 2016, this line was increased to \$17,000. *Chemicals* (429.22) will remain at \$14,000 since there should not be an increased usage for 2016. The line item 429.25 *Equipment/Repair/Maintenance Supplies* will be divided into two lines - *Repairs and Maintenance Supplies* and *Small Tools & Minor Equipment* each with a budget of \$5,000. The A-Frame Hoist (\$9,615) purchased in 2015

should have been designated as a *Capital Purchase* (429.74). Line 429.27 *Software Agreements* was reduced to \$1050. The amount for *Analysis Fees* (429.31) was increased to \$17,000 to cover the twice/week testing DEP is now requiring. *Auto Expense* (429.33) was increased to \$3,000 based on 2014 figures and *Insurance Policies* (429.35) was also raised to \$5,600 based on the current year's premium. Line 429.42 *Dues, Subscriptions, Permits* was reduced to \$1,000. Mr. Lentz indicated a repair is needed for the top of Tank #1 at the WWTP. He researched removing that portion and pouring concrete, but it is cost prohibitive. Another alternative is the application of an epoxy substance which Mr. Lentz is checking into with Hampden Township who used it for their Schreiber tank. Under *Contracted Services* (429.45), he anticipates the wall repair at \$30,000 - \$50,000. The Delwood Sewer Project sliplining to be done early in 2016 and Phase II will total approximately \$130,000. The current balance in the Sewer Fund was reviewed and it was agreed the funds are sufficient to cover Phase I of the Delwood Project this year and make the scheduled loan (2004) payment in December. The balance carrying into 2016 would cover sliplining and Phase II of the Delwood Sewer Project as well as the WWTP Tank #1 repair. Including additional funds for unforeseen sewer costs, *Contracted Services* (429.45) was increased to \$200,000. The funds from the CD (\$100,000) will remain in the checking account for the time being. There are no current *Capital Purchase* (429.74) needs, but it was agreed \$20,000 should be budgeted in case of major equipment failure. *Health Insurance* (487) and *SS/MEDI* (487.01) were left blank for now.

A motion was made to adjourn with all in favor. The meeting adjourned at 8:55 p.m.

Respectfully submitted,

Rebecca Hartzler
Secretary/Treasurer