

MINUTES

A special meeting of Dover Borough Council was held at Borough Hall, 46 Butter Road on Monday, October 15, 2018 for the purpose of preparing the 2019 budgets. All council members were present. Mayor Hernley was absent. President Kroft called the meeting to order at 6:00 pm followed by a moment of silent prayer.

Wallace Fund

The Wallace fund was reviewed and there were no changes to this fund.

Highway Aid Fund

The Highway Aid fund was reviewed and there were no changes to this fund. Mr. Grim is going to try to get another load of salt in 2018. There currently is no way to rotate the salt properly. A different set up will be looked into to improve this.

Water Fund

The Payroll and Health benefits were filled in as follow, *Borough Manager Payroll (401.10)* \$3939, *Secretary/Treasurer Payroll (405.10)* \$8273.25, *Clerical Assistant Payroll (405.15)* \$7,719, *Water Laborer Payroll (448.12)* \$29,234.40 and *Health Insurance (487.00)* to \$10,500. *Contracted Services (448.45)* was increased to \$55,000. The *Cash Reserve (448.70)* was increased to \$3,166.97 which gives a balanced budget at \$288,200.

Sewer Fund

The Payroll and Health benefits were filled in as follow, *Borough Manager Payroll (401.10)* \$3939, *Secretary/Treasurer Payroll (405.10)* \$8273.25, *Clerical Assistant Payroll (405.15)* \$3,859.50, *Sewer Laborer Payroll (429.12)* \$48,724 and *Health Insurance (487.00)* to \$17,500. Mrs. Koch asked why the Clerical Assistant payroll figures decreased from 2018 to 2019. The 2018 figure was based on 25 hours per week and the 2019 is based on 24 hours per week. Ms. Bishop inquired about sludge hauling not being put out for bids. Since it is under \$10,000 for the year it is not required. Mrs. Plowman stated Mr. Grim may get phone bids anyway in case the cost goes into the next level of requirements. With these figures there is a surplus of \$32,197.39. *Contracted Services (429.45)* was increased to \$144,000 so additional lining or pipe replacement can be done. Also, having someone camera our lines will be looked into or purchasing our own camera. The *2009 Loan (470.00)* was increased to \$250,000. Council agreed to pay extra on the sewer loan since there are funds available and this will help to lower the interest cost and pay it off sooner. The *Cash Reserve (429.70)* was decreased to \$197.39 which gives a balanced budget at \$614,000.

General Fund

The health benefit costs were confirmed. The total cost for the year for Mr. Grim, his family and Mr. Hoppel and his family is \$45,305.16. This was entered under *Health Benefits (487.196)*. The difference of this and the health insurance cap comes to a weekly deduction for Mr. Grim of \$98.48 and Mr. Hoppel \$99.70. The *EE Health & Dental Contribution (395.05)* will be \$10,305.36. This will bring the total income to \$926,834.78 and total expenses to \$944,178.14. At this point the budget is out of balance at \$17,343.36. Mrs. Koch had been asked about an outside health plan and if the Borough would pay that instead of the plan we offer. After discussion of the options council decided they will need to either offer health insurance or not offer it. They felt it would not work to have some on our insurance and some not and how to figure out a fair stipend in doing so. They will continue to offer health coverage as before through the Borough only. Mr. Sabold made the suggestion to take the shortage of funds from the surplus of previous years in order to balance the budget for 2019. This will not be able to be done each year. A tax increase will need to be done in the future to keep up with expenses. Our millage is currently 3.69 and is about in the middle compared to other municipalities our size. This will be looked at closer in the future. *Contracted Services (430.45)* was increased to \$14,000 to cover the cost of replacing the planters on the square. After discussion of where expenses could be cut council opted

to balance the budget from the surplus funds. *Transfer from General Fund (392.01)* was increased to \$27,343.36. This gave a balanced budget at \$954,178.14.

The fire company and the ambulance club both dropped off a list of expenditures for the year prior to the meeting.

The Fee schedule was reviewed. The following will be increased: Trash Collection will be \$65 per quarter which will change the minimum for Water, Sewer and Trash to \$132. This will be effective January 2019. Excavation permits were discussed. These are to be issued per address and not per street. Water reconnection fee needs added onto the quarterly billings. All other permits fees will remain the same.

Delinquent accounts were discussed. The ordinance will need to be revised to clarify and update the billing and payment process. When this is done President Kroft states he would like to see accounts with old pass due balances set up on a monthly installment plan. The plan would also require that the quarterly billings be paid on time and if the resident defaults then the water service will be turned off. A discussion followed with many ideas of update options. This is something that will be addressed in the New Year.

Mr. Sabold made the motion to adjourn the meeting with a second by Mr. Ferry. The motion carried and the meeting adjourned at 8:25 pm.

Respectfully submitted,

Brenda J. Plowman
Secretary/Treasurer