

MINUTES

A special meeting of Dover Borough Council was held at Borough Hall, 46 Butter Road on Tuesday, October 12, 2021 at 6:30 PM for the purpose of preparing the 2022 budgets. All council members and Mayor Hernley were present. President Kroft called the meeting to order followed by a moment of silent prayer.

President Kroft announced the updated health insurance quote came back lower than expected at \$28,786.64. Council decided the employee portion for Mr. Grim will stay the same at \$25 per week. Mr. Ferry made a motion to renew the current Highmark Blue Shield PPO health insurance plan for \$28,786.64 for the upcoming year and continue with the \$25 weekly payroll deduction for Mr. Grim. Mrs. Koch seconded the motion and all were in favor. Mr. Ferry made a motion to approve the 2022 pay increases at the amounts previously discussed, with different pay increases being assigned to individual employees. Ms. Snyder seconded the motion and all were in favor.

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

Water Fund

The water budget was reviewed. The cost of water purchased from Dover Township was discussed. There was an addendum added in 2007 to the original 1994 agreement to lower our minimum usage from 1,500,000 to 900,000 gallons per month. Last year it was changed back to an original calculation per EDU which raised the minimum to 1,294,000 gallons per month. The charge is based on a minimum of 2,000 gallons per EDU per month. The Borough bills residents a minimum of 3,000 gallons per quarter. The Borough would like to revisit this agreement with Dover Township in 2022.

Mrs. Plowman had entered the proposed *Health Insurance, Payroll and Payroll Taxes* as follows: *Health Insurance (487.00)* \$10,509.74, *Zoning Payroll (401.10)* \$4,592.64, *Secretary/Treasurer Payroll (405.10)* \$9,100, *Clerical Assistant Payroll (405.15)* \$8,872.50 *Water Laborer Payroll (448.12)* \$36,239.32 and *Payroll Taxes (487.01)* \$4,940.29. A transfer from *Water Savings (392.06)* for \$14,789.39 gives a balanced budget at \$288,989.39.

Sewer Fund

The sewer fund budget was reviewed. Mrs. Plowman had entered the proposed *Health Insurance, Payroll and Payroll Taxes* as follows: *Health Insurance (487.00)* \$16,960.48, *Zoning Payroll (401.10)* \$4,592.64, *Secretary/Treasurer Payroll (405.10)* \$9,100, *Clerical Assistant Payroll (405.15)* \$4,436.25, *Sewer Laborer Payroll (429.12)* \$59,611.24 and *Payroll Taxes (487.01)* \$6,431.62. *Contracted Services (429.45)* were discussed. Mr. Lipinski estimated \$40,000 to finish the sewer lining on Oakwood Drive. After Mr. Lipinski reviews the televising, Council will decide on other areas in the Borough to do sewer lining. Council agreed to add \$60,000 to *Contracted Services (429.45)* for a total of \$100,000. President Kroft would like to see more than \$250,000 paid on the sewer loan. Council discussed and agreed to increase the *2009 Loan – Principal & Interest (470.00)* to \$300,000. A transfer from *Sewer Savings (392.08)* for \$60,418.23 gives a balanced budget of \$625,818.23.

General Fund

President Kroft explained that the Disability & Life Insurance for fulltime employees has always been fully paid out of the general fund. After talking with Mrs. Plowman about the breakdown of reimbursements from sewer and water for health, vision and dental insurance, he suggested that it should be included with those. Mrs. Plowman had entered the proposed *Health Insurance, Payroll and Payroll Taxes* as follows: *Health Insurance (487.196)* was updated to \$28,786.64, *Zoning Payroll (401.12)* \$13,777.92, *Secretary/Treasurer Payroll (405.12)* \$18,200, *Clerical Assistant Payroll (405.14)* \$4,436.25, *Sewer Laborer Payroll (406.14)* \$21,008 and *Payroll Taxes (481.00)* \$16,263.47,

The balance of Expenses was reviewed. Communications were discussed. Two of our current cell phones have 3G and will be upgraded. An iPad or tablet will be added in place of the current 4G phone. This will happen when we start the GSI mapping and when we do an upgrade to our water meter reading program. The following were increased *Utilities (409.31)* to \$28,000, *Street Sweeping (431.31)* \$3,000, *Police Services Contract (410.30)* \$311,969.77. The following were decreased *Bldg. Repair/Maintenance (409.37)* \$2,000, *Contracted Services (409.45)* \$2,000 and *Rec Exp – Activities/Supplies (450.20)* \$1,000. A transfer from *General Fund Savings (392.01)* for \$20,747.72 gives a balanced budget of \$983,584.44.

Ketterman Park maintenance was discussed. The tot lot is in need of mulch. Ms. Snyder also mentioned a few trees that may need removed. Mr. Slusser reported he spoke to a gentleman from Dover Diamonds Baseball regarding them driving and parking on the grass at Ketterman Park. He said he was sending out an email to the team about this. He also stated they will repair the ruts they have caused in the grass. The only vehicles allowed on the grass is a lawn mower and a front-end loader for installation of diamond tech. The red sheds were to replace the gray ones but they are still there. Mr. Slusser stated he will get an email address so a letter can be sent to them regarding the removal of them.

Mayor Hernley assisted Family First Health to organize a mobile COVID-19 vaccine clinic. They would like use of Ketterman Park on October 16, 2021 from 9 AM to 3 PM for this event. Information flyers will be handed out to Borough residents prior to the event. Mr. Slusser made a motion to allow Family First Health to hold a mobile COVID-19 vaccination clinic at Ketterman Park on October 16, 2021 from 9 AM to 3 PM. Mr. Raffensberger seconded the motion and all were in favor.

President Kroft cancelled the budget meeting for October 18, 2021 since all budgets are completed.

Mr. Slusser made the motion to adjourn the meeting with a second by Mr. Ferry. The motion carried and the meeting adjourned at 8:48 pm.

Respectfully submitted,

Brenda J. Plowman
Secretary/Treasurer