

**DOVER TOWNSHIP
BOARD OF SUPERVISORS
WORK SESSION MINUTES
October 14th, 2024**

The Dover Township Board of Supervisors for Monday, October 14th, 2024, was called to order at 6:29 PM by Chairperson Stephen Stefanowicz in the Dover Township Board of Supervisors meeting room. Supervisors present were Charles Richards, Michael Cashman, Robert Stone, and Stephen Parthree. Other Township Representatives in attendance were Laurel Oswalt, Township Manager; Kristina Rodgers, Assistant Township Manager; Christopher Hamme, Public Works Director; Trena Hall, Township Treasurer; Barry Emig, EMA Coordinator; and Brooke Scarce, Township Secretary. There were 2 members of the public present.

This meeting is being recorded for the purpose of minutes only.

APPROVAL OF THE WORK SESSION MEETING MINUTES FOR SEPTEMBER 23RD, 2024

APPROVAL OF THE REGULAR BOARD OF SUPERVISOR MINUTES FOR SEPTEMBER 23RD, 2024

Motion by M. Cashman and seconded by S. Parthree to approve the work session meeting minutes for September 23rd, 2024, and the regular board of supervisor minutes for September 23rd, 2024, as presented. **Passed** with 4 ayes. Robert Stone abstained since he was not present at the previous meeting.

TREASURER'S REPORT

APPROVAL OF THE OCTOBER 7TH, 2024 WARRANT IN THE AMOUNT OF \$421,133.84

APPROVAL OF THE OCTOBER 11TH, 2024 WARRANT IN THE AMOUNT OF \$2,000.00 (PINE ROAD)

APPROVAL OF THE OCTOBER 11TH, 2024 WARRANT IN THE AMOUNT OF \$3,727.38 (LIQUID FUELS)

APPROVAL OF THE OCTOBER 11TH, 2024 WARRANT IN THE AMOUNT OF \$4,620.02 (EAGLE VIEW PH II)

APPROVAL OF THE OCTOBER 14TH, 2024 WARRANT IN THE AMOUNT OF \$327,422.87

Motion by R. Stone and seconded by M. Cashman to approve the above referenced warrant totals, as presented. **Passed** with 5 ayes.

PUBLIC COMMENT

No comments were offered.

PUBLIC WORK DIRECTOR'S REPORT, C. HAMME

Award the Salt Dome Reroofing and Wood Replacement to Vertex Roofing Contractors Inc. in the amount of \$101,230.64.

Motion by R. Stone and seconded by C. Richards to award the Salt Dome Reroofing and Wood Replacement to Vertex Roofing Contractors Inc. in the amount of \$101,230.64, as presented.
Passed with 5 ayes.

MANAGER'S REPORT, L. OSWALT

Review the 2025 Budget Highlights

Manager Oswalt reviewed Draft #2 of the 2025 budget with the Board of Supervisors. Manager Oswalt reported that all funds were able to be balanced with the exception of the Water Fund, which has a projected negative balance. However, the Township continues to use Reserve Funds to complete projects in the Capital Improvements Plan in all funds instead of operating monies. Key highlights of the funds' projects and increases are detailed on a spreadsheet, which is supplemental to the Budget Document. Manager Oswalt asked if the Board had any specific matters that members wanted to review. A copy of the spreadsheet is attached for reference.

S. Stefanowicz questioned whether stormwater would be an issue in making the parking lot bigger at Brookside Park.

Manager Oswalt stated that it is being reviewed by engineers to determine whether a stormwater permit and additional stormwater improvements would be necessary.

S. Stefanowicz questioned if a 4.19% increase for Northern Regional Police is typical.

Manager Oswalt stated that the increase for last year was 7.7%. The increase went down after the budget meeting with Northern Regional due to other municipalities purchasing more service.

M. Cashman stated that Northern Regional is slightly understaffed based on call volume.

C. Hamme noted that sewer department is looking to purchase a portable unit through the Cues system that allows them to take the ATV into the right of away to TV sewer lines.

C. Richards stated that there is an empty lot owned by the Township on Locust Road and questioned if a water tank could be placed there since the lot is vacant.

Manager Oswalt stated that the land is identified on the subdivision plan for the development as an open space area.

C. Hamme stated that the tank would have to be elevated to match the height of the tank on Staunton Avenue. Once Well 11 is completed, the goal is to limit reliance on York Water.

Manager Oswalt noted that there are opportunities to receive grant funding for some of the items outlined in the Water Fund. We do not qualify for federal money for the PFAS Treatment required by 2029 because there are too many customers on our system, however, state money may be available.

M. Cashman questioned if we are able to reduce the minimum number of gallons received each

day from York Water.

Manager Oswalt stated that there was an amendment in 2013 to the 1992 agreement which reduced the minimum amount from 300,000 gallons a day to 200,000 gallons a day.

S. Stefanowicz questioned if York Water has PFAS in their water.

C. Hamme stated that they have not received a report back, however, their water does not interact well with the Township water causing the crew to flush the system more. York Water uses chloramines, and we use free chlorine.

Manager Oswalt stated that they would be required to treat their own water if they have PFAS issues.

Report on the Annual Health Care Renewal

Manager Oswalt stated that the healthcare increase is as follows: 11.6% on the medical/prescription plan; 8% on the dental; and 0% on the vision.

Review the New Line Items added to the 2025 Budget.

Manager Oswalt stated there were new line items added to the Budget after the liaison meetings. The highway superintendent began asking for monies from the other departments for equipment such as the backhoe and dump trucks that are used by the other departments which would cover the maintenance of the joint equipment. A utilities line item has also been added for the new pump station.

Review the 2026-2028 Budget Projection

Manager Oswalt stated that as part of more recent discussions about Capital Planning for projects as well as additional staff to meet the growing community needs, a Budget Projection using the Capital Improvements Plan and projected staffing requests was developed to illustrate when the Township would no longer be able to fund projects from the Capital Reserve Funds in each major fund.

Discuss Potential Water Rate Increase

Manager Oswalt stated that in 2024, rates were raised by 9%. The recommendations from SSM were as follows: Raise rates by 5% in 2024 and at least 2% in 2025 in order to retain approximately 1.5 million in Reserve; or raise rates by 15% in 2024 and at least 3% in 2025 in order to retain approximately \$2 million in Reserve. A spreadsheet regarding the current bill rates along with how rate increases of 6-9% would impact users in varying consumption categories was provided. The Board was also provided with rates from neighboring municipalities.

C. Richards stated that York Water charges more than the Township and they bill per month.

Manager Oswalt stated that a single person is paying about \$49.05 per quarter which is the minimum of 6,000 gallon. For a family of two, they are paying for a consumption of roughly 10,000 gallons per quarter which comes out to \$78.85 per quarter.

C. Richards stated that he is not one for raising rates but in this case, it is something that needs to happen.

Manager Oswalt stated the people who are using 15,000 gallons would see a \$13.00 increase at 9%. She also noted that conservation is part of the consumption situation as well. If the resident feels like they are using too much water, there are ways to conserve water.

R. Stone stated that a 15% increase may be needed based on the significant expenses that are projected for Capital Improvements in the next three years.

M. Cashman stated that water is an important commodity that everybody does not think about.

S. Stefanowicz does not agree with the 15% increase. The residents are going to question why the increase was so significant. He questioned the provided public education about conservation.

Manager Oswalt stated that there are articles in the newsletters about water conservation.

S. Parthree questioned what a realistic reserve is.

Manager Oswalt stated that a realistic reserve is around \$3-4 million.

R. Stone questioned if the water tapping fees are adequate.

Manager Oswalt stated that anytime money is borrowed, the tapping fees are re-evaluated.

After no further discussion, the consensus of the Board was to move forward with a 9% rate increase for 2025.

Discuss Potential Real Estate Tax Increase

Manager Oswalt stated that the Fire Tax has not been increased within her 19 years at the Township. The Fire Tax is in a situation where we are not projecting much of a carryover to their reserve at the end of 2025. The amount transferred each year has increased as the Township is growing, but only around a \$30,000.00 increase has occurred over those 19 years. In addition, fuel, workers compensation, and facility insurance has been moved from the General Fund to the Fire Tax as expenses. The Fire Apparatus loans are also paid out of this fund. Options could include an increase to the Fire Tax, an increase to the Fire Tax and General Fund portions or increase the General Fund millage and take on the responsibility of the Fire Truck loan, which would give the Fire Department approximately \$45,000 to use towards expenses. Listed are the capital costs that the Fire Department has pending: The County's Radios need to be replaced at a cost of approximately \$150,000.00, however the Fire Department is pursuing a grant to assist with this expense; and Engine 9-2 will need to be replaced within the next couple of years along with the Rescue Truck. The two pieces of equipment are priced today at \$1.1 million and \$1.5 million respectively.

C. Richards noted that there is a 3-year waiting period for a new fire engine.

R. Stone questioned what the tax base is for fire and real estate.

Manager Oswalt stated that the fire tax is part of the real estate tax. Currently, the millage rate is

1.3 mils, and the Township gives 0.0165 of the 1.3 milage to the fire tax.

S. Stefanowicz questioned how much the 0.0165 is per year.

Manager Oswalt stated it's approximately \$200,000.00. The Township keeps the remainder 1.135 to fund general fund operations. An increase of 0.1 gets the Township an additional \$125,00.00.

S. Stefanowicz questioned how the Township has been able to operate without raising the millage in the last 10 years.

Manager Oswalt stated that taxes were raised in either 2018 or 2019.

C. Richards stated that he felt some of the money should go to the General Fund, and some should go to the Fire Tax.

R. Stone questioned how the split would be structured.

Manager Oswalt stated that it can be split, all the money can go towards the Fire Tax, or the General Fund can take on the debt service of Engine 9-1 and allow for the Fire Tax to have an extra \$45,000.00 a year for other expenses.

R. Stone questioned out of three options, which does the Township Manager prefer.

Manager Oswalt stated that her preference would be to split it between the General Fund and Fire Tax but also pull the debt service for Engine 9-1 from the Fire Tax to the General Fund. The Township can then take a portion of the General Fund Tax increase and save for a down payment on the next apparatus replacement.

C. Richards stated that he would like to take over their debt because he believes this will allow the Volunteer Department to continue to provide a high level of service to the community.

R. Stone questioned what the Fire Department would do with the extra money.

C. Richards stated that it would cover the cost of the radios if they do not receive grant money.

B. Emig stated that he convinced a previous Board many years ago to institute the Fire Tax. The concept of that money was that it would always be there for the fire service. The Fire Tax is dedicated to the Fire Department.

Manager Oswalt stated that when the tax bill is received by residents it does not specially point out a Fire Tax. The proportionate shares of the real estate tax that goes to each fund is called out on the Resolution passed by the Board each year.

C. Hamme stated the Township will be losing Liquid Fuels money so the General Fund will be needing more money to compensate for road projects.

Manager Oswalt stated that Liquid Fuels is not completely going away but they are planning to decrease the percentage of money that is provided to the Township due to the growing use of electric vehicles.

S. Parthree questioned how much of the 1.3 milage rate is provided to the Township.

Manager Oswalt stated that based off an assessed value of \$100,000.00, \$2,430.70 goes to DASD, \$690.00 goes to York County, and \$130.00 goes to the Township.

C. Richards stated that he does not want to be borrowing money at a high interest rate.

R. Stone stated that he is suggesting increasing the real estate tax rate to 1.5.

M. Cashman stated that he is recommending 1.6.

S. Stefanowicz stated that if the Board chooses to increase the rate to 1.6, how much of that would be dedicated to the Fire Department.

Manager Oswalt stated that the 1.6 millage rate would bring in approximately \$377,000.00 based on the Township current valuation. She needs direction from the Board as to how much of that money should be provided to Fire Tax.

Motion by C. Richards and seconded by R. Stone to take over the Engine 9-1 debt service in the General Fund and increase the Real Estate Tax to 1.6 mils, the General Fund Milage will receive 1.4 mils, and the Fire Department will receive .2 mils of the total millage rate for 2025, as presented. **Passed** with 4 ayes, S. Stefanowicz voted nay.

COMMENTS FROM THE BOARD

No comments were offered.

COMMENTS FROM THE PUBLIC

No comments were offered.

With no further business, Chairperson Stephen Stefanowicz concluded the Board of Supervisors meeting at 8:58 PM and the full Board of Supervisors entered into an Executive Session to discuss personnel wages.

Respectfully submitted by: Brooke M. Scarce
Brooke M. Scarce, Township Secretary

2025 10-10-24 Budget Memo Key Projects Overview			
General Fund			
Accounting Code	Project	Cost	Description
010.300.300.70000	Acquisition of Salon 4800; Intermediate Avenue	\$ 1,870,000.00	\$600,000-Property Acquisitions, Traffic Circle PENNDOT Permitting \$250,000, East Canal/Fox Run Engineering and Permitting \$50,000;LP Parking Lot Pave-300,000; Replace Truck #29 and 50% of new Loader190,000;Englewood Pipe \$40,000; Fox Run Road at Steeple Chase \$40,000; Sunrise Acres Pipe Lining 1 of 3 400,000.
010.400.402.30000	Contract Services	\$ 56,866.00	Continue \$10,000 allotted to for digitization project and \$12,500 allotted for a full Appraisal.
040.400.409.22000	Information Technology	\$ 24,627.00	Portion of 4 computers, ID Printer, 3 year subscription to ThreatDown, replace server, Near Map, Adobe, Microsoft 365, Malwarebytes, Savvy Citizen
010.400.409.70000	Capital Improvements	\$ 54,000.00	40,000, card reader and rekey doors
010.410.413.50000	NYCRP	\$ 3,122,721.00	4.19% increase
010.430.438.20000	Supplies	\$ 60,000.00	Road Maint. Supplies, cold patch & hot blacktop, Signal Relamp and Reface \$20,000 overhead signs; Pascke Swalt at 1945 Oakley.
010.450.454.26000	Minor Equipment Purchase	\$ 15,000.00	Brookside BA fan \$10,000, tables and chairs \$5,000
010.450.454.30000	Contract Services	\$ 101,200.00	Rentals-\$2,000, Lehr Pav floor \$6,000, Vehicle Inspect-\$3,500, Pest Control-\$1,500, Arborist/Tree Remaoval \$20,000 (12,000 in Community Park); Safety Surface-\$4,000, Park Caretaker-\$18,000; Lehr Pavilion Ceiling-\$15,000; Land Studies EVP Maintenance \$31,200.
010.450.454.70000	Capital Improvements-Parks	\$ 94,600.00	Roofs (BP 2,3,BR; LP Pav, B)-\$25,000, CP Walk Trail - \$35,000,-Log Cabin Demo -\$15,000, CP Seal Parking - \$5,000, Brookside Feasibility Study \$14,600
010.450.459.26000	Minor Equipment Purchase	\$ 15,000.00	Appliance \$5,000, Tables and chairs \$10,000
010.450.459.37000	Maintenance/Repair Services	\$ 105,000.00	Replace 3 RTU \$75,000 , Projector/Sound \$5,000 , Ceiling tile \$25,000

2025 10-10-24 Budget Memo Key Projects Overview

Highway Aid Fund			
Accounting Code	Project	Cost	Description
020.430.430.70000	Capital Purchases	\$ 155,313.00	#7 Street Sweeper 7 of 7 \$45,363, Mack 10 Wheeler 4 of 7 \$33,250, Truck # 5 1 of 7 \$45,000, New roadside drop down mower \$31,700 #1 of 7
020430.439.20000	Supplies	\$803,000.00	Blackberry, contract 700' pipe and inlets \$70,000 Conewago Pipe @ well # 8 \$20,000 Blackberry, Palomino, Nursery Base Repair \$60,000, Tiffany to Davidsburg scratch, fabric, top \$20,000, Clearview Seal Coat (x2) \$125,000, Butter Road Curve Widening (\$120,000), Butter Bull Intersection (\$388,000)

2025 10-10-24 Budget Memo Key Projects Overview

Sewer Fund			
Accounting Code	Project	Cost	Description
040.300.300.70000	Capital Improvements	\$ 1,070,000.00	Combination Truck Payment 2 of 5 \$70,000, Fox Run Interceptor, Warehouse Developer's Agreement, \$1,000,000
040.400.402.22000	Information Technology	\$ 15,521.00	Portion of 4 computers, ID Printer, 3 year subscription to ThreatDown, Replace server, Near Map, Adobe, Microsoft 365, Bitwarden, Malwarebytes, Savvy Citizen
040.420.426.31300	Engineering Services	\$ 600,000.00	Oakland, Virginia, Fox Run Interceptor (warehouse), Pineview ROW
040-420-426-37000	Maintenance/Repair Services	\$ 150,000.00	Lateral Replacements, MH Frames & Cover Replacement on Canal Rd from Borough to Bull Rd(\$70,000) ,Trench Restoration
040.420.426.75000	Major Equipment	\$ 260,000.00	Cues K2 Wireless Basestation Mainline Inspection System(\$175,000), Flow Meters, Loader #14(\$60,000)
040.420.429.37000	Maintenance & Repair	\$ 425,000.00	Preventative Maint/Lubrication, Unplanned repairs for failures & emergencies, Generaotr Service Contract-\$2,500, IPS Srvice Contract-\$3,300. HVAC Service Contract-\$2,200, Roll Up door service-\$820, Degrit/wetwell cleaning-\$20,000, Gear Box replacement \$53,000, BNR Cleaning \$225,000
040.420.429.75000	Major Equipment	\$ 105,000.00	TKN Block Digester \$17,000 Clarifier 5&6 rehab \$10,000.00, Dishwaster 1 Lab \$17,000

2025 10-10-24 Budget Memo Key Projects Overview			
Water Fund			
Accounting Code	Project	Cost	Description
050.300.300.70000	Capital Improvements	\$ 480,000.00	Payment 2 of 5 Combination Truck \$70,000, NOB Phase 2; Warehouse Developer's Agreement \$250,000. Cellular Leak Pods \$100,000 and a portion of the loader \$60,000
050.400.402.22000	Information Technology	\$ 15,714.00	Portion of 2 computers replaced, NearMap, Adobe, Microsoft Office 365, Bitwarden, Malwarebytes, Savvy Citizen
050-400-402-30000	Other Services	\$ 39,180.00	\$5,000 for Document Management Scanning; Industrial Appraisal \$6,250
050.440.449.31000	Engineering Services	\$ 762,440.00	Well11 Water Tank (\$15,440), PFAS #9 (\$150,000) SSM Well #11 Aquifer and well testing/permitting (\$50,000), Well #11 permit/tie-in (\$100,000), # Well Rehab (\$100,000), Hydrologic & Source Water Support (\$10,000), Well #6 or 2 withdrawal application (\$50,000).
050.440.449.41000	Pump House	\$ 80,000.00	Generator Hook ups 2, 8 & 9
2017-2022 Bonds	Construction and Engineering	\$ 2,381,000.00	North of the Borough Water/Carlisle Road/Sky Top Permit and Design
Rec in Lieu of			
0700450-454-70000	Capital Improvements	\$ 400,000.00	Eagle View Phase II DCNR Grants