

**DOVER TOWNSHIP
BOARD OF SUPERVISORS MEETING
REORGANIZATION
January 4, 2016**

The Dover Township Board of Supervisors Meeting for Monday, January 4, 2016, was called to order at 6:00 PM by Chairperson Matthew Menges in the Meeting Room of the Dover Township Municipal Building. Supervisors present were Matthew Menges, Charles Richards, Stephen Parthree, Stephen Stefanowicz, and Robert Stone. Other Township Representatives in attendance were Laurel Oswalt, Manager; Michael Fleming, Township Public Works Director; Trena Hall, Secretary and Tiffany Strine, Assistant Secretary. There were four citizens present. This meeting is being recorded for the purpose of minutes only.

FINAL BUSINESS FOR 2015

None to report.

NOMINATIONS FOR THE 2016 SLATE OF OFFICERS

Chair Menges appointed Supervisor C. Richards to serve as Temporary Chair to take nominations for the position of Chairperson of the Dover Township Board of Supervisors for 2016.

Supervisor C. Richards asked for nominations for the position of Chairperson.

S. Stefanowicz noted that C. Richards showed interest in serving in the position of Chairperson.

Nominated by S. Parthree and seconded by R. Stone to have Matthew Menges serve as Chairperson of the Dover Township Board of Supervisors for 2016, as presented. **Passed** with 5 ayes.

Chair Menges resumed the nominations for the officer positions.

Chair Menges opened nominations for the position of Vice Chairperson.

Nominated by C. Richards and seconded by R. Stone to have S. Stefanowicz serve as Vice Chairperson of the Dover Township Board of Supervisors for 2016, as presented. **Passed** with 5 ayes.

Chair Menges opened nominations for the position of Assistant Secretary.

Nominated by S. Stefanowicz and seconded by R. Stone to have C. Richards serve as Assistant Secretary of the Dover Township Board of Supervisors for 2016, as presented. **Passed** with 5 ayes.

The 2016 Slate of Officers for the Dover Township Board of Supervisors is accepted as follows:

Chairperson – Matthew Menges
Vice Chairperson – Stephen Stefanowicz
Assistant Secretary - Charles Richards

FINAL EXPENDITURES FOR 2015

Motion by S. Stefanowicz and seconded by C. Richards to approve the warrant total for December 22nd, 2015, in the amount of \$208,814.66 and the warrant total for December 30th, 2015, in the amount of \$88,468.74, as presented. **Passed** with 5 ayes.

ESTABLISHED DEPARTMENT BOARD RESPONSIBILITIES

Chair Menges assigned the duties of liaison positions for 2016 as follows:

Administration – Matthew Menges
Police (Northern York County Regional Police) – Matthew Menges
Highways – Charles Richards
Water (Production & Distribution) – Robert Stone and Stephen Stefanowicz
Sewer/Wastewater Treatment – Stephen Stefanowicz
Fire/Emergency Services & Dover Area Ambulance Club – Charles Richards
Recreation/Parks – Stephen Parthree
Industrial/Commercial Development Committee – Stephen Parthree
MS4 Stormwater – Robert Stone

TOWNSHIP VOTING DELEGATE FOR YORK ADAMS TAX BUREAU

Motion by C. Richards and seconded by S. Stefanowicz to appoint Trena M. Hall as the Dover Township Representative, Laurie Rummel as the alternate Dover Township Representative and R. Stone as the Board member for the York Adams Tax Bureau Meetings, as presented. **Passed** with 5 ayes.

YORK COUNTY LOCAL ADVISORY COMMITTEE REPRESENTATIVE

Motion by R. Stone and seconded by S. Parthree to appoint S. Stefanowicz as the York County Local Government Advisory Committee Representative and Chair Menges as the alternate, as presented. **Passed** with 5 ayes.

APPOINT PROFESSIONAL AND DEPARTMENTAL OFFICIALS

Motion by S. Stefanowicz and seconded by R. Stone to appoint the Professional and Departmental Officials for 2016 as indicated:

Township Manager – Laurel A. Oswalt
Township Secretary/Assistant Treasurer – Trena M. Hall
Township Treasurer – Laurie J. Rummel
Township Receptionist/Assistant Secretary – Tiffany A. Strine
Township Engineer – C.S. Davidson/Terry A. Myers, P. E.
Township Zoning Officer – Georgia A. Sprenkel
Sewage Enforcement Officer – Bradley D. Hengst
Sewage Enforcement Officer Alternate – Richard K. Baade
Township Fire Marshal – Glenn P. Jansen
Township Emergency Management Officer – Anne Zarlenga

Passed with 5 ayes.

PUBLIC COMMENT

Not on the agenda

A resident questioned the Fire Marshal position and its relationship to the Fire Chief position, since at the present time both are held by the same individual. M. Menges stated that the Dover Township Board of Supervisors appoints the Township Fire Marshal. The Fire Department elects the Township Fire Chief. The resident asked what the duties of the Township Fire Marshal consist of; Manager Oswalt stated, the Fire Marshal position enforces the Fire Code by inspecting properties appointed. The resident stated that the currently appointed Fire Marshal/Fire Chief is not a Township resident. The resident recommended filling the Township Fire Marshal position with a Dover Township resident. M. Menges informed the resident on Township positional vacancies. M. Menges stated the Township attempts to fill positional vacancies with Township residents; however, this is not always possible. Manager Oswalt stated that the individual must meet a certain standard of proficiency and be knowledgeable on the fire code to serve in this capacity. The resident addressed concern with the utilization of Township Fire Department equipment and the speed at which the Township Fire Marshal/Fire Chief travels.

R. Stone suggested installing Tele metrics systems within the Township Fire Department equipment to help alleviate issues. The Tele metrics systems can be utilized to monitor and record global positional tracking, issuing alerts, and recording excessive speeds. M. Menges indicated that Dover Township operates with a Volunteer Fire Department which incurs limited oversight from Dover Township. The Township will continue to exercise its options to the fullest and continue to maintain the greatest care for Dover Township residents.

APPOINT LEGAL COUNSEL FOR BOARDS AND COMMISSION

Motion by R. Stone and seconded by S. Parthree to reappoint the legal counsel for 2016 as follows:

1. Board of Supervisors – Charles A. Rausch, Esq.
2. Planning Commission – Blakey, Yost, Bupp & Rausch, LLP

Passed with 5 ayes.

APPROVE BANK DEPOSITORIES FOR 2016

Motion by S. Stefanowicz and seconded by C. Richards to approve the bank depositories and financial institutions for 2016 as listed: M & T Bank, BB & T Bank, Pennsylvania Local Government Investment Trust, Wealth Management, Fulton Bank, and Peoples Bank, as presented. **Passed** with 5 ayes.

Chair Menges proposed questions regarding the chosen Township Financial Institutions. Chair Menges expressed his preference in choosing local banks over larger institutions. Manager Oswalt stated that the Township holds the majority of Township capital with M & T Bank and BB & T Bank. The Township holds various C D's, Loans and Investment Bonds with the other Financial Institutions listed. Manager Oswalt indicated that changing where our investments are located due to other banking services provided, such as credit card transactions and check reader services.

NEW APPOINTMENTS/REAPPOINTMENTS OF BOARDS AND COMMISSION DISCUSSION

Motion by C. Richards and seconded by S. Stefanowicz to authorize the following reappointments:

- Planning Commission Reappointment – Carol L. Kauffman
- Sewer Authority Reappointment – Dean Smith
- Zoning Hearing Board Reappointment – Jane Ginter
- Codes Enforcement Board Representative – Brian Chamberlain

Passed with 5 ayes.

ACTION TO APPOINT REPRESENTATIVES FOR THE YORK COUNTY STORMWATER CONSORTIUM REGIONAL COMMITTEE

Motion by C. Richards and seconded by S. Stefanowicz to authorize the following reappointments:

- Board Representative – Michael Fleming
- Alternative – Robert Stone

Passed with 5 ayes.

APPROVAL OF RESOLUTIONS FOR 2016**Resolution 2016-01- Fee Schedule for 2016 –**

Motion by S. Stefanowicz and seconded by C. Richards to approve Resolution 2016-01 amending the fee schedule. Amendments were made to the following sections of the 2016 fee schedule: 1. Section A – Zoning & Building Permits Including Electrical Work and Life Safety; 2. Section F – Code Inspection Fees; 3. Section G – Plumbing Permit Fees in Residential and Commercial Sub Sections; 4. Section M – Sewer Connection Permit and Related Fees; 5. Section O – Water Service Connection Permit Fees; 6. Section S - Park & Hall Rental Fees; 7. Section Y – Equipment Rental Fees. **Passed** with 5 ayes.

PUBLIC COMMENT

Not on the agenda

A resident made a comment asserting the driving force behind increases in the 2016 Fee Schedule. The resident asked if the increases in the 2016 Fee Schedule resulted in an attempt to

compensate for the revenue lost from the recently removed head tax. M. Menges stated the Board reviewed projected revenue for 2016 and discovered an excess of revenue which allowed the Board to eliminate the head tax.

Resolution 2016-02 – Establishing the Water Tapping Fee –

Motion by C. Richards and seconded by S. Parthree to approve Resolution 2016-02 to amend the Established Water Tapping Fees, as presented. **Passed** with 5 ayes.

Resolution 2016-03– Establishing the Sewer Tapping Fee –

Motion by S. Parthree and seconded by S. Stefanowicz to approve Resolution 2016-03 to amend the Established Sewer Tapping Fees, as presented. **Passed** with 5 ayes.

Resolution 2016-04– Appointment of York Adams Tax Bureau, of York, Pennsylvania, as Dover Township’s Delinquent Tax Collector of Per Capita Taxes for the Fiscal Year of 2015 –

Motion by S. Parthree and seconded by R. Stone to approve Resolution 2016-04 to appoint York Adams Tax Bureau, of York, Pennsylvania, as Dover Township’s Delinquent Tax Collector of per capita taxes for 2015, as presented. **Passed** with 5 ayes.

Resolution 2016-05– Ratifying and Confirming the Appointment to the Dover Township Zoning Hearing Board –

Motion by S. Stefanowicz and seconded by C. Richards to approve Resolution 2016-05 ratifying and confirming the appointments to the Dover Township Zoning Hearing Board, as presented. **Passed** with 5 ayes.

Manager Oswalt noted that as of January 4th, 2016; Amy Brinton is resigning from the Planning Commission. Robert Wright expressed interest in this position. R. Stone stated that he is resigning from the Industrial Commercial Development Committee. Replacements will be sought pending further inquiry with other applicants.

2016 MEETING SCHEDULE

Board of Supervisors – January 11 and 25; February 8 and 22; March 14 and 28; April 11 and 25; May 9 and 23; June 13 and 27; July 11 and 25; August 8 and 22; September 12 and 26; October 10 and 24; November 14 and 28; December 12, 2016 at 7:00 PM. A work/executive session can be scheduled before and after each regular Board meeting at the Township Municipal Building. Notice will be posted at the Township Municipal Building if a meeting is canceled or rescheduled. Permission was granted to the Township Manager to cancel the first meeting of the month, if there is no business to be discussed.

Planning Commission – 1st Wednesday of each month at 7:00 PM – Township Municipal Building

Zoning Hearing Board – 3rd Wednesday of each month at 7:00 PM – Township Municipal Building

Sewer Authority – 4TH Wednesday of each month at 7:00 PM, except the November meeting to be held on the 16th and the December meeting to be held on the 14th – Wastewater Treatment Plant

Codes Enforcement Board – at the call of the Chairperson

Industrial/Commercial Development Committee (ICDC) - 4th Wednesday of each month at 4:00 PM, except for the November meeting to be held on the 16th and the December meeting to be held on the 14th – Township Municipal Building

Agricultural Security Committee – at the call of the Chairperson

Motion by C. Richards and seconded by S. Parthree to approve and adopt the 2016 Meeting Schedule dates for the various Boards, the Authority, and the Committees, as presented. **Passed** with 5 ayes.

2016 TREASURER’S BOND

Motion by S. Stefanowicz and seconded by S. Parthree to establish the \$1,000,000.00 Treasurer’s bond for 2016, as presented. **Passed** with 5 ayes.

VACANCY BOARD APPOINTMENT

Motion by S. Stefanowicz and seconded by R. Stone to appoint W. Michael Hoffman to be the Resident at Large on the Vacancy Board with the Board of Supervisors for 2016, as presented. **Passed** with 5 ayes.

2016 MEETING, CONVENTION, SEMINAR ATTENDANCE AUTHORIZATION

Motion by C. Richards and seconded by S. Parthree to approve authorization for the 2016 meetings, conventions, and seminars attendance by the Supervisors, Township Manager, Administrative Assistant, Secretary, Treasurer, and other designees, as presented. **Passed** with 5 ayes.

2016 STATE CONVENTION VOTING DELEGATE

Motion by S. Parthree and seconded by R. Stone to appoint Manager Oswalt as the Voting Delegate at the 2016 State Convention, as presented. **Passed** with 5 ayes.

Discussion of 5371 Davidsburg Road – Herbert Miller Property

Manager Oswalt presented the Board of Supervisors with a quote on the cost to demolish the 5371 Davidsburg Road property in its totality. The quote was obtained from a local bonded and licensed company; Bernard Anthony, Incorporated. A quote of \$48,670.00 was presented. An additional \$4,300.00 fee would be added to remove the foundation: It was determined that the foundation removal is not required. Manager Oswalt stated that the property contains 0.6 acres of land and is zoned in the classification of Village. There are currently no utilities in use at the

premises. M. Menges suggested that the current bid quote seemed excessive for the removal of a complete structure. M. Menges proposed the Township only demolish part of the structure deemed unfit to lessen the cost and increase the end resulting value of the property. M. Menges stated that the Township is only responsible for removing the parts of the structure that may cause imminent danger and parts of the structure that are deemed unsafe. Manager Oswalt informed the Board that Township personnel; in conjunction with John Rea, a structural engineer with C.S. Davidson, have performed an assessment from outside the structure. John Rea affirmed that the entire structure is unfit and that the structure be demolished in its entirety. John Rea stated that the Township would have to put extra care and incur extra expense in removing only the two story section of the existing structure. Zoning Officer Georgia Sprenkel stated that the entire property; including the single story portion of the building, is in violation of the Township Maintenance Code.

R. Stone stated he would like to see additional bids. R. Stone recommended the contractors be licensed and bonded. S. Stefanowicz asked for comparable quotes from other construction outfits as well. C. Richards contended the Township would potentially be spending more money in having the property assessed and salvaging various areas as opposed to completely removing the entire structure. It was decided that Manager Oswalt will obtain various quotes for the demolition of the home in its entirety.

With no further business, Chair Menges adjourned the reorganization meeting at 7:40 PM and continued into an executive session on a personnel matter.

Respectfully submitted by:

Tiffany Strine, Recording Secretary