

**DOVER TOWNSHIP
BOARD OF SUPERVISORS MEETING
February 8, 2016**

The Dover Township Board of Supervisors Meeting for Monday, February 8, 2016, was called to order at 7:00 PM by Chairperson Matthew Menges in the Meeting Room of the Dover Township Municipal Building. Supervisors present were Matthew Menges, Charles Richards, Stephen Stefanowicz and Robert Stone. Supervisor Stephen Parthree was absent with prior notification. Other Township Representatives in attendance were Laurel Oswalt, Township Manager; Attorney Charles Rausch, Township Solicitor; Michael Fleming, Township Public Works Director; Georgia Sprenkel, Township Zoning Officer; Terry Myers, Township Engineer; Corey McCoy, C.S. Davidson; Brian Widmayer, Township Deputy Fire Chief and Tiffany Strine; Recording Secretary. There were five citizens present. This meeting is being recorded for the purpose of minutes only.

Chair Menges confirmed that the Board of Supervisors meeting; previously scheduled on January 25, 2016, was cancelled due to the weather. Chair Menges stated that the agenda items from the January 25, 2016 Board of Supervisors meeting have been carried over to February 8, 2016 meeting for review.

A moment of silence was requested, followed by the reciting of the Pledge of Allegiance to the American Flag.

APPROVAL OF THE LOCAL AGENCY HEARING MEETING MINUTES FOR JANUARY 11, 2016

Motion by R. Stone and seconded by S. Stefanowicz to approve the Local Agency Hearing minutes for January 11, 2016, as presented. **Passed** with 4 ayes

APPROVAL OF THE MEETING MINUTES FOR JANUARY 11, 2016

Motion by R. Stone and seconded by C. Richards to approve the meeting minutes for January 11, 2016, as presented. **Passed** with 4 ayes

TREASURER'S REPORT

Motion by C. Richards and seconded by R. Stone to approve the warrant total for January 25, 2016, in the amount of \$280,783.25, as presented. **Passed** with 4 ayes

Motion by C. Richards and seconded by R. Stone to approve the warrant total for February 8, 2016 in the amount of \$659,102.13, as presented. **Passed** with 4 ayes

PUBLIC COMMENT

None to note.

STEVE HOVIS PRESENTATION – DISCUSSION ON THE GUARANTEE OF THE

SEWER AUTHORITY LOAN

Steve Hovis; with the Stock and Leader Law Firm of York, provided the Board with an informational presentation on the Guarantee of the Sewer Authority Loan discussed within Ordinance 2016-09. Mr. Hovis stated that the law offices of Stock and Leader prepared as this bond counsel prepared this document for consideration for Dover Township and the Dover Township Sewer Authority.

Mr. Hovis stated that this project involves the Sewer Authority to borrowing the sum of ten million dollars, which is guaranteed by the Township. The Township currently guarantees 2.3 million dollars in debt service on an annual basis for the Sewer Authority. The current debt expires in 2024. Mr. Hovis qualified that a number of financial institutions; within the current time of the proposal, were contacted. Adams County National Bank was selected as offering the most attractive proposal.

Mr. Hovis stated that the majority of this loan's debt service will be repaid after the 2024 maturity of the current guaranteed Sewer Authority debt. Therefore; the debt service will increase from 2.3 million dollars to 2.5 million dollars on an annual basis with the paid back time frame extended until 2028.

The proposed ordinance is being amended to reflect the borrowing described above; as well as authorizing the Township to enter into another guarantee agreement for the requested debt service. This debt must be approved by the Department of Community and Economic Development; herein referred to as, DCED.

Chair Menges verified with Mr. Hovis that this debt ordinance has been advertised and that the full adoption of this ordinance is to be noted after submission and DCED approval.

Motion by S. Stefanowicz and seconded by C. Richards to approve Ordinance 2016-02 to guarantee the Sewer Authority Loan, as presented. **Passed** with 4 ayes

ZONING REPORT by Zoning Officer Georgia Sprenkel

Approval of Land into the Agricultural Security District - Ronald L. Coleman Properties

Ms. Sprenkel presented Resolution 2016-09 asking the Board for approval of four properties, owned by Mr. Ronald L. Coleman, to be added to the Agricultural Security District. The properties consist of the following areas of land; 3940 Eagle Scout Road in the amount of 203.92 acres, 3901 Admire Road in the amount of 38.05 acres, 4301 Admire Road in the amount of 61.5 acres and 4071 Pinchtown Road in the amount of 144.90 acres. These additions would bring the new total amount of Agricultural Security land within Dover Township to 6,897.29 acres.

Motion by C. Richards and seconded by S. Stefanowicz to approve Resolution 2016-09, Approving land into the Agricultural Security District for Ronald L. Coleman, as presented. **Passed** with 4 ayes

Update - Herbert Miller Property located at 5371 Davidsburg Road

Ms. Sprenkel informed the board that she has recently visited and photographed the Herbert Miller property located at 5371 Davidsburg Road. The Herbert Miller property is currently under demolition. Ms. Sprenkel presented photographs to the Board members and informed the Board that the structure is nearing complete demolition.

ENGINEER'S REPORT By Township Engineer Terry Myers**C.S. Davidson Engineering Change Order, Number 2 for the 2015 Water System Improvements**

Mr. Myers discussed Change Order, Number 2, for the 2015 Water System Improvements with Shiloh Paving. The Change Order listed estimated quantities that were provided and the actual quantities that were used. Mr. Myers noted that a large increase was generated due to an unforeseen repair on Cardinal Lane. Mr. Myers indicated that the combination of both issues results in an overall reduction to the Township in the amount of \$10,745.95.

Motion by R. Stone and seconded by C. Richards to approve C.S. Davidson Engineering Change Order, Number 2, for 2015, as presented. **Passed** with 4 ayes

C.S. Davidson Engineering Application for Payment, Number 1 for the 2015 Water System Improvements

Mr. Myers discussed Application for Payment, Number 1, for the 2015 Water System Improvements with Shiloh Paving. The total amount of work completed to date stands at \$151,460.05 in generated expense. Mr. Myers stated there is still finishing work to be completed to these areas in the spring season and therefore recommends retaining a five percent. This would generate the amount approved for payment to a total of \$144,491.31. C. Richards verified the original total billed amount as \$158,805.00 and the new total billed amount as \$152,935.05. Thus, generating a savings for the Township.

Motion by C. Richards and seconded by R. Stone to approve C.S. Davidson Engineering Application for Payment, Number 1, for 2015, as presented. **Passed** with 4 ayes

Update - Faire Wynd Associates Age Restricted Community

Mr. Myers informed the Board that he was recently approached by the developer of Faire Wynd Associates, L.P and the developer spoke with him in regards to their proposed age directed community. Mr. Myers stated that the developer is pursuing a special exception application. Mr. Myers informed the Board that the proposed community is increasing the number of homes from 132 single-family detached homes to 196 age restricted duplex units. Mr. Myers stated that a traffic study was waived for the originally proposed community and in lieu of doing so; the developer agreed to pay a fee for each developed lot, each lot would incur a \$1,450.00 fee.

The Dover Township zoning ordinance describes that age-restricted communities are permitted

by special exception in the R-1 Zoning District; in which the proposed development lies, that the special exception application must include a traffic study for approval by the Township. Mr. Myers stated that the developer informed him that the age-restricted community will generate fewer trips as opposed to the original plan. Mr. Myers provided the board with a map of the overall submission plan of the proposed age restricted community along with a letter from the developer of Faire Wynd Associates, L.P.

Mr. Myers informed the Board that the number of lots within the proposed plan is increasing; however, by declaring an age restricted community, the proposed development will actually incur less traffic compared to a single-family dwelling. Mr. Myers informed the Board that the developer of Faire Wynd Associates would like to ask the Board of Supervisors for their support in allowing them to waive a traffic impact study for the updated proposed plan; in addition to their special exception application, due to these elements.

Chair Menges stated; along with the Board of Supervisors, that they collectively give full support to the Zoning Board to support the developer's movements on the proposed changed plan.

SOLICITOR'S REPORT By Township Solicitor, Attorney Charles Rausch

Advertisement of Public Hearing

Attorney Rausch informed the Board that he has advertised the public notice for a Public Hearing on the rezoning of five parcels of land on East Canal Road, scheduled for February 22, 2016.

Governmental 457 (b) Plan

Attorney Rausch informed the Board that the Township Employee 457 Retirement Plan is being updated to comply with current Internal Revenue Service regulations. This plan is administered by Security Benefit.

Manager Oswalt stated the Township holds three different plans for employee retirement. A pension plan held with Principal Financial Group, a 457 plan thru Security Benefit and a 457 plan thru Aspire. The Governmental 457 plan offered thru Security Benefit is an older plan that is no longer active for Township employees; however, still stands for any employee whom has money within the plan. Manager Oswalt stated that the Township was contacted by the Township's plan administrator and informed that the plan needed to be updated. Attorney Rausch drafted the necessary documents with the pertinent amendments and these documents are being proposed for approval at this time. Attorney Rausch stated that the key amendments to the Governmental 457 (b) plan is to allow employees that may have deferred accrued leave time; to be paid for this time or, to defer the time into their plan.

Motion by R. Stone and seconded by S. Stefanowicz to approve Resolution 2016-11, to adopt the Governmental 457 (b) plan administered by Security Benefit, as presented. **Passed** with 4 ayes

Update - Dover Township Heritage Senior Center

Attorney Rausch informed the Board that Manager Oswalt and himself attended a meeting to discuss formulating a memorandum of understanding on the proposed project. A draft of this memorandum was sent to the Senior Center's attorney and Attorney Rausch is awaiting a reply. Attorney Rausch stated that from his stance, the project may continue to move forward. Attorney Rausch stated that he hoped to provide the draft agreement to the Board at the next Township meeting.

Update - Palomino Road Construction

Attorney Rausch informed the Board that discussions have begun on the Palomino Road extension. The Palomino Road extension consists of the access drive located in front of the Members 1st Bank being connected to the Donwood Development. Attorney Rausch stated that an upcoming meeting is to be held with Members 1st on this matter. Attorney Rausch stated that he will notify the Board of any updates on this matter.

MANAGER'S REPORT by Manager Laurel Oswalt

Manager Oswalt requested the Board's recognition of the acceptance of Robert Stone's Resignation from the Dover Township Industrial/Commercial Development Committee.

Motion by C. Richards and seconded by S. Stefanowicz to accept the resignation of Robert Stone from the Dover Township Industrial/Commercial Development Committee, as presented.
Passed with 4 ayes

Job Description Amendments

Manager Oswalt asked for approval of Resolution 2016-07; to make amendments to the Administrative Clerk, Secretary to the Township Manager/Township Secretary, Road Foreman and Director of Public Works job descriptions. Manager Oswalt provided Resolution 2016-07 to the board with proposed changes. The main change for the Administrative Clerk and Secretary to the Township Manager/Township Secretary was to remove the duty of preparing the Township newsletter from the Administrative Clerk job description and add line item number 9 to the Secretary to the Township Manager/Township Secretary job description. The main change of the Road Foreman and the Director of Public Works job description was to add the snow emergency coordinator title to the Road Foreman and alternatively to the Director of Public Works job descriptions. Our ordinance declares this matter. This action will now officially be listed within the Road Foreman and Director of Public Works job descriptions.

In tandem; R. Stone suggested adding the following job description amendment stating, and other duties as assigned. The Board collectively agreed on this addition.

Motion by R. Stone and seconded by S. Stefanowicz to approve Resolution 2016-07, making amendments to the Administrative Clerk, Secretary to the Township Manager/Township

Secretary, Road Foreman and Director of Public Works job descriptions with the addition of other duties as assigned, as presented. **Passed** with 4 ayes

Recognition of Amy E. Brinton Time of Service

Manager Oswalt asked for approval of Resolution 2016-06; recognizing Amy E. Brinton for her service as a member of the Dover Township Planning Commission.

Motion by C. Richards and seconded by S. Stefanowicz to approve Resolution 2016-06, recognizing Amy E. Brinton for her service on the Dover Township Planning Commission, as presented. **Passed** with 4 ayes

Chair Menges; along with the Board of Supervisors, thanked Ms. Brinton with sincere gratitude for her time of service.

North of the Borough Sewer and Water Projects

Manager Oswalt discussed the North of the Borough Sewer project. Manager Oswalt stated that she is seeking confirmation that the Board of Supervisors wished to pursue the water portion of this project in tandem with the sewer portion.

R. Stone stated that we should maintain the North of the Borough Water project as well, because it made sense to share in the restoration expenses between both departments.

It was noted that this area contains the main feeder for the million gallon tank, the booster station and the Conewago well. These described areas are all being piped into the bulk of the users. The coordination of these projects were originally proposed and Manager Oswalt wanted to instill that this is a plan that the Township is going to maintain progress on in the upcoming year.

The Board consensus was to continue to pursue both projects.

Updates on the New Maintenance Building Construction Plan

Manager Oswalt briefed the Board on the topic of the new maintenance building construction project. Manager Oswalt stated that she had proposed some questions to Mike Fleming; Director of Public Works and Chairman Menges with regard to moving this project forward. Manager Oswalt proposed the questions of financial costs, location of the structure along with size and dimensions. Manager Oswalt and Mr. Fleming jointly agreed that they prefer the new maintenance building within close proximity to the current offices for communication and management purposes.

S. Stefanowicz expressed interest in a previously discussed idea of moving the new maintenance building to the Township owned Golf Course property and closing a portion of Municipal road.

Chair Menges asked Mr. Fleming for his thoughts on the location of the new maintenance building. Mr. Fleming stated that from a management stand point, it is important to have the

new maintenance building and current offices connected. Mr. Fleming also suggested the Township consider upgrading the current underground gasoline and diesel fuel storage tanks. The storage tanks are currently in compliance with the Department of Environmental Protection; however, retain the need for upgrades.

R. Stone stated that the ultimate deliverables and goals of this building are not defined and R. Stone insisted on accomplishing these key aspects before moving forward.

S. Stefanowicz and R. Stone suggested creating an advisory committee to enable this project to move forward with specific deliverables. S. Stefanowicz insisted on giving this committee an objective and deliverables; in house, and then move forward from that standpoint.

C. Richards maintained that Manager Oswalt and in house personnel should form the requested committee. C. Richards stated that the Township needs to genuinely plan this building for future growth within the Township. C. Richards added that the Township needs to consider planning in advance for a safer and larger scale maintenance building.

Chair Menges stated primarily the Township cannot garage Township equipment with snow plows intact and cannot properly regulate the current facility temperature to store Township equipment with salt or ice melt. This generates a tremendous time loss to Township crews with regards to proper response time to snow removal needs. In addition; Chair Menges clarified, additional storage areas, a wash bay, water lab and sewer area are greatly needed.

Mr. Myers stated that an initial layout design was established with Wayne Latchaw; Dover Township Facilities Superintendent that addressed all of the mentioned features along with other safety and accessibility concerns that the Township had previously expressed.

Manager Oswalt stated that the original master facilities plan may be formulated with phasing of various projects to create the large scale outcome.

Chair Menges stated that a good consensus on the need and use for a new maintenance building has been established and that the Township now needs to create and implement a designed plan. Chair Menges requested plans and cost estimates be presented for the proposed new maintenance building construction project by the end of March 2016. A tentative work session was proposed and acknowledged for the beginning of March to further discuss this matter.

Planning Module Revision - For Robert E. Twitchell

Manager Oswalt asked for authorization to have the Township Secretary sign Resolution 2016-10. Resolution 2016-10 consists of a planning module revision; for new land development, involving Robert E. Twitchell. A map was presented to the Board showing the Township lots for the approval. Subdivision planning was originally completed for one lot in this location and the proposed Resolution is now asking for the approval of one additional lot. Sewer connections in this area are now available creating purpose for the revision requested.

Motion by R. Stone and seconded by C. Richards to approve Resolution 2016-10, for the plan revision for new land development for Robert E. Twitchell and authorize the Township Secretary to sign this plan, as presented. **Passed** with 4 ayes

Storm of January 25, 2016 - Federal Assistance

Manager Oswalt informed the Board; that as a result of the storm of January 25, 2016, there is a possibility for Federal Assistance. The storm incurred costs that totaled an estimated thirty thousand dollars in payroll. The FEMA program allows the Township to claim for the worst forty eight hours. This portion of the storm occurred during the weekend hours resulting in overtime calculations. Moneys for contractors; which needed to be enlisted do to unforeseen circumstance, accumulated to ninety five hundred dollars. The total amount the Township is applying to FEMA; for reimbursement, is estimated at sixty thousand dollars.

Commercial Trash Inquiry - Recycling and Trash Contract Renewal Approaching

Manager Oswalt informed the Board that she has issued letters to all Township businesses inquiring as to whether or not the business would be interested in participating in a commercial trash service if offered. Manager Oswalt stated that we are seeing great response and updates will follow.

Township Newsletter Inquiry - Business Add Involvement

Manager Oswalt stated that the Township has issued letters promoting business advertisement within the Township newsletter. Manager Oswalt stated that several businesses have expressed interest in advertising within the newsletter. It was noted that some businesses proposed changes in sizing and pricing of the business ads offered. These businesses expressed interest in larger scale spaces for their ads. Manager Oswalt asked the Board's thoughts on what the Township should offer with regards to sizing and pricing for these ads.

R. Stone suggested seeking an outside printing establishment to create and issue a Township newsletter. R. Stone suggested various outfits that may generate a wonderful product and for a greater return on your investment.

Manager Oswalt stated that the idea of an outside printing establishment may be further explored; however, at this time a Township newsletter needs to be created and implemented for the spring edition to be published in a timely manner. In addition the outreach to the businesses has been performed with certain information included in it. The Township has Township personnel handling these items at a reduced cost.

Chair Menges stated; that at this time, the Township has information that needs to reach the residents. Therefore; the Township is going to follow suit in executing the Spring 2016 newsletter in house, then possibly pursue other options as deemed fit for the creation and implementation of a Township newsletter. Chair Menges stated that the Township will accept the current business ads for the newsletter. Chair Menges stated that he would like to see a

proposed fee schedule for business card sizing and half page sizing for advertisements to be utilized for future Township Newsletters being created.

Manager Oswalt suggested double and quadruple business card sizing with corresponding increase in the rate. A ten percent reduction in the ad cost could be offered with each step up in sizing.

Motion by R. Stone and seconded by C. Richards to approve the option for the Township to advertise the sale of bigger ads at a ten percent discount; within the Township newsletter, as presented. **Passed** with 4 ayes

Emergency Operation Plan Updates

Manager Oswalt presented Resolution 2016-08 to amend the Emergency Operation Plan. Manager Oswalt informed the Board that during the beginning of each year; when the Board changes over, the Township must update this plan. The revised plan includes addendums on protected information, persons with special needs and other pertinent information as presented.

Motion by C. Richards and seconded by R. Stone to approve Resolution 2016-08 to amend the Emergency Operation Plan, as presented. **Passed** with 4 ayes

NEW BUSINESS FROM THE BOARD OF SUPERVISORS

Appointment of Candidates for Commission and Committee Positions

Chair Menges reviewed this evening's work session. Chair Menges stated that the Board interviewed five gentlemen for the open positions on the Township Planning Commission and the Township Industrial Commercial Development Committee. There is currently one open position on the Planning Commission and multiple open positions on the ICD Committee.

S. Stefanowicz suggested the implementation of multiple alternates for the Planning Commission to offer better quorums.

R. Stone suggested the implementation of multiple alternates for the Planning Commission to offer the opportunity for interested applicants to learn and participate within the operations of the commission.

Attorney Rausch stated that he will further explore the requirements for creating additional alternate positions. Attorney Rausch will inform Manager Oswalt of the details.

Board Consensus was initiated by Chair Menges and constituted the calling for a vote of the Board of Supervisors. Chair Menges stated that the Board collectively agrees on the following appointments and asked for a motion.

Motion by R. Stone and seconded by S. Stefanowicz to approve the acceptance of the following candidates to the positions as herein stated; Mr. Michael Cashman to the ICD Committee, Mr.

Brian Kimball to the Planning Commission; Mr. Brian Caden to the ICD Committee, Dr. Michael Curley; as an alternate, to the Planning Commission and to the ICD Committee and Mr. Justin Bigham subject to; as an alternate, to the Planning Commission. Those in favor of entering the adjudication, signified by saying aye. **Passed** with 4 ayes

Acknowledgement to Township Personnel and Local Businesses

C. Richards acknowledged and commended Township crews and personnel on their great efforts during the recent storm. C. Richards thanked Fetrow Services, Out on a Limb Tree Care, Z and Z LLC, Charlie's Towing, Todd Lamparter Trucking, Bel Mar Technologies and West Manchester Township for their above and beyond assistance during the recent storm.

C. Richards stated that the Dover Township Fire Department responded to 18 calls during the storm which was declared a Snow Emergency. The Dover Ambulance provided three units during the storm. The E & B Bus company provided two buses for the Township if need presented itself.

R. Stone expressed sincere gratitude to Township crews and personnel who went above and beyond expectation during their work in the recent storm. R. Stone stated that he is very proud of the work that was performed by the Township.

Chair Menges echoed sincere gratitude and praise to all Township crews and personnel efforts during the recent storm.

Penn Waste Contract of Service Term

S. Stefanowicz addressed the issue of the high volume of delinquent residential Penn Waste accounts with regards to the Township Penn Waste Contract of service. S. Stefanowicz would like to see the Township's waste removal contract more closely examined. Manager Oswald stated that by July 2017; a new contract will need to be enacted, therefore bidding for a new contract will be constituted early in the year of 2017.

Chair Menges stated that he maintains a key goal for 2017 in creating better options for Township residents with regards to the selected waste removal contract of service.

Additional Comments

S. Stefanowicz added comment with regards to the Township On-Lot Septic ordinance. S. Stefanowicz suggested holding a future Township work session to review and discuss the ordinance.

PUBLIC COMMENT

Donald Hively - 5706 Paradise Court

Mr. Hively asked the Board as to why the Township did not have a live person answer the telephone during the recent storm.

Chair Menges stated that most of the recent storm occurred during the weekend. Chair Menges stated that it is not a matter of physical presence and that it is a matter of fiscal responsibility. The means by which you communicate to the Township in the event of an emergency is thru 911 during non-operating business hours.

Chair Menges affirmed the Township's proficient handling on the recent storm's snow removal. Chair Menges stated that in light of all the unforeseen circumstances; generated in the time frame of the recent storm, the Township executed its duties well.

With no further business, the meeting was adjourned at 8:55 PM and continued into an executive session on a personnel matter.

Respectfully submitted by: _____
Tiffany Strine, Recording Secretary