

**DOVER TOWNSHIP  
BOARD OF SUPERVISORS MEETING  
MEETING MINUTES  
March 28, 2016**

The Dover Township Board of Supervisors Meeting for Monday, March 28, 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, Stephen Parthree, Charles Richards, Stephen Stefanowicz and Robert Stone. Other Township Representatives in attendance were Laurel Oswalt, Township Manager; Attorney Charles Rausch, Township Solicitor; Terry Myers, Township Engineer; Corey McCoy, C.S. Davidson; Bradley Hengst, Township Sewage Enforcement Officer; Michael Fleming, Township Public Works Director; Georgia Sprenkel, Township Zoning Officer; Glenn Jansen, Township Fire Marshall; Corey Flythe, Township Water Operator and Tiffany Strine, Recording Secretary. There were nine citizens present. This meeting is being recorded for the purpose of minutes only.

Chair Menges announced; prior to the start of this meeting, a work session was held at 6:30 PM to discuss upcoming sewer projects within the Township.

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

**APPROVAL OF THE MEETING MINUTES FOR MARCH 14, 2016**

A revision was made by Michael Fleming to amend the March 14, 2016, minutes as follows; to edit paragraph 2, sentence Number 3, Page 9, to now state, Mr. Fleming noted a location on Temple School Road where a stone retaining wall has fallen.

**Motion** by R. Stone and seconded by S. Parthree to approve the Meeting Minutes for March 14, 2016, as presented with modification. **Passed** with 5 ayes

**TREASURER'S REPORT**

**Motion** by S. Stefanowicz and seconded by S. Parthree to approve the warrant total for March 28, 2016, in the amount of \$303,592.55, as presented. **Passed** with 5 ayes

**PUBLIC COMMENT**

**Laura Gurreri - Director of Sales, Sport York - From the York County Convention and Visitor's Bureau Presentation**

Laura Gurreri, provided the Board with a brief presentation on the attributes and benefits of the Bureaus program called Explore York. Ms. Gurreri informed the Board on various markets and demographics of events coming to the area this year. The Keystone State Games Festival of Sports and the Pennsylvania Senior Games, Mason Dixon Wine Trail Tour de Tanks, 18<sup>th</sup> Annual Made in America Tours Event and much more will be occurring in the upcoming spring

and summer months. Ms. Gurreri added that local Township businesses; such as Smittie's Soft Pretzels, is in discussions with the York County Convention and Visitors Bureau to possibly host tours of their facilities. The Dover Antique Mall, The Crafty Basket and Miss Lucy's all currently participate with the Bureau and have seen success with various events the Bureau brings to the area. Ms. Gurreri stated that these Township businesses have created great partnerships with the Bureau and the Bureau is seeing ongoing success with the cumulative business relationships.

### **SEWAGE ENFORCEMENT OFFICER'S REPORT by Bradley Hengst**

Bradley Hengst; Township Sewage Enforcement Officer, approached the Board with a status update regarding the request of the installation of a holding tank at 3461 School House Road.

Chair Menges stated that during last month's meeting; a permit request was presented by Bradley Hengst; Township Sewage Enforcement Officer, and included a proposed plot plan to install a holding tank at the 3461 School House Road location. The Board questioned whether or not to approve the plans after receiving a conflicting suggestion from the Department of Environmental Protection. A second letter was issued after an inquiry was made by Mr. Hengst's resubmission of his proposed plan to D.E.P. with his reasons therein stated. Chair Menges added that the second letter stated that the final decision rests with the Township.

Mr. Hengst informed the Board that he proposed a design to D.E.P. that consisted of a holding tank being installed to the current on-lot disposal system. The holding tank would collect any overflow. Mr. Hengst said that he has historically implemented such plans in various property locations within the Township and that these plans have proved successful with no record of any issues.

**Motion** by R. Stone and seconded by C. Richards to approve the Sewage Permit Application No. Z 170473, as presented. **Passed** with 5 ayes

### **ZONING OFFICER'S REPORT by Georgia Sprenkel**

#### **Discussion on Plan 15-12 Lighthouse Baptist Church Land Development Plan- 5005 Carlisle Road Waiver Requests and Open Items**

Ms. Sprenkel would like to present to the Board for authorization Plan 15-12 Land Development Plan for 5005 Carlisle Road.

Adam Davis from Kurowski and Wilson, LLC presented the Land Development Plan for 5005 Carlisle Road herein referred to as Lighthouse Baptist Church. Adam Davis briefed the Board with an overview of the plans for Lighthouse Baptist Church. A twenty-seven thousand square foot building addition to the existing church will be made that will contain seven classrooms and a gymnasium. Additional parking grounds will be added as well. Due to the increase of impervious property being added to the addition, Lighthouse Baptist Church will also be modifying two existing basins on both sides of the church and grading areas located to the north east portions of the building to accommodate future sports fields.

Chair Menges inquired as to when work is to begin on the plan for Lighthouse Baptist Church.

Mr. Davis replied that work is to begin in June of 2016.

S. Stefanowicz inquired if the current septic system to be used possesses adequate capacity for the proposed additions. Mr. Davis stated that after conversations with the Township Sewage Enforcement Officer, it was confirmed that the current septic system is adequate to support the additions.

The following waiver requests are being sought for the Lighthouse Baptist Church land development plan: 1. All storm water management facilities (excluding individual residential underground infiltration facilities) are considered structures and must comply with building setback requirements (§ 19-301.11), 2. The maximum permitted side slopes for detention or retention basins shall be 4 horizontal to 1 vertical (§ 19-308.3.A.3), 3. Where a subdivision abuts or contains an existing street of inadequate width, the developer shall provide sufficient additional right of way and cartway widths to meet the following standards § 22-704.B), 4. Provide buffer screening adjacent to agriculture zone (§ 22-1103.11).

The following open items are being sought for the Lighthouse Baptist Church land development plan: 1. The Engineer/Surveyor's seal, signature and date certifying that he has been to the site and observed the present condition and that the plan indicates the actual condition of the site should be added to the plan (§ 22-502.2.F), 2. The legal and/or equitable Owner's notarized signature must be added to the plan certifying concurrence with the plan (§ 22-501.2.H.), 3. Prior to final plan approval, a disc in an electronic format compatible with the Township GIS system, should be provided (§ 22-601.2.A), 4. Public improvement security shall be provided prior to final plan approval (§ 22-1201.6). It was noted that one item was previously open and has since been completed prior to this meeting. The now completed open item being, an erosion and sediment pollution control plan approved by the York County Conservation District should be provided (§ 22-602.4).

**Motion** by S. Stefanowicz and seconded by R. Stone to approve all four waivers for Plan 15-12 for Lighthouse Baptist Church; at 5005 Carlisle Road, as presented. **Passed** with 5 ayes

**Motion** by R. Stone and seconded by S. Stefanowicz to approve all four open items herein stated for Plan 15-12 for Light House Baptist Church; at 5005 Carlisle Road, as presented. **Passed** with 5 ayes

#### **Property Maintenance Issue - 5371 Davidsburg Road**

Ms. Sprenkel stated that at the last Board of Supervisor's Meeting it was suggested that she issue a letter to Mr. Herbert Miller regarding the abundant amount of waste on his property at 5371 Davidsburg Road. Ms. Sprenkel stated that she has issued this letter via certified mail and she is awaiting Mr. Miller's response.

#### **ENGINEER'S REPORT by Township Engineer Terry Myers**

Nothing to be reported at this time.

#### **SOLICITOR'S REPORT by Attorney Charles Rausch**

**Discussion of Ordinance 2016-04 Amending the Dover Township Code of Ordinances, Chapter 7, Fire Prevention and Fire Protection, Part 2, Outdoor Burning, followed by Authorization to Advertise**

Attorney Rausch stated that after review with Glenn Jansen; Township Fire Marshall, it was proposed to amend the Dover Township Code of Ordinances, Chapter 7, Fire Prevention and Fire Protection, Part 2, Outdoor Burning portion and to address the clarification of a recreational burn. Changes were made and noted within the ordinance and Attorney Rausch asked if the Board would be so inclined to give authorization to advertise the amended portions of the Township ordinance.

Attorney Rausch stated that some standards formerly required per the Township ordinance are no longer applicable; therefore, amendments were made to make the ordinance clearer as to what is and is not constituted per the ordinance.

R. Stone questioned the creation and use of outdoor bon fires that met all the specifications of the ordinance; if the creation and use of outdoor bon fire activity, would still be permitted by the strict definition under the newly amended Outdoor Burning Ordinance. Attorney Rausch replied stating that outdoor burnings done in conjunction with school related or civic functions such as bon fires are allowed provided that they meet all of the currently disclosed specifications.

S. Stefanowicz inquired on the use of burn barrels within the Township for agricultural uses only. Manager Oswalt stated that some local farms are zoned residential but their lands are used for farming. Residential burning is not allowed unless it is in a recreational device; so they are not allowed to burn, but the agricultural use is because they have an abundance of brush and need to clear regularly.

Chair Menges inquired if there is a strict definition defined within the Outdoor Burning Ordinance that clarifies the terms of being able to burn in this manner, instilling the exception that when used by and for an agricultural use as defined within the zoning ordinance. Attorney Rausch stated that they can incorporate this specification and cross reference Section F of the pertinent information from the Zoning Ordinance within the Burn Ordinance defining the terms of an agricultural use.

**Motion** by C. Richards and seconded by S. Stefanowicz motioned to approve to advertise Ordinance 2016-04 Amending the Dover Township Code of Ordinances, Chapter 7, Fire Prevention and Fire Protection, Part 2, Outdoor Burning with the corrections herein stated, as presented. **Passed** with 5 ayes

**Thunderbird Terrace Mobile Home Park - Status Update**

Attorney Rausch stated that an ongoing process is still being implemented with Thunderbird Terrace Mobile Home Park with regards to necessary work needing to be made on a culvert under Fox Run Road. Thunderbird Terrace Mobile Home Park is upstream from the Township storm water pipe and their stream needs some repairs in order for the Township's repairs to function properly. Attorney Rausch stated that the Township has been working with Jake Romig; with Ecostruction, LLC., and the Township did obtain a grant through Excellon for this style of work needing to be completed for the property owner. The Township will incur approximately \$10,000.00 in cost for the project. Attorney Rausch stated that his offices have

drafted a three party agreement between the Township, Ecostruction and Thunderbird Terrace Mobile Home Park. Due to the response time of the Mobile Home Park; the time frame allotment of the grant is rapidly approaching, Attorney Rausch would like to ask the Board for tentative approval of the agreement subject to Ecostruction's approval of the changes so that the Township can keep forward progress to complete this project.

**Motion** by S. Parthree and seconded by C. Richards motioned to grant tentative preliminary approval of the agreement with the terms set forth being satisfactory of the Township Solicitor, as presented. **Passed** with 5 ayes

### **MANAGER'S REPORT by Manager Laurel Oswalt**

#### **Approve Resolution 2016-17- Approving the Resolution Recognizing Laurie J. Rummel for her service to Dover Township as a Township Employee**

Manager Oswalt stated that Resolution 2016-17 is recognizing the service of Laurie J. Rummel as a Township Employee. Manager Oswalt stated that Mrs. Rummel is retiring this week and is one of the longest standing employees within the Township, serving a combined thirty-six years of service to the Township.

Chair Menges would like to cordially extend a sincere thank you to Mrs. Rummel for her service to Dover Township.

**Motion** by S. Stefanowicz and seconded by C. Richards to accept Resolution 2016-17 Approving the Resolution Recognizing Laurie J. Rummel for her service to Dover Township as a Township Employee, as presented. **Passed** with 5 ayes

#### **Approve Resolution 2016-16 - Approving the Installation of an Adaptive Signal Control Technology System on SR 0074**

Manager Oswalt stated that Resolution 2016-16; Approving the Installation of an Adaptive Control Technology System on SR 0074, is a Resolution that Penn DOT is requesting for your review and authorization. Manager Oswalt informed the Board that Michael Fleming; Township Public Works Director, has researched the system and would like to clarify a few things. Manager Oswalt stated that after Mr. Fleming's review; the Township will not be receiving the same system as West Manchester Township's system. Dover Township will be receiving a second class system and our current Traffic Signal Maintenance provider is not able to work on any needs or issues with the new system. Mr. Fleming stated that Rhythm Engineering from Kansas will be responsible for the work of the system. Mr. Fleming stated that the system declares to reduce delays. Mr. Fleming stated that Penn DOT suggested the system to be utilized within the Township.

Mr. Myers asked if the older loop system can remain due to any unforeseen future needs in terms of back up purposes. Manager Oswalt stated that she will be inquiring on this matter with Penn DOT during an upcoming meeting and will follow up with the Board on the outcome.

**Motion** by S. Stefanowicz and seconded by C. Richards to accept Resolution 2016-16, Approving the Installation of an Adaptive Signal Control Technology System on SR 0074, as presented. **Passed** with 5 ayes

**Authorization of the Appointment of Trena Hall to the Position of Dover Township Treasurer**

Manager Oswald asked for the authorization of the appointment of Trena Hall to the position of Dover Township Treasurer.

**Motion** by S. Stefanowicz and seconded by R. Stone to approve the Authorization of the Appointment of Trena Hall to the Position of Dover Township Treasurer, as presented. **Passed** with 5 ayes

**Authorization of the Appointment of Tiffany Strine to the Position of Dover Township Secretary**

Manager Oswald asked for the authorization of the appointment of Tiffany Strine to the position of Dover Township Secretary.

**Motion** by S. Parthree and seconded by R. Stone to approve the Authorization of the Appointment of Tiffany Strine to the Position of Dover Township Secretary, as presented. **Passed** with 5 ayes

**ADDITIONAL COMMENTS FROM THE BOARD**

C. Richards wanted to inform the Board of a recent accomplishment of one of the members of the Dover Township Fire Department. C. Richards had Township Fire Chief Glenn Jansen inform the Board of this accomplishment. Mr. Jansen informed the Board that Deputy Fire Chief Brian Widmeyer was the first person in Pennsylvania to become certified on the Incident Command System which standardizes practices and procedures for the Township Fire Department. In tandem to his certification, the Dover Township Fire Department is the first department in Pennsylvania to have personnel go thru this training program.

C. Richards addressed the recreational needs and qualities that should remain in the Board's scope for consideration, for the Township's driving range property. C. Richards informed the Board of the many positive reasons for developing the Township's driving range property into various sports fields for recreational use. C. Richards added that the historic barn; located on the property, should also be considered for uses as a rental facility for the Township Recreational Department.

Chair Menges inquired on the status of land that was approved in Terra Vista and asked to know when the Township is to receive this land.

Manager Oswald stated that Terra Vista is currently working with Penn DOT their traffic improvements. That is an outstanding item that must be resolved prior to recording of the plan. Land transfers cannot occur until after the approval is received. Attorney Rausch stated that he will research the agreement surrounding this matter and follow up with the time frame previously set forth.

C. Richards expressed gratitude to Manager Oswald in the addition of Mr. Fleming to Dover Township and that he is very pleased with Mr. Fleming's work performance within the Township.

S. Parthree stated that C. Harris is seeking volunteer to host for Township Bus Trips and would like to extend the invitation on upcoming Township Bus Trips to those whom wish to help.

S. Stefanowicz informed the Board that he attended recent meetings for the beginnings of construction changes to take place at the Waste Water Treatment Plant and great progress is being made.

R. Stone informed the Board that he attended MS4 trainings in Swatara Township. R. Stone added that the Township Easter Egg Hunt went wonderfully and C. Harris did an excellent job overall with the event.

Chair Menges updated the Board of recent discussions concerning the Northern Regional Police Department and their hours of service. Chair Menges stated that Manchester Township gave notice of their intent to decrease their amount of coverage they currently have. Chair Menges stated that other Townships are wanting to increase their amount of coverage to offset the imposed decrease. By doing so, this will absorb any change for Dover Township. Chair Menges stated that he was contacted by the Chief of Police to consider decreasing the Townships amount of coverage to help better correlate with their plans for redistribution and change. Status updates will follow.

#### **PUBLIC COMMENT**

None to note.

With no further business, the meeting was adjourned by Chair Menges at 8:15 PM.

Respectfully submitted by: \_\_\_\_\_  
Tiffany Strine, Recording Secretary