

**DOVER TOWNSHIP  
BOARD OF SUPERVISORS MEETING  
MEETING MINUTES  
April 25, 2016**

The Dover Township Board of Supervisor's Meeting for Monday, April 25, 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 Stephen Parthree. Supervisor Robert Stone 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; Chalet Harris, Township Recreation Director; Terry Myers, Township Engineer; Corey McCoy, C.S. Davidson; Brian Widmayer, Township Deputy Fire Chief and Tiffany Strine, Recording Secretary. There were twelve citizens present. This meeting is being recorded for the purpose of minutes only.

**Chair Menges announced; prior to the start of this Board of Supervisors Meeting, a work session was held at 6:00 PM for the purposes of providing an annual education presentation to the public on the Dover Township Municipal Separate Storm Sewer System.**

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

**APPROVAL OF THE WORK SESSION MEETING MINUTES FOR APRIL 11, 2016**

**Motion** by S. Parthree and seconded by C. Richards to approve the Work Session Meeting minutes for April 11, 2016, as presented. **Passed** with 4 ayes

**APPROVAL OF THE BOARD OF SUPERVISORS MEETING MINUTES FOR APRIL 11, 2016**

**Motion** by S. Stefanowicz and seconded by S. Parthree to approve the Board of Supervisor's meeting minutes for April 11, 2016, as presented. **Passed** with 4 ayes

**TREASURER'S REPORT**

C. Richards stated the current heightened warrant total for April 11, 2016 was due to a Sewer note that is due for the Sewer Authority.

**Motion** by C. Richards and seconded by S. Parthree to approve the warrant total for April 11, 2016 in the amount of \$1,323,864.34, as presented. **Passed** with 4 ayes

**PUBLIC COMMENT**

**Pete Wehler - 4352 Wynnfield Drive**

Pete Wehler; President for Tri-Town Boy's Club at Mayfield Park, stated that his organization, along with other community organizations, have been experiencing difficulty locating useful field space. Mr. Wehler stated that local playing ground is difficult to obtain due to the high volume of sports organizations within the community in need of local playing ground. Mr. Wehler stated that Tri-Town is seeking the use of equipment for possible assistance to improve a field at Mayfield Park that he is hoping will create more useable field space. Mr. Wehler stated that he is speaking with Chalet Harris, Township Recreation Director and Wayne Latchaw, Township Facilities Superintendent for assistance.

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

#### **C.S. Davidson Engineering Nursery Road Culvert Replacement Contract Schedule**

Mr. Myers discussed the Nursery Road Culvert and it's 4'x5' stone arch. The Township has been awarded a Community Development Block Grant to replace the existing stone arch culvert on Nursery Road at the Lamparter property. The stone arch is failing and the road crew is continuously filling pot holes on Nursery Road. The Block Grant staff has indicated that the funding is expected to be available in July. Survey, wetlands delineation and permitting are being pursued in conjunction with the other two culvert repair projects. The current plan is for C.S. Davidson, Inc. to prepare plans and specifications in order to bid this project. A proposed project schedule was presented for the Township's review.

Mr. Myers added that a meeting with the citizens will be scheduled as per a condition of the Block Grant. Following this meeting, the plans and specifications will be finalized and ready for presentation during the August Township Board of Supervisor's meeting. Mr. Myers stated that work will be scheduled tentatively to begin in September 2016 and terminating in November 2016.

Chair Menges stated; along with the Board of Supervisors, that they collectively support the forward progress with Mr. Myer's proposed plans.

### **SOLICITOR'S REPORT by Township Solicitor, Attorney Charles Rausch**

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

Ordinance 2016-04, Chapter 7, Fire Prevention and Fire Protection, Part 2, Outdoor Burning, has received the previously discussed from the last Board of Supervisor's meeting. Attorney Rausch added that these changes created more flexibility with regards to Section E, designating the 2 feet square allocation with the discretion of the Dover Township Fire Chief and that the area complies with Sections 4 and 5 of the ordinance.

**Motion** by S. Stefanowicz and seconded by C. Richards to approve Authorization to Advertise the Amended Ordinance 2016-04, the Dover Township Code of Ordinances Chapter 7, Fire Prevention and Fire Protection, Part 2, Outdoor Burning, as presented. **Passed** with 4 ayes

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

**Approve Resolution 2016-19, Proclamation for National Public Works Week, May 15<sup>th</sup> thru 21<sup>st</sup> 2016**

**Motion** by C. Richards and seconded by S. Parthree to approve Resolution 2016-19, Proclamation for National Public Works Week, May 15<sup>th</sup> thru 21<sup>st</sup> 2016, as presented. **Passed** with 4 ayes

**Discuss and Approve Resolution 2016-20, Dover Township Website Community Involvement Program or Event News Policy**

Manager Oswalt stated that Resolution 2016-20 was created with regards to the new Township website design. Township staff has discussed and realized a need for a place on the Township website where residents can inquire to find community events occurring during a given time. Manager Oswalt stated that the Township Community Calendar will be utilized on the Township website to assist the community in advertising local events as well.

Manager Oswalt stated that the Township would like to encourage community minded groups to make use of the Township website page, but would like to discourage negative or discriminatory events. Therefore; Resolution 2016-20 was drafted, with the hopes of qualifying the Township's stance on the purpose of this matter.

**Motion** by C. Richards and seconded by S. Parthree to approve Resolution 2016-20, Dover Township Website Community Involvement Program or Event News Policy, as presented. **Passed** with 4 ayes.

**Review and Approve Agreement of the Dover Township Danielle/Willapa Drive Stream Restoration Project Contract, YCSWC Project #2416001**

Manager Oswalt stated that the Township has been given a \$42,000.00 grant from the York County Storm Water Consortium (YCSWC) Regional Committee for the Danielle/Willapa Drive Stream Restoration Project (Regional CBPRP ID #76). Manager Oswalt is now asking for Board approval for this agreement.

**Motion** by S. Stefanowicz and seconded by C. Richards to approve Agreement of the Dover Township Danielle/Willapa Drive Stream Restoration Project Contract, YCSWC Project #2416001, as presented. **Passed** with 4 ayes.

**Review and Approve Agreement of Nursery Road Culvert Improvement, CDBG Project Grant Contract**

Manager Oswalt added the Township submitted for the Nursery Road Culvert Improvement, CDBG Project Grant two years ago. The Township has budgeted for the engineering expense necessary for the work to be completed. Questions regarding the exact allocation of funds within the grant contract for the Nursery Road Culvert Improvement Project were asserted from Mr. Myers.

**Motion** by C. Richards and seconded by S. Parthree to grant conditional approval to Manager Laurel Oswalt, contingent upon correct and updated budget amendments being for the Nursery

Road Culvert Improvement, CDBG Project Grant Project Contract, as presented. **Passed** with 4 ayes.

### **Discussion and Awarding of Township Janitorial Contract to Varsity Facility Services**

Manager Oswald stated that the Township bid for a three-year procurement of janitorial services for the Dover Township Municipal Building and the Township Community Building. The Township received two attendees to the mandatory pre-bid meeting for this contract. The Township received one bid from the current cleaning company, Varsity Facility Services. The overall price for the entire contract will remain as currently assessed, although there was a \$40.00 increase on the Community Building offset by a \$40.00 decrease on the Township Municipal Building.

Manager Oswald added that herself and Mrs. Harris met with Varsity Facility Services and discussed concerns that the Township has experienced with their service in the past. Through discussion with S. Parthree, they asked for a schedule of the items to be provided under the contract on a monthly basis. By doing so, this may help to improve and better track the chosen company's performance on these items.

**Motion** by S. Parthree and seconded by C. Richards to Award the Township's Janitorial Contract to Varsity Facility Services, as presented. **Passed** with 4 ayes.

### **Discussion of Farmer's Market Concept**

Manager Oswald and Mrs. Harris informed the Board on recent updates surrounding the Townships Farmer's Market concept.

Mrs. Harris informed the Board that due to numerous reasons, she does not feel that the Farmer's Market concept will excel. Mrs. Harris stated that the Dover Antique Mall is pursuing a Farmer's Market with intentions to be open to the public in late May. Mrs. Harris stated that the Dover Antique Mall will not possess individual vendors but will be purchasing items from various vendors and selling those items in a store like setting. Mrs. Harris stated that as it was the Township's goal to start a Farmer's Market and possibly have a commercial Farmer's Market concept be undertaken by a business within the Township. Mrs. Harris was happy to entrust the concept to the Dover Antique Mall Farmer's Market.

Manager Oswald and Mrs. Harris would like to inform the Board that at this point in time, the Township will no longer be pursuing the Farmer's Market concept.

Chair Menges informed Mrs. Harris that the Farmer's Market Concept was a great idea and would like her to continue her efforts in creating great ideas.

### **Authorization to Advertise the Sale of Surplus Property**

Manager Oswald and Michael Fleming; Township Public Works Director, informed the Board of surplus property needing authorization to be advertised for the Township to sell.

M. Fleming stated that within the 2015 and 2016 budget; the Township purchased a new large

dump truck, a Freightliner. As a result, the Township is now ready to sell an older truck, a 2004 Ford F550 dump truck with plow and spreader. M. Fleming stated that he is also seeking authorization to advertise and sell six older traffic signals.

Manager Oswalt informed the Board that the 2016 Township Budget included the purchase of a new Fire Chief vehicle. Therefore, the placement of the Dover Township Fire Department's 2007 Ford Expedition will need to be discussed. Manager Oswalt suggested the Board consider keeping the 2007 Ford Expedition for Township administrative staff to utilize and to replace the Township's 1998 Jeep. Manager Oswalt stated that currently the Township's Codes and Zoning Department utilizes the 1998 Jeep; however, the Codes and Zoning Department would greatly benefit from the use of the larger vehicle in transporting signs and so forth. Manager Oswalt stated that the 2007 Expedition was purchased with General Fund dollars in 2007, therefore there would be no need for the Township to purchase the vehicle from the Fire Tax Fund.

**Board Consensus** was initiated by Chair Menges and the Board collectively agreed on retaining the 2007 Ford Expedition for Township use.

**Motion** by C. Richards and seconded by S. Parthree to Authorize to Advertise the Sale of Township Surplus Property, Property being a 2004 Ford F550 Dump Truck with Plow and Spreader, 1998 Jeep and Six Traffic Signals, as presented. **Passed** with 4 ayes.

#### **Approval to Advertise for Culvert Repairs on Rohler's Church Road**

M. Fleming informed the Board that C. S. Davidson has obtained an emergency permit for the Township from the Department of Environmental Protection to repair a concrete culvert at 941 Rohler's Church Road. M. Fleming qualified that this project will involve resetting 12 L.F. of 42" diameter piping and installation of a pre-cast concrete headwall and end wall. The construction of this will include the installation of sandbag cofferdams and bypass pumping to allow for dry work condition prior to open trench excavation activities to remove and replace the collapsed culvert. M. Fleming stated that he is seeking approval to prepare the necessary bid documentation and advertise for proposals.

**Motion** by C. Richards and seconded by S. Parthree to Authorize Approval for Culvert Repairs on Rohler's Church Road, as presented. **Passed** with 4 ayes.

#### **Approval of Road Work, Equipment Rental and Material Bids**

M. Fleming presented the Board with proper bid documentation results.

M. Fleming indicated that the Township is requesting approval to award the first bid for MS-944 Bid Tabulation, Item 1 and Item 2 to Stewart & Tate for an estimated cost of \$87,412.80. M. Fleming stated that this work will involve placing micro-surfacing on a portion of Deep Hollow Road and placing a bituminous seal coat on George Street, Temple School Road and Paradise Road.

M. Fleming stated that the Township is requesting that the proposal from Hammaker East LTD be rejected since it did not include the design as required in the Special Provisions Attachment 1-A.

M. Fleming stated that the Township is requesting approval to award Items 3A, 3B and 4 to Kinsley Construction for an estimated cost of \$234,823.00. M. Fleming qualified that this work involves placing SUPERPAVE material on Robin Road and performing base repair on a portion of Rohler's Church Road.

M. Fleming stated that the Township is requesting approval to award Item 5 to Shiloh Paving & Excavating for an estimated cost of \$37,500.00. This work involves performing paving restoration in-kind after Township crews repair necessary water and sewer lines.

M. Fleming stated that the Township is requesting approval to award the following items as indicated for the MS-970 Bid Tabulation. To award Items 4, 5, 6, 10, 12 and 13 to Shiloh Paving & Excavating for an estimated cost of \$31,880.00. This work involves renting equipment and an operator for various pieces of equipment until May 31, 2017, for any Township project. M. Fleming stated that the Township is requesting approval to award Item 11 to Recon Construction Services for an estimated cost of \$12,600.00. This work involves renting equipment and an operator for various pieces of equipment until May 31, 2017, for any Township project.

M. Fleming stated that the Township is requesting approval to award the following items as indicated for the MS-963 Bid Tabulation. To award Items A14 to York Building Products for an estimated delivered cost of \$37,165.00. This bid involves purchasing aggregate (stone) materials until May 31, 2017, for any Township project. To award Items B1 through B5 to York Materials Group for an estimated delivered cost of \$180,645.00. This bid involves purchasing SUPERPAVE bituminous mixtures until May 31, 2017, for any Township project. To award Item C to Stewart & Tate for an estimated F.O.B. Plant cost of \$18,400.00. This bid involves purchasing high performance cold patch until May 31, 2017, for any Township project.

**Motion** by S. Parthree and seconded by C. Richards to Reject the Hammaker East LTD Bid Proposal for being Non-responsive, as presented. **Passed** with 4 ayes.

**Motion** by S. Stefanowicz and seconded by S. Parthree to Authorize Approval of the Road Work, Equipment Rental and Material Bids to their Lowest Bidders, as presented. **Passed** with 4 ayes.

## **NEW BUSINESS FROM THE BOARD OF SUPERVISORS**

C. Richards extended accommodation and recognition to Anne Zarlenga; Dover Township Volunteer Emergency Management Coordinator, for her recent accomplishments. Ms. Zarlenga recently completed a Basic Emergency training course and an Advanced Emergency training course.

Ms. Zarlenga extended sincere gratitude to the Board and Township personnel, along with everyone for their ongoing help and supportive efforts.

C. Richards informed the Board that he would like to further pursue discussions and seek perspective resolution regarding the details of the Township On Lot Septic ordinance. Chair Menges proposed a work session to discuss the Township's On Lot Sewer ordinance.

S. Stefanowicz and C. Richards stated that they felt the recent Municipal Separate Storm Sewer System public educational seminar; jointly hosted by Dover Township, was a great success and thanked Manager Oswalt for her efforts.

S. Parthree stated that there will be no Industrial/Commercial Development Committee meeting this month.

Chair Menges informed the Board of recent conversations that are occurring at the Northern Regional Police Department Commission meetings. The Department has been responding to repeat locations for drug overdose offenders and are having to administer the overdose counteractive drugs. These recent conversations are centered around ideas of imposing surcharges to property owners to offset the costs of this process. Chair Menges is asking for Board guidance to take back to the Northern Regional Police Department Commission's meeting. The Board collectively agreed to consider listening to the proposed process.

## **PUBLIC COMMENT**

### **Donald Harlacher - 6440 Davidsburg Road**

Mr. Harlacher voiced personal opinions on the Township's Penn Waste municipal waste contract. Mr. Harlacher suggested to the Board to remove the term; mandatory, from their contractual agreement. Mr. Harlacher voiced personal opinions with the Township On Lot Septic ordinance. Mr. Harlacher suggested not charging non-compliant residents criminally for failure to follow Township On Lot Septic ordinance procedure.

Chair Menges stated that statutorily the Township has the authority to make it a summary criminal offense to violate Township ordinances; however, he feels that the Township should do so very sparingly and only in the most egregious circumstances.

With no further business, the meeting was adjourned by Chair Menges at 9:15 PM.

Respectfully submitted by:

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Tiffany Strine, Recording Secretary