

**DOVER TOWNSHIP
BOARD OF SUPERVISORS MEETING
MEETING MINUTES
May 23, 2016**

The Dover Township Board of Supervisor's Meeting for Monday, May 23, 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; Georgia Sprenkle, Township Zoning Officer; 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 discussing the Township On-Lot Septic Ordinance.

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 25, 2016

Motion by S. Stefanowicz and seconded by C. Richards to approve the Work Session Meeting minutes for April 25, 2016, as presented. **Passed** with 4 ayes

APPROVAL OF THE BOARD OF SUPERVISORS MEETING MINUTES FOR APRIL 25, 2016

Motion by C. Richards and seconded by R. Stone to approve the Board of Supervisor's meeting minutes for April 25, 2016, as presented. **Passed** with 4 ayes

APPROVAL OF THE WORK SESSION MEETING MINUTES FOR MAY 9, 2016

Motion by R. Stone and seconded by C. Richards to approve the Work Session Meeting minutes for May 9, 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 May 9, 2016 in the amount of \$370,003.68, as presented. **Passed** with 4 ayes

Motion by C. Richards and seconded by R. Stone to approve the warrant total for May 23, 2016 in the amount of \$231,278.38, as presented. **Passed** with 4 ayes

PUBLIC COMMENT

Richard Grubb – 3140 Lion Court, Harmony Heights, Dover

Mr. Grubb is a current resident of Dover Township residing at 3140 Lion Court, Harmony Heights Subdivision, Dover. Mr. Grubb has resided in his adult community since 1999. Mr. Grubb voiced his concerns regarding safety issues involving the parking of large motor homes within his community that obstruct local driver's views in various roadways. Mr. Grubb would like to recommend Township consideration of an Ordinance regarding the restriction of motor homes in residential districts.

The Board thanked Mr. Grubb for his time and comments on the proposed matter. Chair Menges stated that the Township will review and examine any safety concerns regarding this matter.

Thomas Smith – 112 Pleasant Acres Road, York

Mr. Smith stated that he works for Penn State Extension, West Nile Virus Division. Mr. Smith voiced concerns regarding the property located at 5371 Davisburg Road, Dover. Mr. Smith stated that the structure located at 5371 Davidsburg Road has been removed; however, the remnants on the property are a cause for concern with regards to public safety and public health. Mr. Smith added that the remnants on the property create potential breeding grounds for mosquitos infected with West Nile Virus. Mr. Smith affirmed that the large amount of debris on the property makes this location highly susceptible to further issues and with regards to this matter.

The Township Zoning Officer; Ms. Sprenkel, is in contact with the property owner regarding the maintenance of this property.

HAMILTON AND MUSSER PRESENTATION – Review of 2015 Financial Audit

Mr. James A. Krimmel from Hamilton and Musser; Certified Public Accounting Firm, presented a brief overview to the Board regarding the Township's most recent financial audit. Mr. Krimmel stated that Hamilton and Musser planned and performed the Township audit of the financial statements of governmental activities, the business-type activities, the blended component units, each major fund, and the aggregate remaining fund information of the Township for the year ending December 31, 2015. Mr. Krimmel qualified that there were no exceptions or qualifications in Hamilton and Musser's report, Mr. Krimmel added that this is a very positive stance for the Township.

ZONING OFFICER'S REPORT by Township Zoning Officer Georgia Sprenkel

5371 Davidsburg Road- Herbert Miller Property

Ms. Sprenkel stated that she has issued a violation letter to the property owner located at 5371 Davidsburg Road. Ms. Sprenkel sent the certified violation letter on March 15, 2016 as directed by the Board of Supervisors. Mr. Sprenkel reported that Mr. Herbert Miller has signed for the certified violation letter on March 28, 2016. Ms. Sprenkel stated that Mr. Miller has thirty days

to comply as required. Ms. Sprenkel added that Mr. Miller's thirty days to bring the property into compliance ended on April 28, 2016 and nothing has been done to date. The Board discussed means of bringing the property up to code from the current stance by removing the necessary debris and obtaining a lien or by following the criminal suit process for the property accordingly to do so if need be.

Motion by R. Stone and seconded by S. Stefanowicz to Secure Quotes for the Costs to Remove Debris from the Property located at 5371 Davidsburg Road, as presented. **Passed** with 4 ayes

ENGINEER'S REPORT by Township Engineer Terry Myers

Approval of Application for Payment #2 (Final) for the 2015 Water System Improvements in the amount of \$8,443.74 to Shiloh Paving and Excavation, Inc.

Motion by C. Richards and seconded by R. Stone to approve Authorization for Approval of Application for Payment #2 (Final) for the 2015 Water System Improvements in the amount of \$8,433.74 to Shiloh Paving and Excavation, Inc., as presented. **Passed** with 4 ayes

SOLICITOR'S REPORT by Township Solicitor, Attorney Charles Rausch

Adoption of Ordinance 2016-04 the Dover Township Code of Ordinances Chapter 7, Fire Prevention and Fire Protection, Part 2, Outdoor Burning.

Motion by C. Richards and seconded by S. Stefanowicz to Approve Adoption of 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 2016-21, Making Amendments to the Parks Care Taker Job Description

Manager Oswalt reviewed the minor changes to the Parks Care Taker Job duties.

Motion by S. Stefanowicz and seconded by R. Stone to approve Resolution 2016-21, Making Amendments to the Parks Care Taker Job Description, as presented. **Passed** with 4 ayes

Authorization to Accept the Highest Bid for Surplus Property

Manager Oswalt clarified the following bid information for the sale of Township surplus property. The following items of Township surplus property was auctioned thru the online government auction, Municibid. The 1998 Jeep Grand Cherokee received a total of 34 bids and the reserve amount for this vehicle was \$2,000.00. The highest bid for the 1998 Jeep Grand Cherokee was \$4,480.09. The 2004 F550 Dump Truck received a total of 54 bids and the reserve amount for this vehicle was \$15,000.00. The highest bid for the 2004 F550 Dump Truck was \$21,104.00. The lot of traffic signals received a total of 6 bids and the reserve amount for the lot of traffic signals was \$300.00. The highest bid for the lot of traffic signals was \$287.77.

Motion by R. Stone and seconded by C. Richards to Accept the Highest Bid for Surplus Property described herein, Including the Acceptance of the Lower Than Reserve Bid for \$287.77 for the Lot of Traffic Signals, as presented. **Passed** with 4 ayes.

Discuss Welcome to Dover Sign

Manager Oswalt stated that the Dover School District has sent the Township three design options for a new Welcome to Dover sign created by some of the current students. The Board reviewed the designs. At this point in time, the School District's current school year is coming to a close and the sign project will not be pursued until the following upcoming school year.

Board Consensus was initiated by Chair Menges and the Board collectively agreed to table discussions on the Welcome to Dover sign until the new beginning of the new school year.

Approval of Awarding of the Joint Line Painting Bid to O.H. Stripping

Motion by C. Richards and seconded by S. Stefanowicz to Approve the Awarding of the Joint Line Painting Bid to O.H. Stripping, as presented. **Passed** with 4 ayes.

Revised Bid Tabulation Attachments

Michael Fleming; Township Public Works Director, provided corrected bid tabulation attachments to the Board. The first set of bid attachments contained typographical errors. The corrected attachments clarified the following: Equipment Rental MS-970 – Shiloh Paving & Excavating Item 5, total price. Materials MS-963 SUPERPAVE, York Materials Group LLC, name of the company.

Approval of Buchart Horn Project the Synagro Central, LLC Contract Extension 2016-2017 for Bio Solids Disposal, BH 90000-12

Mr. Fleming stated that the Synagro Central, LLC Contract Extension will extend for one (1) additional year in accordance with Agreement Article 2.1, page 00 52 00-2. This extension is for biosolids disposal and will expire on April 23, 2017.

Motion by R. Stone and seconded by C. Richards to Approve the Buchart Horn Project the Synagro Central, LLC Contract Extension 2016-2017 for Bio Solids Disposal, BH 90000-12, as presented. **Passed** with 4 ayes.

Approval of Buchart Horn Project for the Temporary Flow Meter Installation and Service Contract Proposal 33533

Mr. Fleming stated that he is seeking approval of the Buchart Horn proposal to provide three temporary flow meters to be installed and used to measure flow throughout our system. This contract is to include quarterly data reporting within the scope of services as well.

Motion by S. Stefanowicz and seconded by R. Stone to Approve the Buchart Horn Project for the Temporary Flow Meter Installation and Service Contract, Proposal 33533, as presented. **Passed** with 3 ayes and 1 nay.

Approval of Buchart Horn Project for the Amendment for Long Term Meter Installation and Service Contract Proposal 31457B

Mr. Fleming stated that this amendment is to the agreement for the permanent flow meters within the joint user's portion of the system.

Motion by R. Stone and seconded by C. Richards to Approve the Buchart Horn Project for the Amendment for Long Term Meter Installation, Proposal Number 31457B, as presented. **Passed** with 3 ayes 1 nay.

Approval of Buchart Horn North of the Borough Engineering Survey and Design Proposal 33545

Mr. Fleming stated that the North of the Borough engineering survey and design are to be approved with the Sewer Authority as well. Upon approval, work is to be completed by June 30, 2017.

Motion by R. Stone and seconded by C. Richards to Approve the Buchart Horn North of the Borough Engineering Survey and Design, Proposal 33545, Contingent Upon the Agreement and Signing of the Sewer Authority, as presented. **Passed** with 4 ayes.

OLD BUSINESS FROM THE BOARD OF SUPERVISORS**New Maintenance Building Discussion**

S. Stefanowicz informed the Board that he has recently participated in a meeting on May 20, 2016 to discuss the new garage concept. S. Stefanowicz stated that he feels as though it is time to seek professional opinions regarding the Township's desired concept and potential plan.

Board Consensus was reached and the Board collectively agreed to obtain C.S. Davidson's professional expertise to assist and review the Township's New Maintenance Building concept and design plan.

NEW BUSINESS FROM THE BOARD OF SUPERVISORS

C. Richards informed the Board that the Dover Township Fire Department has sold their first home renovation project.

The Dover Township Fire Department purchased a property containing a home within the Township; at a low price, that was in need of repair before the reselling of the property. The Fire Department renovated the home and property and was able to sell the home and property at a higher price. The higher price generated a twenty percent gain for the Fire Department. This project was utilized as a fund raising tool for the Dover Township Fire Department. C. Richards congratulated the Fire Department on the project's success.

S. Stefanowicz addressed a recent letter that was received from the Dover Borough with regards to the traveling speed of Dover Township Fire Department vehicles. The matter was addressed by Fire Chief Jansen and immediate action was taken to remind all Department Personnel of the

already existing policy regarding the speed at which drivers may travel when responding to an emergency call. The Fire Chief and Dover Township will endeavor to enforce this policy with all drivers. A follow up letter will be issued to the Dover Borough Council by Manager Oswalt.

PUBLIC COMMENT

None to note.

With no further business, the meeting was adjourned by Chair Menges at 9:10 PM.

Respectfully submitted by: _____
Tiffany Strine, Recording Secretary