

**DOVER TOWNSHIP
BOARD OF SUPERVISORS REORGANIZATION MEETING
MEETING MINUTES
JANUARY 3, 2017**

The Dover Township Board of Supervisors' Re-Organization Meeting for Tuesday, January 3, 2017, 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, Stephen Parthree, Charles Richards, Stephen Stefanowicz and Robert Stone. Other Township Representatives in attendance were Laurel Oswalt, Township Manager; Michael Fleming, Township Public Works Director and Tiffany Strine, Township Secretary. There were two citizens present. This meeting is being recorded for the purpose of minutes only.

FINAL BUSINESS FOR 2016

Approval of Final Expenditures

Motion by S. Parthree and seconded by C. Richards to approve the warrant total for December 16, 2016, in the amount of \$73,296.86, as presented. **Passed** with 5 ayes

Motion by S. Parthree and seconded by C. Richards to approve the warrant total for December 27, 2016, in the amount of \$748,445.86, as presented. **Passed** with 5 ayes

Motion by S. Parthree and seconded by C. Richards to approve the warrant total for December 29, 2016, in the amount of \$132,314.75, as presented. **Passed** with 5 ayes

NOMINATIONS FOR THE 2017 SLATE OF OFFICERS

Supervisor M. Menges asked for nominations for the position of Chairperson.

Nominated by C. Richards and seconded by S. Parthree to have Stephen Stefanowicz serve as Chairperson of the Dover Township Board of Supervisors for 2017, as presented. **Passed** with 5 ayes.

At this point during the 2017 Board of Supervisors' Re-Organization meeting, Chairman S. Stefanowicz resumed the nominations for the officer positions and conducted the rest of the meeting.

S. Stefanowicz opened nominations for the position of Vice Chairperson.

Nominated by S. Parthree and seconded by R. Stone to have C. Richards serve as Vice Chairperson of the Dover Township Board of Supervisors for 2017, as presented. **Passed** with 5 ayes.

S. Stefanowicz opened nominations for the position of Assistant Secretary.

Nominated by S. Parthree and seconded by C. Richards to have R. Stone serve as Assistant Secretary of the Dover Township Board of Supervisors for 2017, as presented. **Passed** with 5 ayes.

The 2017 Slate of Officers for the Dover Township Board of Supervisors is accepted as follows:

Chairperson – Stephen Stefanowicz
Vice Chairperson – Charles Richards
Assistant Secretary – Robert Stone

ESTABLISHED DEPARTMENT BOARD RESPONSIBILTIES

Chair Menges assigned the duties of liaison positions for 2017 as follows:

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

TOWNSHIP VOTING DELEGATE FOR YORK ADAMS TAX BUREAU

Motion by M. Menges and seconded by C. Richards to appoint Trena M. Hall as the Dover Township Representative, Stephen Stefanowicz as the alternate Dover Township Representative and Stephen Stefanowicz 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 Stephen Stefanowicz as the York County Local Government Advisory Committee Representative and Matthew Menges as the alternate, as presented. **Passed** with 5 ayes.

APPOINT PROFESSIONAL AND DEPARTMENTAL OFFICIALS

Motion by S. Parthree and seconded by M. Menges to appoint the Professional and Departmental Officials for 2017 as indicated:

- Township Manager – Laurel A. Oswalt
- Township Secretary– Tiffany Strine
- Township Treasurer – Trena M. Hall
- Township Engineer – C.S. Davidson/Terry A. Myers, P. E.
- Township Zoning Officer – Georgia A. Sprenkel
- Sewage Enforcement Officer – Eric Swiger
- Sewage Enforcement Officer Alternate – Ken Hunnings
- Township Fire Marshal – Glenn P. Jansen
- Township Emergency Management Officer – Anne Zarlenga

Passed with 5 ayes.

APPOINT LEGAL COUNSEL FOR BOARDS AND COMMISSION

Motion by S. Parthree and seconded by R. Stone to reappoint the legal counsel for 2017 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 2017

Motion by R. Stone and seconded by M. Menges to approve the bank depositories and financial institutions for 2017 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.

NEW APPOINTMENTS/REAPPOINTMENTS OF BOARDS AND COMMISSION DISCUSSION

Motion by R. Stone and seconded by C. Richards 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 M. Menges and seconded by C. Richards to authorize the following reappointments:
Board Representative – Michael Fleming
Alternative – Robert Stone

Passed with 5 ayes.

APPROVAL OF RESOLUTIONS FOR 2017

Resolution 2017-01 Fee Schedule for 2017

Motion by M. Menges and seconded by S. Parthree to approve Resolution 2017-01 amending the fee schedule. **Passed** with 5 ayes.

Resolution 2017-02 Ratifying and Confirming the Appointment to the Dover Township Zoning Hearing Board

Motion by R. Stone and seconded by C. Richards to approve Resolution 2017-02 ratifying and confirming the appointments to the Dover Township Zoning Hearing Board, as presented.

Passed with 5 ayes.

2017 MEETING SCHEDULE

Board of Supervisors – January 9 and 23; February 13 and 27; March 13 and 27; April 10 and 24; May 8 and 22; June 12 and 26; July 10 and 24; August 14 and 28; September 11 and 25; October 9 and 23; November 13 and 27; December 11, 2017 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 15th and the December meeting to be held on the 20th – 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 – Township Municipal Building

Agricultural Security Committee – at the call of the Chairperson

Motion by M. Menges and seconded by R. Stone to approve and adopt the 2017 Meeting Schedule dates for the various Boards, the Authority, and the Committees, as presented. **Passed** with 5 ayes.

2017 TREASURER'S BOND

Motion by M. Menges and seconded by R. Stone to establish the \$1,000,000.00 Treasurer's bond for 2017, as presented. **Passed** with 5 ayes.

VACANCY BOARD APPOINTMENT

Motion by C. Richards and seconded by S. Parthree to appoint W. Michael Hoffman to be the Resident at Large on the Vacancy Board with the Board of Supervisors for 2017, as presented. **Passed** with 5 ayes.

2017 MEETING, CONVENTION, SEMINAR ATTENDANCE AUTHORIZATION

Motion by M. Menges and seconded by R. Stone to approve authorization for the 2017 meetings, conventions, and seminars attendance by the Supervisors, Township Manager, Administrative Assistant, Secretary, Treasurer, and other designees, as presented. **Passed** with 5 ayes.

2017 STATE CONVENTION VOTING DELEGATE

Motion by M. Menges and seconded by R. Stone to appoint Manager Oswalt as the Voting Delegate at the 2017 State Convention, as presented. **Passed** with 5 ayes.

DOVER TOWNSHIP OAKLEY DRIVE

Manager Oswalt and Township Public Works Director, Michael Fleming; informed the Board that Oakley Drive has been experiencing repeated public water line incidents needing emergency repairs. These incidents in this location are due to a near-by storm water pipe that continuously washes out the public water line creating a void, sinking and breaks.

Board Consensus was collectively reached and it was determined to approve a bid from EK Services to have EK Services move forward with emergency work that must be completed on Oakley Drive.

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 Township Secretary