

**DOVER TOWNSHIP
BOARD OF SUPERVISORS MEETING
REORGANIZATION**

January 6, 2014

The Dover Township Board of Supervisors Meeting for Monday, January 6, 2014, was called to order at 6:00 PM by Chairperson Monica Love in the Meeting Room of the Dover Township Municipal Building. Supervisors present were Monica Love, Matthew Menges, Charles Richards, Stephen Parthree, and Stephen Stefanowicz. Other Township Representatives in attendance were Laurel Oswalt, Manager and Trena Hall, Secretary. There was one citizen present. This meeting is being recorded for the purpose of minutes only.

FINAL BUSINESS FOR 2013

None to report

FINAL EXPENDITURES FOR 2013

Motion by M. Menges and seconded by C. Richards to approve the warrant total for December 19, 2013, in the amount of \$240,572.08, as presented. **Passed** with 5 ayes.

Motion by C. Richards and seconded by M. Menges to approve the warrant total for December 30, 2013, in the amount of \$83,552.11, as presented. **Passed** with 5 ayes.

NOMINATIONS FOR THE 2014 SLATE OF OFFICERS

Chair Love appointed Supervisor C. Richards to serve as Temporary Chair to take nominations for the position of Chairperson of the Dover Township Board of Supervisors for 2014.

Supervisor C. Richards asked for nominations for the position of Chairperson.

Nominated by M. Menges and seconded by S. Stefanowicz to have Monica Love serve as Chairperson of the Dover Township Board of Supervisors for 2014, as presented. **Passed** with 5 ayes.

Chair Love resumed the nominations for the other officer positions.

Chair Love opened nominations for the position of Vice Chairperson. **Nominated** by S. Parthree and seconded by C. Richards to have M. Menges serve as Vice Chairperson of the Dover Township Board of Supervisors for 2014, as presented. **Passed** with 5 ayes.

Chair Love opened nominations for the position of Assistant Secretary. **Nominated** by M. Menges and seconded by S. Parthree to have C. Richards serve as Assistant Secretary of the Dover Township Board of Supervisors for 2014, as presented. **Passed** with 5 ayes.

The 2014 Slate of Officers for the Dover Township Board of Supervisors is accepted as follows:

- Chairperson - Monica Love
- Vice Chairperson - Matthew Menges
- Assistant Secretary - Charles Richards

ESTABLISH DEPARTMENT BOARD RESPONSIBILITIES

Chair Love assigned the duties of liaison positions for 2014 as follows:

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

TOWNSHIP VOTING DELEGATE FOR YORK ADAMS TAX BUREAU

Motioned by C. Richards and seconded by S. Stefanowicz to reappoint Laurie Rummel as the Dover Township Representative for the York Adams Tax Bureau Meetings, as presented. **Passed** with 5 ayes.

Motioned by M. Menges and seconded by C. Richards to appoint Stephen Stefanowicz as the Dover Township alternate for the York Adams Tax Bureau Meetings, as presented. **Passed** with 5 ayes.

YORK COUNTY LOCAL ADVISORY COMMITTEE REPRESENTATIVE

Chair Love noted that she would be interested in this position. **Motion** by C. Richards and seconded by S. Parthree to appoint Chair Love as the York County Local Government Advisory Committee Representative, as presented. **Passed** with 5 ayes.

Motion by C. Richards and seconded by S. Parthree to appoint M. Menges as the York County Local Government Advisory Committee Alternate, as presented. **Passed** with 5 ayes.

APPOINT PROFESSIONAL AND DEPARTMENTAL OFFICIALS

Motion by M. Menges and seconded by C. Richards to reappoint the Professional and Departmental Officials for 2014 as indicated:

- Township Manager – Laurel A. Oswalt
- Township Secretary – Trena M. Hall
- Township Treasurer – Laurie J. Rummel
- Township Engineer – C.S. Davidson/Terry A. Myers, P.E.
- Township Zoning Officer – Georgia A. Sprenkel
- Sewage Enforcement Officer – Bradley D. Hengst
- Sewage Enforcement Officer Alternate – Richard K. Baade
- Township Fire Marshal – Glenn P. Jansen

Passed with 5 ayes.

APPOINT LEGAL COUNSEL FOR BOARDS AND COMMISSION

Motion by S. Parthree and seconded by C. Richards to reappoint the legal counsel for 2014 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 2014

Motion by M. Menges and seconded by S. Parthree to approve the bank depositories and financial institutions for 2014 as listed: M & T Bank, Susquehanna Bank, Pennsylvania Local Government Investment Trust, Wealth Management, Fulton Bank and PeoplesBank, as presented. **Passed** with 5 ayes.

NEW APPOINTMENTS/REAPPOINTMENTS TO BOARDS AND COMMISSION

Manager Oswalt noted that at the next Board Meeting the Board will be receiving the resignation of Michael Husson on the Sewer Authority and Monica Love will not be returning to the Planning Commission. Four open positions will need to be filled. Manager Oswalt currently has four applications to review with the Board members.

Motion by C. Richards and seconded by S. Stefanowicz to authorize the following reappointments:

- Planning Commission Reappointment – Amy E. Brinton
- Planning Commission Appointment – Carol L. Kauffman moving into vacant position
- Codes Enforcement Board Reappointment – Marlin L. Hovis
- Codes Enforcement Board Reappointment – Michael Boritz
- Sewer Authority Reappointment – John T. Matthews
- Zoning Hearing Board Reappointment – Phillip R. Brown

Passed with 5 ayes.

2014 RESOLUTIONS

Resolution 2014-01 – The 2014 Fee Schedule – The Board noted on page 5 of the packet under the On-Lot Stormwater Management Review to change the fee in excess of \$370.00 to \$450.00. One page 13 of the packet under the Park and Hall rental fees the wording of the key pick up time needed to be changed to pick up during office hours the week of the rental. Also, under this same topic on page 14 of the packet, the No Alcohol Policy for Hall rentals will go into effect immediately beginning January of 2014. Because of this new policy, item numbers 15, 16 and 17 can eliminate the wording of the \$150.00 CASH alcohol deposit on top of regular security deposit. M. Menges was concerned about the extreme measure to forbid alcohol use at the Community Building. He suggested raising the alcohol fee. Some reasons for this discussion were the constant replacement of damaged items, extra needed cleaning services and police involvement at some rentals. M. Menges questioned having Northern Regional Police fine renters if alcohol is found on the premises. The Board decided to try the No Alcohol Policy.

Motion by M. Menges and seconded by C. Richards to approve Resolution 2014-01 noting the revisions of the fee on the On-Lot Stormwater Management Review; the wording of the key pick-up time, the change to the No Alcohol Policy and eliminating the \$150.00 CASH alcohol deposit on top of regular security deposit, for all Park and Hall Rental Fees, as presented.

Passed with 5 ayes.

Resolution 2014-02 Appointment of York Adams Tax Bureau, of York, Pennsylvania, as Dover Township's Delinquent Tax Collector of Per Capita Taxes for the fiscal year of 2013

Motion by C. Richards and seconded by S. Parthree to appoint York Adams Tax Bureau, of York, Pennsylvania, as Dover Township's delinquent tax collector of per capita taxes for 2013 by Resolution 2014-02, as presented. **Passed** with 5 ayes.

Resolution 2014-03 Ratifying and confirming the Appointment to the Dover Township Zoning Hearing Board – The alternate position has not been filled.

Motion by S. Parthree and seconded by C. Richards to **Table** Resolution 2014-03 until the alternate position is filled. **Passed** with 5 ayes.

2014 MEETING SCHEDULE

Board of Supervisors – January 13 and 27; February 10 and 24; March 10 and 24; April 14 and 28; May 12 and 27; June 9 and 23; July 14 and 28; August 11 and 25; September 8 and 22; October 13 and 27; November 10 and 24; and December 8, 2014 at 7:00 PM. A work session may be scheduled to be held before and/or 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 not much business for the Board's approval.

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 and December meetings which will be the 3rd Wednesday of the month – Wastewater Treatment Plant

Codes Enforcement Board – at the call of the Chairperson

Industrial/Commercial Development Committee – at the call of the Chairperson

Agricultural Security Committee – at the call of the Chairperson

Motion by M. Menges and seconded by S. Parthree to approve and adopt the 2014 Meeting Schedule dates for the various Boards, the Authority, and the Commission, as presented. **Passed** with 5 ayes.

2014 TREASURER’S BOND

Motion by C. Richards and seconded by M. Menges to establish the \$1,000,000.00 Treasurer’s Bond for 2014, as presented. **Passed** with 5 ayes.

VACANCY BOARD APPOINTMENT

Motion by C. Richards and seconded by S. Stefanowicz to appoint W. Michael Hoffman to be the Resident at Large on the Vacancy Board with the Board of Supervisors for 2014, as presented. **Passed** with 5 ayes.

2014 MEETING, CONVENTION, SEMINAR ATTENDANCE AUTHORIZATION

Motion by M. Menges and seconded by C. Richards to approve authorization of the 2014 meetings, conventions, and seminars attendance by the Supervisors, Township Manager, Administrative Assistant, Secretary, Treasurer, and other designees, as presented. **Passed** with 5 ayes.

2014 STATE CONVENTION VOTING DELEGATE

The Board questioned if other Township employees can vote. Manager Oswalt did answer that Township Managers can vote. Through discussion, Chair Love noted that she could serve as the Voting Delegate at the State Convention for this year.

Motion by C. Richards and seconded by S. Parthree to appoint Chair Love as the Voting Delegate at the 2014 State Convention, as presented. **Passed** with 5 ayes.

With no further business, Chair Love adjourned the reorganization meeting at 7:05 PM.

Respectfully submitted by: _____
Trena M. Hall, Township Secretary