

**DOVER TOWNSHIP  
BOARD OF SUPERVISORS MEETING  
January 11, 2010**

The Dover Township Board of Supervisors regular meeting for Monday, January 11, 2010 was called to order at 7:07 PM by Chairman Curtis Kann in the Meeting Room of the Dover Township Municipal Building. Supervisors present were Chair Curtis Kann, Madelyn Shermeyer, Michael Husson, Duane Hull, and Monica Love. Other Township Representatives in attendance were Laurel Wilson, Township Manager; Atty. Charles Rausch, Township Solicitor; Terry Myers, Township Engineer; Charles Farley, Public Works Director; and Dawn Slegel, Recording Secretary. L. Gordon Walker, Financial Advisor from The PFM Group was present for this meeting. Also in attendance were 6 citizens. This meeting has been recorded for minute purposes only.

Chair Kann announced that a Work Session was held with Northern York County Regional Police at 6 PM to discuss their pension and other budgetary items. He requested a moment of silence in remembrance and thanks to all those who stand in harm's way followed by the reciting of the Pledge of Allegiance.

**APPROVAL OF WORK SESSION MINUTES FOR DECEMBER 14, 2009**

**Motion** by M. Shermeyer and second by D. Hull to approve the work session minutes for December 14, 2009 as presented. **Passed** with 5 ayes.

**APPROVAL OF MEETING MINUTES FOR DECEMBER 14, 2009**

**Motion** by M. Husson and second by M. Love to approve the meeting minutes for December 14, 2009. **Passed** with 5 ayes.

**APPROVAL OF REORGANIZATION MEETING MINUTES FOR JANUARY 4, 2010**

**Motion** by M. Shermeyer and second by M. Husson to approve the reorganization meeting minutes for January 4, 2010 as presented. **Passed** with 5 ayes.

**TREASURER'S REPORT**

Chair Kann reported that the 2009 Final Expenditures were in the amount of \$98,335.29 and the January 11, 2010 Warrant was in the amount of \$314,749.34 which together totaled \$413,084.63.

Supervisor Love requested clarification on the explanation of the \$22,912.13 expenditure to Susquehanna Bank for the pay off of the Fire Truck Loan.

Manager Wilson explained that the Fire Department decided to pay off the Fire Truck Loan early to save \$1,000 in interest.

Supervisor Husson voiced his opinion that this decision-making should not become a standard procedure. This action was a decision which should have been made by the Board of Supervisors because the loan is in the Township's name.

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**Motion** by M. Husson and second by M. Love to approve the warrant total of \$413,084.63 as presented. **Passed** with 5 ayes.

### **PUBLIC COMMENT PERIOD**

#### **Listed on the Agenda**

Dr. Walt Schrading, Race Director for the Double Creek Half Marathon/5K Event, requested permission from the Board for some road closures on Saturday, June 19, 2010. The event will be held at the North Salem Elementary School. There are no changes in the route from previous years. The Fire Police and the Regional Police will assist with organizing the road closures. The event raises approximately \$40,000 for the foundation and the donation goes to the Healthy Community Pharmacy benefitting underprivileged individuals in York County. The race has been very successful with approximately 700 participants last year. Signs and letters are used to inform area residents of the event.

**Motion** by M. Shermeyer and second by D. Hull to approve the road closures as presented for the Double Creek Half Marathon/5K Event on Saturday, June 19, 2010. **Passed** with 5 ayes.

Jonathan Cranshaw, 1987 Wyatt Circle - Parking Issues on Wyatt Circle requested to be on the agenda, but was not present this evening.

Governor George Leader, Providence Place, requested a waiver from preparing a land development plan for Providence Place. The proposed project consists of nine additional units.

Supervisor Hull informed Gov. Leader that in order to complete the Dover Township Water Improvement Project, the Township needs to acquire a twenty foot right-of-way along the rear and side of Providence Place.

Gov. Leader agreed to the described right-of-way because the water line will be beneficial to them in the future.

Mr. Myers reported that the Township will be installing a fire hydrant in the corner of the property at the high point.

Gov. Leader also agreed with the hydrant at the noted location.

Chair Kann inquired whether another entrance was being proposed.

Gov. Leader replied that there are two entrances, a service entrance to the north of the property and the main entrance. He has no other plans for any additional structures in the foreseeable future.

Mr. Myers stated that Providence Place is allowed to expand up to 35% without going through the land development process. This proposed project will exceed that percentage.

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Atty. Rausch advised that Providence Place is already over the 20,000 square feet. They are currently at 22,156 square feet adding all the improvements since the original structure will put them at 26,900 square feet. They are going to be 7,000 square feet over the allowable footage for the requirement of land development plan.

**Motion** by D. Hull and second by M. Shermeyer to approve the waiver to file a land development plan for Providence Place. **Passed** with 4 ayes and 1 nay with opposition by M. Husson.

Gov. Leader also requested a reduction in the connection fees for the nine new units.

Supervisor Shermeyer reported that in 2008, Providence Place consumed 2,820,000 gallons of water for the year or 7,684 gallons per day. Providence Plan is the 7<sup>th</sup> largest water consumer in the Township. Currently, Providence Place is billed 29 EDUs which makes their daily consumption 265 gallons per billed EDU. The Township's design gallon per day/EDU is only 166.

Manager Wilson explained that the Township has purchased new software that has made these calculations possible so this is new information.

Mr. Myers questioned the total existing number of units.

Gov. Leader responded that there are 109 units with the 10 units that were opened last week make 119 units and the proposed 9 units will bring the total to 128 units.

Mr. Myers reported that if a water projection was done on the water usage per unit of 109 units, it would be approximately 72 gallons per day per unit. To determine the equivalent number for the 9 units, the 72 gal/day/unit is multiplied by 9 (the number of additional proposed units), then divided by the 166 (Township's EDU allocation). They are paying according to their water consumption. He recommended six EDUs for water and six EDUs for sewer.

**Motion** by M. Husson and second by D. Hull to approve the reduction of their required connections and EDUs for the nine additional units to six EDUs for water and six EDUs for sewer per the Township Engineer's calculations. **Passed** with 3 ayes and 2 nays with opposition by C. Kann and M. Love.

Mr. Myers informed Gov. Leader that a water line easement agreement would be forthcoming.

There weren't any further public comments at this time.

### **MANAGER'S REPORT by Laurel A. Wilson**

**Water Improvements Project Borrowing Discussion** - L. Gordon Walker reviewed the M & T Bank Loan Proposal. It was received after the previous bank loan discussion. He reviewed the advantages of a bank loan versus the advantages of a bond. He reported that Susquehanna Bank revised their bank loan deal. He stated that if the Board wants to move forward with the project, then decisions need to be made whether to use the bank or the bond deal. Three proposals should be

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considered on a bond deal and determine an underwriter. If a bank deal is the choice, then it must be decided which bank and the term of the loan.

**Motion** by C. Kann and second by M. Shermeyer to proceed with a bank loan. **Passed** with 5 ayes.

**Motion** by C. Kann and second by M. Shermeyer to approve the bank loan term for a fifteen year amortization. **Passed** with 5 ayes.

**Motion** by M. Shermeyer and second by M. Love to approve the Susquehanna Bank loan of a fixed rate of 4.25% for seven years with a twelve month draw. **Passed** with 5 ayes.

Mr. Walker explained that only one reset will be necessary. Atty. Steve Hovis will prepare the draft Ordinance which will formally incur the debt. The ordinance can be authorized for advertisement on January 25<sup>th</sup>, enacted on February 8<sup>th</sup> and the closing can then be held the first week in March.

Mr. Myers recommended that the bank loan be authorized for \$2.3 million.

**Board Consensus** was to authorize the bank loan for \$2.3 million.

Mr. Walker reported that he will contact Atty. Steve Hovis to prepare the draft Ordinance. He will also inform Susquehanna Bank of the Board's decision.

**Resolution 2010-04 Open Records Policy Amendment** - Manager Wilson reported that this resolution amends the Open Records Policy to add Dolores Ladd and Dawn Slegel as Assistant Open Records Officers.

**Motion** by D. Hull and second by M. Love to approve Resolution 2010-04 amending the Open Records Policy to add Dolores Ladd and Dawn Slegel as the Assistant Open Records Officers. **Passed** with 5 ayes.

**Resolution 2010-05 Authorization of DOT Grants On-Line Reporting System for Liquid Fuels Forms** - Manager Wilson reported that this resolution will allow Dover Township to report their Liquid Fuels Forms and Year-End Reports on-line.

**Motion** by M. Husson and second by M. Shermeyer to authorize the use of DOT Grants On-Line Reporting System for Liquid Fuels Forms. **Passed** with 5 ayes.

**Resolution 2010-06 Cost Sharing Resolution with PennDOT for South Salem Church Road Bridge Project** - Manager Wilson reported that this was the third time this resolution has been amended by PennDOT. This resolution adjusts the cost estimate to \$6,000 and the Township's obligation to pay 50% or \$3,000.

**Motion** by D. Hull and second by M. Husson to authorize the agreement with PennDOT for the South Salem Church Road Bridge Project. **Passed** with 5 ayes.

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**Authorization for the Township Manager to Sign the Hamer Enterprises Internet Processing Professional Services Agreement** - Manager Wilson reported that this agreement will allow Dover Township residents to use their credit card for payment of their water and sewer bills. She explained that there will be a link on the Township's website that will take the customer to a secure website through Hamer Enterprises in order to pay their utility bill by credit card. The customer will pay a transaction fee for the charge. The Township will receive notification that a payment has been made to an account and the amount paid.

**Motion** by M. Shermeyer and second by M. Husson to authorize the Township Manager to sign the Hamer Enterprises Internet Processing Professional Services Agreement.

**QUESTION** - Supervisor Hull questioned the probability of residents to get into a bigger financial bind by paying their utility bills using a credit card.

Manager Wilson responded that may be the case, but this gives them the option of a way to keep their family with the water and/or sewer services and not have the services shut off.

Supervisor Shermeyer inquired whether the full payment or partial payments can be made with this credit card procedure.

Atty. Rausch replied that a service charge will be charged for every time they utilize the service. The Township can still file a lien against the property if the bill is not paid.

**Passed** with 5 ayes.

Atty. Rausch stated that the property owner is deferring a potential lien on their property into a credit card bill. They are eliminating their property being taken away from them by paying with a credit card.

**PennDOT Improvements Prioritization Discussion** - The Highway Crew Leader provided a list of recommended PennDOT road improvements for the Board to review. The top priority was the drainage on West Canal at the Davidsburg Road Intersection. Next followed the sight distance at West Canal and Biesecker Roads. Thirdly was the paving and drainage on Admire Road. Fourth on the list was East Canal Road at Fox run Road for the sight distance on East Canal. Lastly was the sight distance on Bull Road at Hilton at Bull Road.

Supervisor Husson suggested the addition of East Canal Road at the Park Street intersection to accompany the other sight distance issue on East Canal.

Supervisor Shermeyer recommended a stop bar at the separation of Biesecker and West Canal which is associated with the second priority for the sight distance at West Canal and Biesecker. The installation of a stop bar can be done now. The stop bar must be placed on West Canal far enough so that the driver can see to make a left turn on to Biesecker Road.

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Supervisor Hull wanted the passing zone eliminated north on Route 74 at Conewago Road and the speed limit reduced near the Conewago Road intersection.

Manager Wilson responded that PennDOT will reply that the Township can take care of that issue through a traffic study.

Supervisor Shermeyer indicated her disposition of the top priority because the stormwater is coming from the Davidsburg Road and ponding at the intersection of West Canal/Davidsburg. The Admire Road paving and drainage will not get done from South Salem to Davidsburg because of the future Terra Vista Development. The State did not clear the gutters this year which attributed to the flooding.

**Board Consensus** was to provide the Highway Crew Leader's list to State Representative Grove with the additions as specified above by Supervisors Husson and Shermeyer.

**Approval of Keystone Engineering Group Proposal for the Design of the SCADA System - Motion** by M. Husson and second by M. Love to approve the Keystone Engineering Group proposal in the amount of \$36,850 for the design and bid document preparations of the SCADA System. **Passed** with 5 ayes.

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

**Potential Poe Property Development** - Mr. Myers reported that he met with Members First Credit Union and their design engineer to discuss the western portion of the intersection of Palomino Road and Carlisle Road. They are interested in developing the Poe property. They provided three layout scenarios. Mr. Myers indicated that he thought the third layout was the best because it provided another exit out of the Wellspan property. The easement of turning left onto Route 74 at the signal light for the Wellspan customers is an added bonus. Mr. Myers stated that the Credit Union is willing to improve the intersection for the use as an access drive. The Township has been wanting to make that intersection a local roadway which will add turning lanes and other traffic improvements. They are asking for the Township's assistance to upgrade that intersection from the access drive to the local roadway. Mr. Myers informed the Board that the collected traffic impact fees could be used for this purpose.

Chair Kann questioned the connection of the Donwood Development to the traffic light.

Mr. Myers reported that at the time the Donwood Development plan was proposed there were no definite plans for the intersection. The Donwood developer had added a full lot that produced a reverse curve to align the roadway. Mr. Myers noted that this lot still remains open and maybe a right-of-way could be negotiated to better realign the roadway.

Supervisor Shermeyer asked the Township's cost to upgrade the intersection.

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Mr. Myers answered that both the ELA Group, C. S. Davidson's traffic consultant, and TPD, Members First's consultant, are working on the cost estimates for an access drive versus a public street.

Manager Wilson added that she wanted this discussed with the Board because if the Board was not interested in spending Township money, there was no use for the ELA Group to review any plans and generate bills for the Township.

Supervisor Husson expressed his concern with the Credit Union's entrance so close to the intersection creating problems on Route 74. He agreed with the improvement to alleviate traffic heading to Davidsburg Road as a by-pass for Route 74.

Supervisor Love supported the rear access drive from Wellspan and said that type of traffic control should be encouraged whenever possible.

**Board Consensus** was to proceed with plans to make the western intersection connection of Route 74 and Palomino Road a public street and determine the Township's funding appropriation.

### **SOLICITOR'S REPORT by Atty. Charles Rausch**

Atty. Rausch updated the Board on several issues. First, he gave the Township Manager the checks from the surety company for the Altieri bonds. He will be meeting with Kings Court later this month to discuss the completion of Brownstone Manor Phases 1 and 2.

Atty. Rausch reported that the Bart Baker appeal was dismissed by the Commonwealth Court.

Atty. Rausch stated that the Zoning and SALDO Ordinances are finally reaching a close. He recommended that the last change that should be made is to include the new definition of care facilities. JMT made this change to Dover Borough's Zoning Ordinance because it was recommended by the York County Planning Commission. After this final change, a review is needed by the York County Planning Commission again and a Public Hearing, so that the Zoning Ordinance should be ready for adoption in either March or April.

### **OLD BUSINESS**

Supervisor Husson inquired about the status of a candidate for the vacant Sewer Authority position.

Chair Kann responded that a resident should be completing an application shortly.

### **COMMENTS/NEW BUSINESS FROM BOARD OF SUPERVISORS**

Supervisor Hull requested an Executive Session with the Supervisors for a personnel matter after the Executive Session on real estate.

Supervisor Shermeyer suggested that the Township check into lower costs for electric from reading an article on the 2011 electric deregulation in the January issue of the *Township News*.

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Manager Wilson replied that arrangements are being made to have a speaker from the South Central Assembly at the January Managers' Meeting regarding this matter. She and Ms. Ladd also took a pertinent webinar.

There weren't any comments from the public present.

Chair Kann adjourned the meeting at 8:50 PM into an Executive Session on real estate and a personnel matter requested by Supervisor Hull.

Respectfully submitted by:

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Dawn D. Slegel, Township Secretary