

**DOVER TOWNSHIP  
BOARD OF SUPERVISORS MEETING  
MEETING MINUTES  
FEBRUARY 13, 2017**

The Dover Township Board of Supervisors' Meeting for Monday, February 13, 2017, was called to order at 7:00 PM by Chairperson Stephen Stefanowicz in the Meeting Room of the Dover Township Municipal Building. Supervisors present were Stephen Stefanowicz, Matthew Menges, Charles Richards and Robert Stone. Supervisor Stephen Parthree was absent with prior notice. Other Township Representatives in attendance were Laurel Oswalt, Township Manager; Michael Fleming, Township Public Works Director; Georgia Sprenkle, Township Zoning Officer; Attorney Charles Rausch, Township Solicitor and Tiffany Strine, Township Secretary. There were seven citizens present. This meeting is being recorded for the purpose of minutes only.

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

**APPROVAL OF THE BOARD OF SUPERVISORS' MEETING MINUTES FOR  
JANUARY 23, 2017**

**Motion** by R. Stone and seconded by C. Richards to approve the Board of Supervisors' Meeting Minutes for January 23, 2017, as presented. **Passed** with 4 ayes

**TREASURER'S REPORT**

**Approval of Current Expenditures**

**Motion** by M. Menges and seconded by R. Stone to approve the warrant total for January 30, 2017, in the amount of \$134,527.58, as presented. **Passed** with 4 ayes

**Motion** by M. Menges and seconded by R. Stone to approve the warrant total for February 3, 2017, in the amount of \$10,337.47, as presented. **Passed** with 4 ayes

**Motion** by M. Menges and seconded by R. Stone to approve the warrant total for February 13, 2017, in the amount of \$397,640.76, as presented. **Passed** with 4 ayes

**PUBLIC COMMENT**

**Tracy Krieger – Request of Rental Fee Waiver**

Ms. Tracy Krieger informed the Board of Supervisors that she is currently planning a fund-raising event for a terminally ill child and the child's family. Ms. Kreiger stated that she would like to hold the fundraising event at the Dover Area Community Building on April 8<sup>th</sup>, 2017 and is asking the Board to kindly waive the rental fees for the use of this building for the requested date.

**Motion** by C. Richards and seconded by M. Menges to approve the waiver of the rental fee for the Dover Area Community Building for Ms. Tracy Krieger on April 8<sup>th</sup>, 2017 to hold a fundraising event, as presented. **Passed** with 4 ayes

**Anne Zarlenga – Dover Township Emergency Management Coordinator**

Ms. Zarlenga gave a brief presentation to the Board discussing the Emergency Management Agency's year in review for 2016.

**The Board collectively thanked Ms. Zarlenga for her commitment and dedication to Township.**

**Wesley Dunn – 3615 Kortni Drive**

Mr. Dunn is a Dover Township resident who resides at 3615 Kortni Drive and would like to inquire with the Board if any progress has been made regarding work that he feels is needing to be done to the roadways within his development.

Attorney Rausch stated that the most recent actions regarding this matter is that Hogan Builders, the subsequent developer, is attempting to sell the lots available in the Creekside Village development.

Mr. Dunn stated that he feels as though the Township should complete the necessary work within the Creekside Village development and he feels as though the current developer never will.

M. Menges stated that regardless if the necessary funds were available to complete the requested work within the Creekside Village development, the development would still not be able to have the work completed due to the premise that at least a ninety percent (90%) threshold of the homes must be built first. M. Menges stated that this is common practice for all developments within the Township and that other developments within the Township have still not yet met the necessary percent threshold of homes built.

**Mr. Donald Harlacher – Dover Township Resident**

Mr. Harlacher received a letter from Dover Township indicating a reminder to have the pumping of his on-lot septic systems completed. Mr. Harlacher stated that he still feels that the Township should eradicate the on-lot septic ordinance.

R. Stone stated that he feels after much research, speaking with a Sewage Enforcement Officer and with a Penn State Extension Representative; whom specializes in on-lot septic sciences, that the science is very clear and the need for routine pumping of on-lot septic systems is very necessary and of the utmost importance. R. Stone stated that regular pumping maintenance following the necessary pumping schedule protects property owners and surrounding properties from any negative impacts.

**Mrs. Madelyn Shermyer – 3771 Admire Road**

Mrs. Shermyer is a Dover Township resident who resides at 3771 Admire Road. Mrs. Shermyer qualified that she feels that a regular septic system pumping schedule should be maintained within the Township to prevent adverse affluent to neighboring properties and to assure clean ground water.

### **ZONING OFFICER'S REPORT by Township Zoning Officer Georgia Sprengle**

#### **Authorization to have the Township Secretary Sign the Non-Building Waiver for the Ronald Coleman Plan, Eagle Scout Road**

**Motion** by M. Menges and seconded by R. Stone to approve the authorization of the Township Secretary to sign the Non-Building Waiver for the Ronald Coleman Plan for Eagle Scout Road, as presented. **Passed** with 4 ayes

#### **Authorization to have the Township Secretary Sign the Planning Module for the Ronald Coleman Plan, Eagle Scout Road**

**Motion** by M. Menges and seconded by R. Stone to approve the authorization of the Township Secretary to sign the Planning Module for the Ronald Coleman Plan for Eagle Scout Road, as presented. **Passed** with 4 ayes

#### **Authorization to Approve the Proposal to Amend the Text of the Zoning Ordinance**

Ms. Sprengle presented the Board with the proposal to amend the text of the Zoning Ordinance for forward progress to be made in land development prospects for a potential business venture within the Township.

The modification being recommended to the text of the Zoning Ordinance is to remove the requirement for a corner property's access drive to be required to come out on the street of the lesser classification. Ms. Sprengle would like to have this text removed and placed in the Subdivision and Land Development Ordinance because this will allow a waiver to be granted this way. Each individual case can be addressed based upon circumstances with the Board of Supervisors.

**Motion** by R. Stone and seconded by M. Menges to authorize the preparation of an amendment to both the Zoning and Land Development Ordinance to address this matter as stated above, as presented. **Passed** with 4 ayes

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

#### **Authorization to Adopt the Amended Township Trash Ordinance**

Attorney Rausch presented the Board with an amended Township Trash Ordinance for adoption. This Township Trash Ordinance for approval is the third and final version.

**Motion** by M. Menges and seconded by C. Richards to approve the adoption of the proposed

amended Township Trash Ordinance, as presented. **Passed** with 4 ayes

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

#### **Discussion of the Auditing Service for the 2017-2019 Term**

Manager Oswalt informed the Board that the Township has reached the end of the current Auditing Services term. The contract term is three (3) years with the opportunity for RFP if so desired.

**The full Board agreed to have Manager Oswalt prepare an RFP for auditing services.**

#### **Approval of the Manager to Become the Enhanced Organizational Member of the Pennsylvania Downtown Center**

**Board consensus was reached and the full Board approved Manager Oswalt obtain an enhanced organizational membership with the Pennsylvania Downtown Center.**

#### **Review of the Minutes and Addendum Number 1 for the Municipal Waste and Recycling Materials Contract**

Manager Oswalt informed the Board of the Township's pre-bid meeting this past week for the new Municipal Waste and Recycling Materials contract. Manager Oswalt presented the Board with the necessary Minutes and Addendum Number 1 for the Municipal Waste and Recycling Materials contract.

Manager Oswalt addressed the clarification of the collection of the Township's Christmas trees and that the Township's Christmas trees are to be collected separately and not as a large item. Manager Oswalt also clarified as to how the bidders were to complete their bid sheet which is to be based upon the service cost for each level of service, added together. The low total will be derived from that point. The lowest bid option would be selected by the Board for approval.

#### **Approval to Advertise and Approve to Open Bids on April 5<sup>th</sup>, 2017 for Bridge and Culvert Work on Clearview Bridge, Rohlers Church Road Culvert, Temple School Road Culvert and Fox Run Road Bridge**

Michael Fleming; Township Public Works Director, informed the Board of Supervisors that he is seeking Board approval to advertise and approve the opening of bids on April 5<sup>th</sup>, 2017 for bridge and culvert work on Clearview Bridge, Rohlers Church Road culvert, Temple School Road culvert and Fox Run Road bridge. Mr. Fleming further clarified that the work stated above was previously designated and approved within the 2017 Township Budget.

**Motion** by C. Richards and seconded by R. Stone to approve to advertise and approve to open bids on April 5<sup>th</sup>, 2017 for bridge and culvert work on Clearview Bridge, Rohlers Church Road culvert, Temple School Road culvert and Fox Run Road Bridge, as presented. **Passed** with 4 ayes

### **Discussion of Updates Regarding the New Proposed Township Garage Project**

Manager Oswalt presented the Board with two projected design images with updated changes to Municipal Road and varied entrances between the two design images. The design images displayed encompassed areas to be considered regarding the movement of utilities, excavation and leveling. The land development plan depicting the building layout with the entrance from Municipal Road towards the current Salt Dome area was chosen.

**Board consensus was reached and it was collectively determined to continue to move forward with the chosen proposed design image depicting the building layout with the entrance from Municipal Road towards the current Salt Dome area for the Township Garage Project.**

### **OLD BUSINESS**

**M. Menges** – M. Menges voiced comment regarding a past meeting in which a resident voiced concern regarding high volumes of traffic near a local school. M. Menges proposed the installation of a right turning lane to help alleviate the congestion. Manager Oswalt stated that many factors would need to be considered and may include a right-of-way from the area school and the various costs incurred for a right turning lane addition.

**Board consensus was reached and it was collectively determined to have Manager Oswalt contact the Dover School Board and inquire their thoughts on this matter.**

### **COMMENTS FROM THE BOARD**

**C. Richards** – C. Richards thanked the Dover Township Public Works Crews for their great service with recent roadways maintenance during winter storms.

**M. Menges** – M. Menges received a letter from Creekside Village regarding the matters of concern within their development. The giver of the letter stated that the said letter will be distributed to all residents within the Creekside Village Development.

**R. Stone** – R. Stone stated that upgrades of the new digesters within the Wastewater Treatment Plant are going extremely well. The current re-lining projects are also moving along with great progress.

**S. Stefanowicz** – S. Stefanowicz stated that he received the 2016 Rabbit Transit Annual Report. S. Stefanowicz informed the Board that he has received an invitation to the Dedication of the Light House Baptist Church and would like to remind fellow Board members of the event.

### **PUBLIC COMMENT**

#### **Mrs. Madelyn Shermyer – 3771 Admire Road**

Mrs. Shermyer reinstated her stance on sand-mounds and on-lot septic systems. Mrs. Shermyer stated that if a sand mound is functioning properly on a person's property, she feels as though

there should be clear affluent coming from a sand mound.

**Mr. Donald Harlacher – Dover Township Resident**

Mr. Harlacher spoke of earlier comments he had made and reinstated his stance in the difference on affluent from an on-lot septic tank versus a sand mound.

With no further business, the meeting was adjourned by Chair Stefanowicz at 8:31 PM.

The Board of Supervisors then entered an Executive Session regarding a personnel matter.

Respectfully submitted by: \_\_\_\_\_  
Tiffany Strine, Recording Township Secretary