

**DOVER TOWNSHIP
BOARD OF SUPERVISORS MEETING
FEBRUARY 23, 2015**

The Dover Township Board of Supervisors regular meeting for February 23, 2015, was called to order at 7:00 PM by Chair Matthew Menges in the Meeting Room of the Dover Township Municipal Building. Supervisors present were Matthew Menges, Monica Love, Charles Richards, Stephen Stefanowicz, and Stephen Parthree. Other Township Representatives in attendance were Laurel Oswalt, Township Manager; Attorney Charles Rausch, Township Solicitor; Terry Myers, Township Engineer; Charles Farley, Township Public Works Director; Georgia Sprenkel, Township Zoning Officer; Karen Wilson, C.S. Davidson; Brad Hengst, Township SEO; and Trena Hall, Recording Secretary. There were 5 citizens in the audience. This meeting has been recorded for minute purposes only.

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

Prior to this meeting a work session was held discussing the Master Facility Plan for the Community Building and the Public Works Garage. On February 9, 2015 an executive session was held on personnel matters.

APPROVAL OF THE MEETING MINUTES FOR JANUARY 26, 2015

Motion by M. Love and seconded by S. Parthree to approve the meeting minutes for January 26, 2015, as presented. **Passed** with 5 ayes

TREASURER'S REPORT

Motion by C. Richards and seconded by S. Stefanowicz to approve the warrant total for February 6, 2015, in the amount of \$470,354.29, as presented. **Passed** with 5 ayes

Motion by S. Stefanowicz and seconded by S. Parthree to approve the warrant total for February 20, 2015, in the amount of \$227,520.14, as presented. **Passed** with 5 ayes

SEO REPORT by Brad Hengst

Larry Pequipnot/PEQ Construction, Inc. – 6550 Harmony Grove Road – Requesting a Well Isolation Distance Waiver – This issue was previously discussed in September of 2014. A permit has now been issued to decommission the abandoned well on the adjacent property. This will be completed as soon as the weather allows. Mr. Pequipnot would like to begin the application for his permits. The well will be 76' away and will meet all regulations. The tanks will total 1,500 gallons, include a sand mound and require the normal pumping schedule. A hold and harmless clause should be included and Mr. Pequipnot will pay for the recording fees.

Attorney Rausch noted that Mr. Hengst will prepare the agreement and his office would have it recorded.

Motion by C. Richards and seconded by M. Love to approve the Well Isolation Distance Waiver Request for Larry Pequipnot/PEQ Construction Inc. at 6550 Harmony Grove Road, with Mr. Pequipnot paying for the recording fees, as presented. **Passed** with 5 ayes

PUBLIC COMMENT PERIOD

No Comment

ZONING REPORT by Georgia Sprenkel

Re-approve Glen Hollow Phase IVA Revised – Steck/Scearce – 2-Lot Subdivision at 3120 & 3122 Glen Hollow Drive –The 90 days have expired for the plan to be recorded.

Motion by M. Love and seconded by C. Richards to re-approve Glen Hollow Phase IVA Revised – Steck/Scearce – 2-Lot Subdivision at 3120 & 3122 Glen Hollow Drive, as presented. **Passed** with 5 ayes

Andre Collins – PL 15-1 – 3083 & 3085 Emig Mill Road – Final Subdivision Plan – This is a 2 – Lot Subdivision being represented by Dave Hoffman. 3085 Emig Mill Road is currently a vacant property. The home was torn down after a fire. Andre Collins purchased the property and now wishes to take the existing lot, split the lot and build two semi-detached homes. The lot had existing water and sewer connections for the home. Additional water and sewer connections are needed for the second home. They are waiting for DEP's approval to make the additional use connection to the Township sewer lines. There is no waiver request with the application. The existing concrete driveway will be removed on Mr. Collins's side of the property line.

Karen Wilson noted that the Public Works Director has approved the sewer and water design.

Motion by M. Love and seconded by C. Richards to approve Andre Collins – PL 15-1 – 3083 & 3085 Emig Mill Road – Final Subdivision Plan contingent on the completion of the following open items: 1. Prior to final plan approval, a disk in an electronic format compatible with the Township GIS system, should be provided (§ 501.2.A).; 2. The legal and/or equitable Owner's notarized signature must be added to the plan certifying concurrence with the plan (§ 501.2.H).; 3. Planning Module approval should be obtained or the appropriate waiver request should be provided to the Township for execution (§ 502.2). The Township will need to sign the waiver request.; 4. Public improvement security shall be provided prior to final plan approval (§ 602.1).; 5. Where the Board of Supervisors so determine, a recreational fee in-lieu of land dedication shall be paid (§718). **Passed** with 5 ayes

Dave Hoffman questioned the permission to connect into the sewer system. Mr. Hoffman was told there is a limit on utility connections and that Mr. Collins will need approval from DEP. Mr. Hoffman inquired if there would be no restrictions, why would a module be needed to connect. Charles Farley noted that the Township needs to meet with DEP to show them the schedule for projects and improvements. All connections should be going through the planning module process. DEP is currently behind on approvals and Mr. Hoffman cannot get information from DEP on how to proceed. Mr. Collins is looking for only one connection. Chair Menges noted to submit the planning waiver request to the Township.

Georgia Sprenkel asked the Board to keep reviewing the Zoning Ordinance and the comments from York County Planning Commission. A work session will be set for March.

ENGINEER'S REPORT by Terry Myers

No comments.

SOLICITOR'S REPORT by Attorney Charles Rausch

Approve the Advertisement of the Revisions to Section 16-103 of the Township Code Governing Prohibited Conduct in Township Parks – This can be advertised for approval for the next Board meeting.

Motion by S. Stefanowicz and seconded by S. Parthree to approve the advertisement of the revisions made to Section 16-103 of the Township Code Governing Prohibited Conduct in Township Parks, as presented. **Passed** with 5 ayes

Attorney Rausch requested a brief executive session to discuss the acquisition of the estate concerning Terra Vista.

MANAGER'S REPORT by Manager Laurel Oswalt

Approve Resolution 2015-06 to Exonerate Kristine B. Keener of Uncollectible Per Capita Taxes for the Year 2014 – These are sent to the York Adams Tax Bureau.

Motion by M. Love and seconded by C. Richards to approve resolution 2015-06 to exonerate Kristine B. Keener of uncollectible per capita taxes for the year 2014, as presented. **Passed** with 5 ayes

Approve Resolution 2015-07 to Amend the 2015 Fee Schedule – Under liens, the Prothonotary's Office has changed their fee schedule.

Motion by S. Stefanowicz and seconded by M. Love to approve resolution 2015-07 amending the 2015 Fee Schedule, as presented. **Passed** with 5 ayes

Discuss Cohen Law Group Wireless Zoning Ordinance Review Proposal – Manager Oswalt presented two proposals. One of the proposals was to perform wireless facility management services for the Township and the other would be for the capital region council of governments. Chair Menges suggested waiting to see how other Townships respond. Attorney Rausch noted that he will review the ordinance to see if only a few words or definitions could be added.

Board Consensus was to table the proposal until next month.

Discuss Renewal of Library Lease – When the five year lease was negotiated and additional space was received, they began paying the estimated \$12,000 a year utilities. Manager Oswalt asked the Board to review the lease and see if there were any changes that should be made. The lease will expire in July of 2015. M. Love suggested making this a 5 year lease. The Board suggested raising the amount per square foot, now or for the future years by \$50.00 per month per year. Manager Oswalt will research this issue.

Approve Janitorial Contract Extension for 1 Year – Varsity has agreed to a one year extension continuing the same fee and terms through June of 2016.

Motion by M. Love and seconded by C. Richards to approve the janitorial contract extension for 1 year with Varsity with the same fee and terms, as presented. **Passed** with 5 ayes

Chair Menges inquired where the Township currently stands on the amount budgeted for snow removal. Manager Oswalt will research and respond back to the Board.

PUBLIC WORKS DIRECTOR'S REPORT by Charles Farley

Approve the SSM (Spotts, Stevens and McCoy) Proposal for Source Water Protection Services – There is no fee associated with this proposal. Approval of this document will only authorize terms and conditions and rate schedules for future Source Water Protection services. This will allow for a quicker response time on future proposals.

Motion by C. Richards and seconded by M. Love to approve the authorization of the SSM Proposal for Source Water Protection services, as proposed. **Passed** with 5 ayes

Update on Admire Road Water Tower Antenna Corral Project – Currently T-Mobile is an existing carrier on the tower. Verizon and Shentel are partnering to install a corral. Utility Service Group provided recommendations that they believe existing carriers should complete. The current mounting is not the best for long term protection of the tank. T-Mobile would like to be reimbursed by the Township for costs made for any improvements. This could be done by reducing their monthly rent. Manager Oswalt noted that the Township will be collecting rent

from Verizon and Shentel after the corral is installed, which will mean additional income from the site.

Joint Source Water Protection Plan – Dover Borough and West Manchester Township Authority now have approved Work Plans for their Source Water Protection Programs. Mr. Farley would now like to see Dover Township have a Joint Source Water Protection Plan with these two groups.

Approve Amending the 2015 Road Projects – Winter weather is damaging our roads and Glenn Kern would like to amend the 2015 Road Projects. He would like to cancel the overlay project on Rohlers Church Road and do seal coating on Emig School Road, Newport Road, Schoolhouse Road, Highland Avenue, Walker Avenue, and Staunton Avenue. Terry Myers recommended keeping the base repair for Rohlers Church Road. He also suggested to only oil and chip Oriole Lane and use what is left on residential areas.

Board Consensus was to make the recommended changes. Also look at other alternatives and let the Board know.

OLD BUSINESS

Chair Menges asked the Board to prioritize the recommendations presented by C.S. Davidson at the work session.

Board Consensus was the following: 1. Repair or replace the roof; 2. Update emergency generator; 3. Update Fire Department and build a new storage facility; 4. Senior Center and entrance foyer modifications; 5. Install sidewalks on the southern end, speed bumps and site lighting; 6. Work on interior finishes in the Community and Senior Center rooms; 7. Update lighting, plumbing, etc., consider a digital message board and a new entrance off of Wheatland Drive with a walking path, pavilion and restroom facilities.

The Board also suggested the following: Recreation and Park's crew complete some of the projects at a less costly price; replace the Senior Center carpet with other options; replace the Community Center room flooring; and install speed tables instead of speed bumps.

Manager Oswald inquired if the Board wanted to have the Zoning Ordinance work session on March 9, 2015. It was suggested to have representatives present from the Bupp/McNaughton property. They are requesting to change the Zoning from R1 to R3 so duplexes for age directed residents could be built. This would create more units but be less of a burden on the school district. Creating a new well is also in discussion.

Board Consensus was to have a Zoning Ordinance work session meeting on March 9, 2015.

Manager Oswalt inquired when and where a meeting should be held on the water and wastewater sale/lease. This presentation would focus on providing relevant information regarding our utilities and issues that should be considered with a sale/lease. The Board considered tabling the issue but some would like to see more information. The Board would like to see the presentation at the township building. The Township can reach out to the public on this issue to make them aware that this presentation will be held. This presentation will be held on Monday, April 13, 2015.

COMMENTS/NEW BUSINESS FROM BOARD OF SUPERVISORS

M. Love thanked the public works staff for the great job being performed on snow removal.

S. Stefanowicz noted that he and M. Love attend the Emergency Management seminar in February and it was an eye opening experience.

S. Stefanowicz expressed how much the Township spends a month with York Water and questioned if the Township should look into purchasing another well.

S. Stefanowicz announced that the WWTP is hoping to soon put the bid out on the dewatering equipment. The plant is pushing for the screw press.

S. Stefanowicz thanked staff for the help with Ground Hog Day and noted the good job from the public works crew on snow plowing.

C. Richards complimented the public works crew on the great job with snow plowing. He notified the Board about the sewer crew's 2005 New Holland tractor that caught fire while plowing early Saturday morning. Insurance adjustors will assess the damages and determine if the tractor will be totaled. There were no injuries.

COMMENTS FROM PUBLIC PRESENT

There was no public present.

S. Stefanowicz inquired if the weather is holding up work on the sewer relining project. Manager Oswalt noted that possibly last week they were held up but not as of today.

With no further business, the meeting was adjourned at 9:00 PM into a brief executive session on the acquisition on real estate.

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