

**DOVER TOWNSHIP  
BOARD OF SUPERVISORS MEETING  
FEBRUARY 24, 2014**

The Dover Township Board of Supervisors regular meeting for February 24, 2014, was called to order at 7:00 PM by Chair 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, Township Manager; Attorney Charles Rausch, Township Solicitor; Terry Myers, Township Engineer; Karen Wilson, C.S. Davidson; Georgia Sprenkel, Township Zoning Officer; Charles Farley, Township Public Works Director; and Trena Hall, Recording Secretary. There were 10 Citizens in attendance. This meeting has been recorded for minute purposes only.

Prior to this meeting there was a work session held to explain the operations of the newly hired Student Resource Officer for the Dover Area School District and then an Executive Session was held pertaining to a personnel matter and contract negotiations.

A moment of silence was requested for remembrance of those who stand in harm's way and their families, followed by the reciting of the Pledge of Allegiance to the American Flag.

**APPROVAL OF WORK SESSION MINUTES FOR JANUARY 27, 2014**

**Motion** by C. Richards and seconded by S. Parthree to approve the work session minutes for January 27, 2014, as presented. **Passed** with 5 ayes

**APPROVAL OF MEETING MINUTES FOR JANUARY 27, 2014**

**Motion** by S. Stefanowicz and seconded by M. Menges to approve the meeting minutes for January 27, 2014, 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 10, 2014, in the amount of \$391,220.56, as presented. **Passed** with 5 ayes

**Motion** by M. Menges and seconded by C. Richards to approve the warrant total for February 24, 2014, in the amount of \$374,825.45, as presented. **Passed** with 5 ayes

**PUBLIC COMMENT**

Not on the Agenda

**Donald Harlacher – 6440 Davidsburg Road** – Mr. Harlacher attended the re-organization meeting and was impressed with the deliberation he heard. Mr. Harlacher was in attendance, this evening, because he heard that DEP was asking another surrounding township to pass a strict burning ordinance. He was very upset to hear that the municipality was being bribed. He noted to this Board that there would be much hardship if this subject would ever arise in Dover Township. Mr. Harlacher also noted, to the Board, that in their oath they swore to uphold the Constitution. They should make their decisions based on the Constitution and your conscience.

**ZONING OFFICER'S REPORT – by Georgia Sprenkel**

**PL 13-9 Faire Wynd Phase III – Final Subdivision Plan** – Byron Trout with Gordon Brown and Associates was present with the Final Subdivision Plan of the Faire Wynd Phase III. This plan is for the remaining 46 lots and will also include the dedication of the common open space. This property is located just off of Hilton Avenue and ties in with Glen Hollow.

There are no significant changes. Three lot lines needed to be moved so the driveways have a separation distance from an intersecting street. The future street right-of-way, reserved for the extension of North Wynd Avenue, has also been identified as a utility easement.

There are 5 open administrative items and no waivers to approve. Mr. Trout did receive the owner's signatures, that day, and had the original mylar and plans. Georgia Sprenkel asked him to put the documents on the table and she would have the Board sign them after the meeting.

Motion was to approve the plan with the 5 outstanding open items to be resolved.

Terry Myers noted that this plan does have a schedule for completion of the phases with it. Approval of the plan also includes the approved proposed phase schedule. When the plan was approved, a schedule was approved with it. The plan is only protected from any changes in the ordinances for a 5 year period, unless a schedule is provided for the phases. There have been changes in the ordinances since the preliminary plan approval, but the plan is protected due to the approved schedule. This Phase of the final subdivision plan was reviewed for conformance with the ordinances that were in affect at the time of the preliminary plan approval.

Street construction is scheduled to begin as soon as the weather breaks, in 2014.

Georgia Sprenkel noted that the walking trail is being included in the public improvements as security.

**Motion** by M. Menges to approve PL 13-9 Faire Wynd Phase III, 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 Engineer's and Surveyor's seal, signature and date should be added to the plan (§ 501.2.F).; 3. The legal and/or equitable Owner's notarized signature must be added to the plan certifying concurrence with the plan (§ 501.2.G).; 4. Public improvement security shall be provided prior to final plan approval (§ 602.1). The cost to install the walking trail should also be included in the security estimate.; 5. Where the Board of Supervisors so determine, that a fee in-lieu-of shall be paid per (§ 718), as presented. **Passed** with 5 ayes

**PL 14-1 Glen Hollow Phase II – Ketterman and Heiland Properties – Revised Final Subdivision Plan** – David Hoffman was present to present the Revised Final Subdivision Plan for the Ketterman and Heiland Properties. This is lot 62 in the Glen Hollow Development which contains a duplex building. The intention is to divide the duplex for individual ownership. This will eliminate the condo and allow each homeowner to own their property. Two modifications are needed and there is no change in the property grading. The street width is at 30'.

There should be no issue with the shed being close to the property line.

**Motion** by M. Menges and seconded by S. Stefanowicz to grant the requested waivers on PL 14-1 Glen Hollow Phase II for Ketterman and Heiland Properties, revised final subdivision plan as follows: 1. Existing contours at two (2) foot intervals should be added to the plan (§ 501.2.R.); 2. Where a subdivision abuts or contains an existing street of inadequate width, the developer shall provide sufficient additional right of way and cartway widths to meet the following standards (§ 704.), as presented. **Passed** with 5 ayes

Mr. Hoffman noted a clarification on the letter regarding dissolving the Condo Association. It will be provided after the plan is approved and recorded. It was also noted that these and future property owners will still be included in the overall Homeowners Association which is responsible to maintain the common areas.

**Motion** by C. Richards and seconded by M. Menges to approve PL 14-1 Glen Hollow Phase II for Ketterman and Heiland Properties, revised 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. Provide to the Township a copy of the letter dissolving the two lots from the Condo Association, as presented. **Passed** with 5 ayes

**Approve Resolution 2014-06 to Adopt Additional Land in the Agricultural Security District for Bernard and Barbara Figlock and Resolution 2014-07 to Adopt Additional Land in the Agricultural Security District for Wayne M and Jean E. Hoffman** - This program protects the farm owner from nuisance ordinances. The Figlock family will be securing 114 acres on Admire Road and the Hoffman family will be securing 122.4 acres into the Agricultural Security District on Biesecker Road. This will increase the Agricultural Security District for Dover Township to 6,448.92. The 180 day waiting period has passed.

Motion by C. Richards and seconded S. Stefanowicz to approve Resolution 2014-06 to Adopt Additional Land into the Agricultural Security District for Bernard and Barbara Figlock, and approve Resolution 2014-07 to Adopt Additional Land into the Agricultural Security District for Wayne M. and Jean E. Hoffman, as presented. Passed with 5 ayes

**ENGINEER'S REPORT by Terry Myers**

**Carlisle Road and Pine Road Water Line Replacement** - Mr. Myers presented the schedule for the Carlisle Road and Pine Road water line replacement. C.S. Davidson was authorized earlier in the year to put plans and specifications together to bid this project. The water line will be replaced from a point south of Emig Mill Road to Pine Road and then back Pine Road to a point beyond Hill Street. Surveying has been delayed because of the weather but a previous aerial performed had about 80% of the area mapped. The intersection of Pine Road and Carlisle Road will need to be surveyed. Final plans and specifications should be complete around May of 2014. The PENNDOT permit will be submitted to relay the line on Carlisle Road. Approval to advertise will be in May, the bid opening will be before the end of June, and the bid will be awarded at the June meeting. Work will begin in mid-July. This will be a 90 day contract. The

line is currently between the sanitary and white edge line of the road. Columbia Gas is looking to replace their main lines on Pine Road at the same time. This improvement project is being coordinated by both parties and will end with a new wearing surface applied to Pine Road. Columbia Gas is willing to split the cost of resurfacing the roadway.

**New Flood Plain Maps** – At the end of last year, FEMA updated the Flood Plain Maps with more current information from newer technology and topographic information. New studies have been done to determine flood elevations. Many areas had Approximate Studies where it has just been said that this area is a flood area and then the owners were forced to purchase flood insurance. With the new current information this area has been decreased. Currently there is a 90 day comment period where property owners can disagree with the mapped flood areas and can file an appeal to FEMA before May 6, 2014. After the 90 days, all comments and objections will be addressed and then in the fall a Letter of Final Determination will be sent out. The Township will have 6 months to update and adopt a new Flood Plain Management Ordinance with the new flood maps.

Mr. Myers noted some areas that are being affected in Dover Township. These areas include Park Street, Thunderbird Mobile Home Park, Outdoor World, Sedgwick Avenue, Mayfield Drive, Hadley Drive, and Pineview Road near Poplars Road. It is the Township's responsibility to make the residents aware about the new flood maps. Information has been placed on the Township website and in the Township's newsletter.

Mr. Myers also noted that the new legislation from the Federal Government called Briggs Waters is reducing the amount of flood plain insurance subsidy that the Federal Government is giving. If a resident is in the flood plain and has insurance, they don't want to leave the program because if they want to return to it, they will lose their subsidy.

The new paper maps are available in the Township office for residents to review and comment. Chair Love also noted to go onto GOOGLE EARTH and see how the area has changed. These maps will not become effective until mid- next year. These changes have affected a few thousand Dover residents. The Board inquired if the Township needs to inform those residents who have been added. It is not required, but the Township should try. An advertisement has been published twice in the newspaper, Township staff has posted notices in the lobby area, and mortgage companies should be informing their customers.

#### **SOLICITOR'S REPORT by Attorney Charles Rausch**

**Sewer Engineer Agreement** – The sewer retainer agreement with Buchart Horn dates back to 2005. This agreement discusses the limited professional services and notes any cost's that exceed \$10,000 should have the Township's approval. Attorney Rausch would like to see this agreement updated.

There was a Water Main Extension Agreement made between AFW Development, Inc. and Dover Township, back in 2008. AFW Development, Inc. is in association with Mr. Joseph G. Nadu. The agreement was approved but was never signed by both parties. This agreement would waive Mr. Nadu's tapping fees in exchange for the installation of the water line. Attorney

Rausch asked to have this agreement reapproved and signed by both parties. Old minutes reflect that the agreement was approved.

**Motion** by M. Menges and seconded by C. Richards to authorize Chair Love to sign the Water Main Extension Agreement, from the prior approval of and proceed with having it recorded, as presented. **Passed** with 5 ayes

Attorney Rausch has been contacted by the McNaughton family. They have agreed to review the well isolation agreement and respond back to him.

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

**Approval of Ordinance 2014-01 to Amend Speed Restrictions on East Canal Road** – The advertisement, traffic study and proof of publication of the ordinance was provided in the packet. District Justice, Judge Eshbach, should be given a copy of the speed limit permit. He should receive this with the most updated CODIFIED ORDINANCES.

**Motion** by M. Menges and seconded by S. Parthree to approve and adopt Ordinance 2014-01 to Amend Speed Restrictions on East Canal Road, as presented. **Passed** with 4 ayes  
**Opposed** by C. Richards

**Approval of Resolution 2014-08 to Exonerate Kristine Keener of Uncollectible Per Capita Taxes for the Year of 2013** –

**Motion** by C. Richards and seconded by S. Parthree to approve Resolution 2014-08 to Exonerate Kristine Keener of Uncollectible Per Capita Taxes for the Year of 2013, as presented. **Passed** with 5 ayes

**Approval of Hamilton and Musser's Proposal for Auditing Services for 2014-2016** – This firm was the low bidder for the Request for Proposal, for the last 3 year contract. The Township has been very satisfied with their work performance. Manager Oswalt received pricing from them and she was pleased with the amounts. The contract would be a 3 extension. If the Board would like to change companies, an RFP would need to go out in the fall.

M. Menges noted that he has no financial interest in this firm but he has had a professional relationship with them in the past.

**Motion** by S. Stefanowicz and C. Richards to approve the proposal from Hamilton and Musser, for the Auditing Services for the years 2014-2016, as presented. **Passed** with 5 ayes

**Discussion of the Master Facilities Plans** – In 2014 we budgeted to do a Master Facilities Plan for the Community Building. Manager Oswalt would like to give the new Board members the opportunity to look at the "Master Plan" and schedule work sessions to move forward. Decisions are necessary as grants become available. New developments will bring in the Recreation in-lieu-of money which is required to be used within 3 years.

**Approval of Resolution 2014-09 to Recognize the Services of Kevin M. Hake** – He recently stepped down from the Sewer Authority as Secretary. The Board appreciated his time of service.

**Motion** by C. Richards and seconded by S. Stefanowicz to approve Resolution 2014-09 to recognize the services of Kevin M. Hake on the Sewer Authority, as presented. **Passed** with 5 ayes

**Approval for Shiloh Garden Club's Rental Fee to be Waived for the Carousel Building** – This club is currently on the waiver list for the Community Building. They hold their monthly meeting there and maintain the flower bed. They would like to have a flower sale at the Carousel Building and are asking to have that fee waived.

**Motion** by C. Richards and seconded by S. Parthree to waive the rental fee to the Shiloh Garden Club for the use of the Carousel Building at Brookside Park for a flower sale, as presented. **Passed** with 5 ayes

**Approval to Advertise Ordinance 2014-03 to Amend Parking Restrictions on Butter Road and Two Stop Signs at Shaffer Circle (North and South) where it Intersects with Sheppard Drive** – The Borough originally did a traffic study to warrant the No Parking signs on their side and the study showed that both sides should be warranted. Mr. Farley also completed a traffic study that showed the area is warranted for the No Parking signs on the Township's side. Safety is one of the main issues. Mr. Farley also completed the traffic study for the stop signs at Shaffer Circle.

**Motion** by C. Richards and seconded by M. Menges to approve the advertisement of Ordinance 2014-03 to Amend Parking Restrictions on Butter Road and install two new stop signs at Shaffer Circle (North and South) where it intersects with Sheppard Drive, as presented. **Passed** with 5 ayes

M. Menges questioned an issue from the Recreation Director's Report, on page 63 of the packet. He is unclear to why the Township would donate a portion of the sales to Lake Marburg Fish Advisory and not use the donation for the Township's own recreation fund. This donation could be used as a MS4 issue, as public education. It was suggested that guests of the show would know the raffle is going to a good clean-up project it may help promote the show. Manager Oswalt will collect more information and report back on this matter.

**PUBLIC WORKS DIRECTOR'S REPORT** by Charles Farley

**Approval for the Bio-Solids Contract with Synagro** - There was two bids and Synagro had the lowest price.

**Motion** by C. Richards and seconded by M. Menges to approve Synagro for the Bio-Solids Contract, as presented. **Passed** with 5 ayes

**Consensus on a Cost Sharing Preference to Fund the York County Regional Chesapeake Bay Pollutant Reduction Plan** – The York County Planning Commission received a \$100,000 grant to form this Regional Chesapeake Bay Pollutant Reduction Plan. Dover Township is one of 45 participating York County Municipalities. Municipalities are being asked to give feedback for cost sharing approaches to help manage the Stormwater Best Management Practices.

Mr. Farley presented four scenarios for the Board to choose from. First, is a Flat Fee where MS4 permit holders will pay 90% of the cost, MS4 designated municipalities who received a waiver will pay 6% of the cost, and the non-MS4 municipalities will pay 4% of the cost. Second, is an Impervious Coverage Fee where the cost per acre is calculated by the total amount of impervious coverage. Third, is a Weighed Cost based on the lineal feet of impaired streams, population and impervious coverage. Fourth is a Tier Base Fee where non-MS4 municipalities would pay a base fee and the fees would increase to the municipalities with more impervious coverage, impaired streams and population.

Dover, West Manchester, Springettsbury, Spring Garden, and York Township are the top 5 municipalities for the amount of lineal feet of impaired streams, population and impervious coverage. Any option for these municipalities will be a significant amount of money.

The Board questioned if the Township could drop out of this program and complete their own plan and implement it. Dropping out would cost more to pay for plans, engineering and implementation. By partnering under this Chesapeake Bay Pollution Reduction Plan the Township can get more of a value. This plan would take place for 5 years and after that the county will evaluate what impact was made. Combining with this group will cost the Township about \$5,000 - \$15,000 a year for the next 5 years. All the municipalities will be contributing to this plan.

One Board member thought there may be some residents willing to contribute extra to help fund this project.

**Board Consensus** was to make the York County Planning Commission aware that Dover Township would prefer to participate in the Impervious Coverage or the Weighted Cost scenarios.

**Approval to Continue Discussions with Verizon Wireless for a Lease Agreement for Antennas on the Admire Road Tank** – Mr. Farley discussed some maintenance issues for this tank. Verizon Wireless is willing to install a corral to mount the antennas. This will help prevent damage to the top of the tank.

If the Board would like to continue the discussion on this issue, Attorney Rausch should review the agreement with the existing carrier (T-Mobile) to see if the Township can require Verizon to mount their antennas on the corral.

The new carrier would be responsible to install the corral. Verizon believes this will improve wireless service for emergency services.

**Board Consensus** was to move ahead with the discussion.

## **OLD BUSINESS**

**Designation of a Keystone Opportunity Zone along Route 74 Corridor** – A map was provided of a suggested area. This area is from the old Shurfine property down to Domino's Pizza.

The first step is to find an area that is not being used or is underutilized with at least 10 acres of land. Then, it must be determined if the area can meet two of the criteria listed in the program materials. Once approval is given for the Keystone Opportunity Zone, by the Township, the business must achieve other criteria before taking advantage of the tax breaks. There are State and Local taxes that will be waived. A PILOT agreement can be used to require payment in-lieu-of-taxes. Taxes can be waived for the 10 years.

C. Richards did not agree that it is fair to current businesses to give a new business 10 years of no taxes. He suggested a percentage be tax free for 10 years.

If the Board would like to pursue this Keystone Opportunity Zone they first need to choose an area.

S. Parthree would like to have more information gathered to present to the Board. This matter will stay on as Old Business.

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

M. Menges noted that his son's Cub Scout Pack would like to participate in a Touch a Truck Program. He questioned if this program is still provided. Manager Oswald noted to contact her.

S. Stefanowicz and S. Parthree attended the PSATS sessions for new supervisors, the past two Saturdays. They received much good information.

C. Richards wanted to thank the Dover Township Fire Department for attending to his fire. They responded within 7 minutes.

Chair Love complimented Dover Township's staff. This season's snow removal has been a challenge and a great job was performed by all.

## **COMMENTS FROM PUBLIC PRESENT**

Madelyn Shermeyer – 3771 Admire Road – Mrs. Shermeyer wanted to comment on the Fishing Show and the involvement of Lee Snyder. She noted that Mr. Snyder is ill and this may be why the Recreation Director is requesting to make a donation, to the Lake Marburg Project, in his name, for the Fishing Show next year.

Mrs. Shermeyer does not agree with the Keystone Opportunity Zone because it is not fair for the current businesses. There is another program called LERTA. This program starts at a low percentage and increases the tax amount over a period of time.

DISCUSSION ON THE SCHOOL RESOURCE OFFICIER (SRO)

The SRO started working in February of 2014. The Borough has agreed to pay for the 2014 year. The Township can offer a commitment for the year 2015. Manager Oswalt stated that the money can be found in the budget by not performing projects that were budgeted for this year. A resolution can be made to amend the 2014 budget. Projects recommended to be put on hold are as follows: the gate at Brookside Park, the Senior Center carpet cleaning, painting to the Log House, and painting and repairing the Barn at the Golf Course. By cutting some of these projects, Manager Oswalt can find the \$17,592.54 that is needed.

S. Stefanowicz believes the SRO is needed and is a good idea. Chair Love agrees and acknowledged the Borough and the school for stepping up and making this SRO happen.

**Motion** by C. Richards and seconded by S. Stefanowicz to authorize funds to be moved to pay for the half unit needed to fund the Dover School District SRO and to amend the budget for 2014, as presented. **Passed** with 5 ayes

With no further business, the meeting was adjourned at 9:10 PM.

Respectfully submitted by:

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Trena M. Hall, Township Secretary