

**DOVER TOWNSHIP**  
**BOARD OF SUPERVISORS MEETING**  
**FEBRUARY 25, 2013**

The Dover Township Board of Supervisors regular meeting for February 25, 2013, was called to order at 7:00 PM by Chairperson Love in the Meeting Room of the Dover Township Municipal Building. Supervisors present were Chair Monica Love, Madelyn Shermeyer, Michael Husson, Charles Richards, and Matthew Menges. Other Township Representatives in attendance were Laurel Oswalt, Township Manager; Attorney Charles Rausch, Township Solicitor; Terry Myers, Township Engineer; Charles Farley, Public Works Director and Trena Hall, Assistant Township Secretary. There were two citizens and one reporter 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.

**APPROVAL OF MEETING MINUTES FOR JANUARY 28, 2013**

**Motion** by M. Shermeyer and second by M. Husson to approve the meeting minutes for January 28, 2013 as presented. **Passed** with 5 ayes.

**TREASURER'S REPORT OF CURRENT EXPENDITURES**

**Motion** by M. Shermeyer and second by M. Menges to approve the warrant total for February 1, 2013 in the amount of \$100,346.32 as presented. **Passed** with 5 ayes.

**Motion** by M. Shermeyer and second by C. Richards to approve the warrant total for February 11, 2013 in the amount of \$128,643.43 as presented. **Passed** with 5 ayes.

**Motion** by M. Husson and second by M. Shermeyer to approve the warrant total for February 22, 2013 in the amount of \$480,733.36 as presented. **Passed** with 5 ayes.

**PUBLIC COMMENT PERIOD**

**Dennis Krone – 5251 Davidsburg Road** – Mr. Krone questioned the Board on who is this God you claim we trust. Attorney Rausch advised Mr. Krone that this was a public comment period and the Board need not reply.

**ENGINEER'S REPORT**

Terry Myers reported on the Ashley Farms Developer Agreement involving Davidsburg Road at Jayne Lane and Tower Drive. Mr. Rausch and Mr. Myers have reviewed the agreement. The

developer questioned if the proposed turning lane was warranted. It was recommended that the Township should receive an updated traffic study. This information is also needed to apply for the Highway Occupancy Permit from PENNDOT. Mr. Myers also stated that the developer has agreed to pay up to \$5,000 for the updated study. TRG's proposal for the study was \$4,800. Mr. Myers was asking for authorization to subcontract with TRG. If this project is not warranted, the Township would need to renegotiate costs for other improvements with the developer.

**Motion** by M. Menges and second by C. Richards to approve the February 21, 2013 proposal from TRG to complete the traffic study. **Passed** with 5 ayes.

Mr. Myers reviewed a draft of the annual contract for materials, paving and equipment rentals that will currently expire the end of May. The advertising of bids will occur after the March Board meeting and the opening of bids will occur on April 17, 2013. A meeting with the Liquid Fuels Representative regarding the annual contracts will be set up for the week of April 22, 2013. All contracts will be awarded by the end of May.

Mr. Myers discussed the Township's budgets of \$375,000 in Liquid Fuels and the \$391,000 in Bond Funds for the Township. C.S. Davidson created a chart listing the Township's budget costs and their estimated costs which included materials and construction. A 10% contingency and base repairs cost were included in the bid documents. Township crews may complete the base repairs in house, if they have the time. Mr. Myers was certain the projects could be completed within budget.

The Street Maintenance Program included the normal base repairs and overlay with a few new materials. Cold in Place recycling involves grinding up an asphalt material, applying some liquid asphalt with it, replacing it on the road surface, rolling it and then applying a wearing coarse. Another new item proposed is a petro mat which is a synthetic cloth where a heavy tack coat is applied and then paved, helping to slow down on cracking. The estimated costs proposed by C.S. Davidson were more expensive than originally estimated.

C. S. Davidson is recommending switching funding around. They would like to include all projects under Liquid Fuels but, only pay for the materials out of the Liquid Fuels money. This would make the paperwork and audit with PENNDOT much easier, by having only one contract and 2 or 3 types of materials from one supplier. Mr. Myers was concerned how this would affect the Township's budget. This recommendation can be discussed further for the March meeting.

Mr. Myers reviewed the advertisement and explained the three different types of contracts. The MS 944 is construction and will be broken into two contracts. The first contract is based on repairs and paving. The second contract is for the Cold in Place work on Alta Vista Drive. There

is also a separate project for the Dover Borough involving work to be completed on Edgeview Road. A 10% bid bond for the first and second contracts will require prevailing wages. Contract *MS 963* is for materials and *MS 970* is for equipment rentals.

The paving contract will be awarded as one contract except for the one for trench repairs at various locations in the Township. The bituminous supplier will be awarded as one except for cold patch which is separate. The crushed stone will be awarded as one except for the main material that is mixed with the salt which will be a separate contract. Equipment rentals will be awarded per each individual piece and based on the estimated hours needed. If all the information provided is understood, Mr. Myers will finalize documents and proceed to advertise bids. Manager Oswalt advised Mr. Myers to change the secretary's name to Trena M. Hall when advertising. Chair Love stated to proceed since there were no questions from the Board.

C. Richards questioned if the gutters will be cut in conjunction with the projects. Mr. Myers stated this work would be completed by the Township. Pine Hill Road has significant water problems and work should be completed prior to overlaying. Mr. Myers suggested notifying the property owners prior to gutter cutting and reseeding the lawns.

#### **SOLICITOR'S REPORT**

Attorney Rausch met with staff to go over the agreement with the York Water Company. The first 20 year term was completed in ~~2013~~ 2012 and the new terms will continue at a 10 year term. Mr. Rausch stated now would be a good opportunity to discuss updating the terminology in the agreement, with the York Water Company. He suggested adjusting the rate structure on the minimum water purchased and issues with the coordination of water treatment when coming into our system. Mr. Rausch will schedule a meeting with the York Water Company, M. Menges, Public Works Director Farley and Manager Oswalt.

#### **MANAGER'S REPORT**

Resolution 2013-05 to Exonerate Kristine B. Keener of Uncollectible Per Capita Taxes for the Year of 2012.

**Motion** by M. Shermeyer and second by M. Menges to approve Resolution 2013-05 to Exonerate Kristine B. Keener of Uncollectible Per Capita Taxes for the Year of 2012 as presented. **Passed** with 5 ayes.

Resolution 2013-06 to Amend the Personnel Policies and Procedures. Manager Oswalt , as requested, made changes to the specified medical and sick leave sections and added nieces and nephews to the bereavement section.

**Motion** by M. Shermeyer and second by C. Richards to approve Resolution 2013-06 to amend the personnel policies and procedures. **Passed** with 5 ayes.

Resolution 2013-07 is a Revised Fee Resolution for 2013. This included changes associated with both Sewer and Water connection permits, inspection fees and some changes to the water meter costs. The Board was concerned with the fee increases. Chuck Farley explained that these fees would help discourage contractors **not** to work in the Township's Right Of Way (ROW). For outside subdivisions, the Township would have a list of preferred contractors on file. The Board agreed that the language for this part of the resolution will need to be corrected. Terry Myers suggested the Township provide the sewer and water laterals and receive a deposit to cover the costs. If the Township would not be able to complete the lateral work, the work would be subcontracted out. The Board chose to increase the sewer deposit fee to \$3,000 and increase water to \$1,500 and return any unused money. The Board dismissed #6 in both sections of Sewer and Water Connection Permit Fees.

C. Richards inquired if the Township has ever considered adjusting fees for Senior Citizens. Mr. Rausch advised that the Township would have to set fees by an income level not an age. M. Menges announced to change the word Sewer, in the BOS packet, on page 39, 7a in the first sentence to Water.

**Motion** by M. Shermeyer and second by C. Richards to approve the fee structures with the noted changes in the Sewer and Water Connection Fee Deposits. The sewer and water inspection fees will now come under the Sewer and Water Lateral Connection Fee Deposit that will increase from \$1,000 to \$3,000 for sewer and the water will increase from \$1,000 to \$1,500. The Sewer and Water Work Fee Deposit to complete work in the ROW or easement will be eliminated. **Passed** with 5 ayes.

Manager Oswalt asked for authorization to allow the Code Enforcement Officer, Maureen App, to begin receiving prices for the repair of the stormwater basin fence in Fox Meadow Subdivision and if necessary, lien the properties. A letter and pictures have been provided from the Code Enforcement Officer. The fence, in question, surrounds a stormwater basin and is located on three separate properties. The property owners have been notified by letter asking them to repair the fencing by May, since they are responsible for the maintenance of the basin and fence. The Board agreed that the fence is in need of repair and to allow Mrs. App to find repair options for replacing the fence. M. Menges questioned if it is in the Township's authority to make these homeowners maintain the fence. The subdivision plan clearly requires the fence.

**Motion** by M. Shermeyer and second by M. Menges to give Ms. App permission to contact fencing companies for the stormwater pond fencing in the Fox Meadows Subdivision. If the

Township would need to follow through and complete the work, the three homeowners will be billed for the services and if necessary, liens will be put on the properties. **Passed** by 5 ayes.

Manager Oswald, asked the Board for authorization to allow Glenn Kern and Wayne Latchaw to purchase a new skid loader which can perform more needed work. Mr. Kern and Mr. Latchaw originally looked to purchase an attachment for the current skid loader, to perform work within our stormwater ROW. Due to an oversight, it was discovered that the bush hog would not work appropriately with the current machine.

If the Township chose to purchase this new skid loader, payments can be deferred until February 1, 2014 with the trade in of the old skid loader. The cost is only for the skid loader and milling machine. The bush hog was originally budgeted at the cost of \$8,000. All three departments will share the expense of payments. **Board Consensus** was to lease purchase the equipment at a three year term. M. Husson questioned the amounts, since the totals given were not calculated correctly. If the amounts are more than what was approved, Mr. Kern and Mr. Latchaw will need to recalculate totals and present again at a March meeting.

**Motion** by M. Husson and second by M. Shermeyer give permission to purchase the JCB with Mill Head using the three year annual lease payments beginning February 1, 2014. **Passed** with 5 ayes.

Manager Oswald noted the next BOS meeting will be on March 11, 2013 because the mowing RFP will be due on March 4, 2013 and a decision will need to be made in enough time for the contractor to begin work in April.

Manager Oswald spoke of a letter, from Mr. Schott, she provided to the Board about trash services being questioned. In January she reported residents are contacting the Township about paying for trash services at vacant properties, which they believe is unfair. **Board Consensus** was that the Manager should advise the residents that the ordinance stands.

#### **PUBLIC WORKS DIRECTOR'S REPORT**

The sewer planning module for Shelly's Restaurant was prepared and Mr. Farley wanted to make sure the Board was aware of the exchanging of EDU's.

**Motion** by M. Shermeyer and second by M. Husson to approve Resolution 2013-08 for Shelly's Restaurant Sewer Planning Module as presented. **Passed** with 5 ayes.

**Motion** by M. Menges and second by M. Husson to approve Resolution 2013-09 for Dollar General Store Sewer Planning Module as presented. **Passed** with 5 ayes.

The access agreement with The Golden Villas Homeowner's Association, Inc. needed approval by the Board.

**Motion** by M. Shermeyer and second by M. Husson to approve the access agreement between Dover Township and The Golden Villas Homeowner's Association, Inc. as presented. **Passed** with 5 ayes.

Chair Love questioned Mr. Farley if the septic hauler that was delinquent had become current. Manager Oswalt stated that the hauler did make a payment.

### **OLD BUSINESS**

Manager Oswalt inquired about the status of the master plan document. Knowing the Board's priorities would give staff a better understanding when applying for grants. M. Menges acknowledged that he has the documents. Manager Oswalt proposed planning future work sessions on this matter. The Board agreed to begin talks on March 11, 2013, at 6 PM during a work session and proceed after the BOS meeting, if needed.

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

Chair Love questioned if Caleb Lower's project had been started. Manager Oswalt stated the Township's part of the project was complete.

Chair Love asked if the Township has ever inquired on sponsoring a Recycling or Shredding Event and if not to please research the possibility.

The Board of Supervisor's meeting adjourned at 8:36 PM to an Executive Session on the McNaughton/Minnich well agreements and personnel issues.

Respectfully submitted by \_\_\_\_\_

Trena M. Hall, Assistant Township Secretary