

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

The Dover Township Board of Supervisors' Meeting for Monday, March 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, Stephen Parthree and Robert Stone. Other Township Representatives in attendance were Laurel Oswalt, Township Manager; Michael Fleming, Township Public Works Director; Georgia Sprenkle, Township Zoning Officer; Charles Rausch, Township Solicitor and Tiffany Strine, Township Secretary. There were two citizens present. This meeting is being recorded for the purpose of minutes only.

Chairman Stefanowicz stated that a work session was held prior to the beginning of this evening's Board meeting for the purposes of discussing personnel matters.

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' WORK SESSION MEETING
MINUTES FOR FEBRUARY 27, 2017**

Motion by R. Stone and seconded by C. Richards to approve the Board of Supervisors' Meeting Minutes for February 27, 2017, as presented. **Passed** with 5 ayes

**APPROVAL OF THE BOARD OF SUPERVISORS' MEETING MINUTES FOR
FEBRUARY 27, 2017**

Motion by R. Stone and seconded by M. Menges to approve the Board of Supervisors' Meeting Minutes for February 27, 2017, as presented. **Passed** with 5 ayes

TREASURER'S REPORT

Approval of Current Expenditures

Motion by M. Menges and seconded by S. Parthree to approve the warrant total for March 13, 2017, in the amount of \$743,007.22, as presented. **Passed** with 5 ayes

PUBLIC COMMENT

None to note.

ZONING OFFICER'S REPORT by Township Zoning Officer Georgia Sprenkle

Approval of Zoning Ordinance Amendment 27-508 Access Drives

Ms. Sprenkle stated that she has prepared an amendment to both the Zoning and Land Development Ordinances as previously approved by the Board of Supervisors. Ms. Sprenkle has taken this amendment to and before the Township Planning Commission and the Township Planning Commission voted unanimously for the amendment. Mr. Terry Myers; Township Engineer, also suggested to take all the Township driveway regulations out of the Zoning Ordinance and place them in the specific codified driveway ordinance and the Subdivision Ordinance.

The suggested amendments are being made to aid in future potential commercial development prospects within the Township.

Motion by R. Stone and seconded by M. Menges to approve authorization for the Township Zoning Officer to proceed with making the Township Zoning Ordinance amendment 27-508, Access Drives, as presented. **Passed** with 5 ayes

Discuss Updates to 5371 Davidsburg Road, Herbert Miller Property

Ms. Sprenkle informed the Board on the status of the final clean-up of 5371 Davidsburg Road, also known as the Herbert Miller Property. Bernard Anthony, Inc. was previously contracted and has completed the removal and disposal of debris, placement of topsoil over previously demolished areas, placement of grass and straw over the property and the transportation of debris to a Pennsylvania Department of Environmental Protection landfill. Ms. Sprenkle presented the Board with images of the property as completed.

The Board discussed the next steps in the process to recoup necessary fees that the Township has put forth for the entire process that was conducted at the 5371 Davidsburg Road property.

Motion by M. Menges and seconded by R. Stone to approve the filing of a lien for the additional work and proceeding to execute on both liens to recoup Township funds, as presented. **Passed** with 5 ayes

SOLICITOR'S REPORT by Township Solicitor Charles Rausch

Discussion Regarding Filing Liens on Fountain Rock Development

Attorney Rausch informed the Board of the current status on liens that have been filed on the Fountain Rock Development. Attorney Rausch stated that the Township may be facing legal proceedings with Fox Run Creek Estates, LP/Fountain Rock Development for the recouping of unpaid mowing fees and snow plowing fees on a number of properties within the specified development.

Attorney Rausch added at this point in time, the owner of Fox Run Creek Estates, LP/Fountain Rock Development has not acted on this matter. Per Attorney Rausch, pursuant to Dover Township Code of Ordinances Part 2, Section d5-203, the costs of collection, including reasonable attorney fees, will be assessed against the owner of said properties and if full payment is not made within a time frame described and expressed to the owner, legal proceedings will

occur.

The full Board agreed to the manner in which Attorney Rausch is proceeding with these matters concerning the filing of liens on the Fox Run Creek Estates, LP/Fountain Rock Development and thanked Attorney Rausch for his efforts in this matter.

MANAGER'S REPORT by Township Manager Laurel Oswalt

Awarding of the Township Mowing Contract RPF

Manager Oswalt informed the Board that the Township is recommending that the awarding of the Township Mowing Contract be granted to Tee to Green Grounds Management Company. Manager Oswalt added that the award should be considered for Tee to Green Grounds Management Company to include all properties but the Golf Course Property, which our Township crews will continue to maintain. An overview of all mowing contract bids placed was presented to the Board. Manager Oswalt stated that the Township will be able to additionally fund the newly added properties included in this term bid and remain financially under budget. The newly added properties are to include Hadley, Pine Road and Tony's Villa.

Motion by M. Menges and seconded by R. Stone to award the Township Mowing Contract RFP to Tee to Green Grounds Management Company, as presented. **Passed** with 5 ayes

Awarding of the Township Solid Waste Collection Contract

Manager Oswalt provided an overview of all Township Solid Waste Collection Contract bids that were placed during this contract bid. Penn Waste, Inc. is the apparent low bidder at all service levels. The service levels to be offered were then selected by the Board. The service levels that are to be offered to Township residents are as follows: 1.) Regular Trash Volume Service Level: Weekly 96 gallon toter with a 64-gallon recycling toter (unlimited recycling), one Large Item per week and a Christmas tree at the annual cost to be \$210.00. 2.) Low Volume Trash Service Level: Weekly 32-35 gallon toter with a 64-gallon recycling toter (unlimited recycling), one Large Item per week and a Christmas tree at the annual cost to be \$120.00. 3.) Recycling Only Customers: 64-gallon recycling toter, one Large Item per week and a Christmas tree at the annual cost to be \$60.00

Motion by M. Menges and seconded by S. Parthree to award the Township Solid Waste Collection Contract to Penn Waste, Inc., as presented. **Passed** with 4 ayes and 1 nay per R. Stone.

Mike Husson – 1681 Park Street

Mr. Husson is a Township resident and inquired with the Board in asking if Township residents must utilize Penn Waste only for solid waste collection.

M. Menges replied to Mr. Husson and stated that yes, Township residents must utilize the contracted solid waste hauler for the Township. However; M. Menges added, Township residents do now have the option to opt out of solid waste collection services as well.

The Board collectively discussed how often residents may be allotted to change their service level. After thorough consideration, the Board decided to enact to allow for one (1) service level change to be made per year per residence.

Motion by M. Menges and seconded by C. Richards approved to amend the Township Solid Waste Collection contract to enact the option for one (1) service level change to be made per year, per residence, within the new Township Trash Collection Contract, as presented. **Passed** with 5 ayes

Ed Ward; Penn Waste Municipal Contracts Manager, attended this evenings meeting. Mr. Ward addressed any questions the Board felt necessary. Mr. Ward extended gratitude towards the Township for being a great municipality to work with and thanked the Township for another contract term with Penn Waste, Inc.

Authorization for the Board Chair to Sign the Right of Way Agreement with Joyce E. Strine of 3696 Davidsburg Road

Manager Oswald stated that the Township has received the third of six Right of Ways needed from residents for a planned project. Mrs. Joyce E. Strine of 3696 Davidsburg Road has executed her portion of her property's Right of Way Agreement. Manager Oswald would now like to ask for Board approval for the Board Chair to sign the Right of Way Agreement as well.

Motion by M. Menges and seconded by R. Stone approve to authorize the Board Chair to Sign the Right of Way Agreement with Joyce E. Strine, 3696 Davidsburg Road, as presented. **Passed** with 5 ayes

Discuss Janitorial Supplies

Mrs. Chalet Harris; Township Recreation Director, has researched and compiled data regarding the Townships janitorial supplies that included the type and quantity of supply, year supply was purchased and the supply purchased price. The spreadsheet included cost quotes from three different janitorial supply companies. A spreadsheet containing the research was supplied to the Board for review and comparison. After researching what janitorial supplies were purchased last year, One Way Janitorial's pricing currently proves to be the lowest pricing.

Motion by R. Stone and seconded by C. Richards to authorize the Township to utilize One Way Janitorial, as presented. **Passed** with 4 ayes and 1 vote to abstain per S. Parthree

Please see the attached letter from Supervisor Stephen Parthree regarding his response to the discussion and voting of the Township Janitorial Supplies.

Approve Resolution Number 2017-05, Township Fees

Manager Oswald informed the Board of recent discussions with the newly appointed Township Sewage Enforcement Officer and findings of two necessary amendments to the Township Fee Resolution. Changes were made to amend the Township Fee Resolution and included the following: 1.) No longer offering Hydraulic Load Testing on existing systems. 2.) Increasing

the Holding Tank – Annual Inspection, Report and Tracking cost to \$80.00.

Motion by R. Stone and seconded by C. Richards to approve Resolution Number 2015-05, Township Fees, as presented. **Passed** with 5 ayes

OLD BUSINESS

None to note.

COMMENTS FROM THE BOARD

R. Stone – R. Stone provide the Board with updates regarding Insurance quotes for the Township's property and casualty insurance with various agencies, none of which are of his own business. Board majority affirmation was reached and authorization was granted to R. Stone to take any and all actions necessary to secure insurance quotes and negotiate the same for the Township Sewer Authority. These actions are to include the ordering of loss runs, signing broker of record letters for quotes, negotiating for quotes with carriers, agents and so forth.

R. Stone commended Township Staff and Chairman Stefanowicz regarding the research put forth regarding the matters of replacing a rooftop at the Wastewater Treatment Plant facility.

C. Richards – C. Richards stated that he had attended the Township Fire Companies annual dinner banquet in Wrightsville and noted the many awards that the Township Fire Company has received. C. Richards commended Township staff on prompt efforts and care put forth during a past winter storm.

S. Parthree – S. Parthree informed the Board that the Senior Center has met with their planning committee and is planning to proceed with potential building plans. At this point in time, the Senior Center is meeting with a fundraising coordinator. S. Parthree added that an individual; from the Senior Center's potential building committee, has informed him that he has reached out and met with Township Recreation Director Chalet Harris.

S. Parthree stated that with regards to the Industrial/Commercial Development Committee, current member Peggy Bishop will no longer be attending or participating within the committee.

PUBLIC COMMENT

None to note.

With no further business, the meeting was adjourned by Chair Stefanowicz at 8:00 PM.

Respectfully submitted by: _____
Tiffany Strine, Recording Township Secretary