

DOVER TOWNSHIP

BOARD OF SUPERVISORS MEETING

MARCH 25, 2013

The Dover Township Board of Supervisors regular meeting for March 25, 2013, was called to order at 7:02 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, Township Secretary. There were 2 citizens and 1 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 THE WORK SESSION MINUTES FOR MARCH 11, 2013

Motion by M. Shermeyer and seconded by M. Menges to approve the Work Session minutes for March 11, 2013, as presented. **Passed** with 5 ayes.

APPROVAL OF MEETING MINUTES FOR MARCH 11, 2013

Motion by M. Husson and seconded by C. Richards to approve the meeting minutes for March 11, 2013, as presented. **Passed** with 5 ayes.

TREASURER'S REPORT OF CURRENT EXPENDITURES

Motion by M. Shermeyer and seconded by M. Husson to approve the warrant total for March 25, 2013, in the amount of \$448,292.35 as presented. **Passed** with 5 ayes.

PUBLIC COMMENT PERIOD

Listed on the Agenda

Nathaniel Miller, 3150 Alta Vista Road- Exemption from Garbage Services - Mr. Miller is employed at York Tractor and rents his home from the business owner. The home is only one property away from the business and has never received garbage service. When Mr. Miller began receiving bills, from Penn Waste, he called and was told there are some exceptions and to call the Township. The Township Office did explain that the owner of a business, within the Township, would need to reside at the residence in order for an exemption. This home is considered a rental property. Mr. Miller assured the Board that he does not make enough garbage to need the services and what garbage he does create or pick up along the road is taken to work and disposed of in the dumpster. Mr. Miller asked again if the Board could make an exception or if there are other options. The Board did advise him of the Pay per Bag program offered by Penn Waste and explained that if they make that one exception to the ordinances then other residents will want the same.

Angela Anderson – Attorney Representing Steve Anderson was not present. It was noted that payment was received on Friday.

There were no other Comments.

ENGINEER’S REPORT by Terry Myers

Update on Davidsburg Road, Tower Drive and Jayne Lane Intersection Improvement Project -

At the last meeting, authorization was given to sign the contract with TRG to complete a traffic study. Traffic counts have been completed and a full report has been given to the Township. The report provided a count of the number of traveled cars, speed and hand counts for peak hours of cars turning. The report stated that both Jayne Lane and Tower Drive are warranted for left hand turn lanes at the minimum lengths of 75 feet. Attorney Rausch noted that the right lanes are not warranted.

Mr. Myers presented two options. Option one was to center the turning lanes on the existing center line and transition both the east bound lane and the west bound lane to accommodate the turning lane. Option two was to add the turning lanes south of the centerline and transition the east bound lane to accommodate the turning lanes. The storm drains will need to be addressed when improvements are made to the intersection.

C.S. Davidson would like to lay out the two options, take a look at what properties will be affected, what additional ROW will need to be obtained, the number of poles being affected and then schedule a meeting with PENNDOT. Once there is a consensus on the preferred option, with PENNDOT, C.S. Davidson will prepare a detailed scope and budget of the engineering costs.

Mr. Myers has provided this information to the developer’s attorney. The developer will be responsible for their percentage since the actual turning lane is required by the subdivision plan for Ashley Farms. They are responsible for all improvements related to the turning lanes. The Township is only responsible for the improvement to Tower Drive. An agreement will be delivered to the Board once this analysis is completed. Mr. Myers is asking for authorization to complete the sketch layouts and meet with PENNDOT to discuss which option is preferred.

Motion by M. Shermeyer and seconded by M. Menges to authorized C.S. Davidson to complete the engineering at the intersection of Davidsburg Road, Jayne Lane and Tower Drive. **Passed** with 5 ayes.

Update on the Nitrate Removal at Well #10 – After talking with Township staff, a revision was made to the specifications to allow an approved work space. Before, the process and design chosen was geared around a specific supplier. It was decided to have written into the specifications an approved equivalent, as long as specifications can be met for nitrate removal. C.S. Davidson will add a pilot test to the specifications. With this, a contractor will need to provide how the necessary removal requirements will be accomplished in a specific time frame.

Advertising for construction will be on April 8th and 11th. Bids will be opened on April 19th and recommendations to award the contracts will be provided at the April meeting.

Approval to Advertise the 2013 Annual Contract - The paperwork provided to the Board is the actual advertisement for the newspaper and bidding sheets for each of the contracts. Mr. Myers wanted the Board to view which projects will be completed. C. Richards asked if a higher stone quality could be used on some roads where heavier equipment travels. The stone quoted by C.S. Davidson will provide the road a smoother quality of road. Higher stone is used on heavily traveled roads.

The Borough is working on one project around Edgeway and the school district was not interested in completing any paving work for the year of 2013.

Mr. Myers announced that York County, now, only has one bituminous material supplier and prices have increased between 10 and 15 percent making the actual cost of materials increase from \$60.00 a ton to \$70.00 a ton. The Township can begin looking at other suppliers to bid on projects. It was recommended to possibly combine bidding with other municipalities, allowing improved pricing to reach the area to be supplied. The bidding for placing of the materials contracts and the equipment rental are subject to prevailing wage. Prevailing wages are needed with an operator on projects \$25,000 and over. With the Board's approval, C.S. Davidson would like to proceed with advertising bids. Bids will be opened prior to the next meeting in April and a bid tab will be provided.

Motion by M. Menges and seconded by M. Husson to approve the advertising of the 2013 Annual Contracts, as presented. **Passed** with 5 ayes.

SOLICITOR'S REPORT by Attorney Charles Rausch

Mr. Rausch advised the Board that a productive meeting was held with the York Water Company, including Jeff Hines and JT Hand. Two main issues in discussion were the reduction of the minimum purchasing obligations and the issue of water quality being received. The Township staff will be looking into filtering the ammonia out. The Township will respond back to The York Water Company with structural figures.

MANAGER'S REPORT by Laurel Oswalt

Award of the 2013 Line Painting Bid to Alpha Space Control Who was the Low Bidder -

Manager Oswalt reported that this is a joint bid with many other York municipalities. Copies of the bid have not yet been received. Manager Oswalt was asking for approval to have the papers signed upon arrival.

Motion by M. Shermeyer and seconded by M. Husson to approve the traffic line painting bid of Alpha Space Control, as presented. **Passed** with 5 ayes.

Authorization to have Chair Love Sign the Line Painting

Motion by M. Husson and seconded by M. Menges to approve Chair Love to sign the line painting contract, as presented. **Passed** with 5 ayes.

Approval to Sell the Caterpillar 930 Wheel Loader on Municibid - Tony Biese, Assistant Superintendent, prepared detailed documentation to advertise the wheel loader. Parts can no longer be replaced.

Motion by M. Shermeyer and seconded by C. Richards to advertise and sell the Caterpillar 930 Wheel Loader on Municibid, as presented. **Passed** with 5 ayes.

Appointment of Dawn D. Slegel to the Title of Administrative Assistant

Motion by M. Shermeyer and seconded by M. Menges to appoint Dawn D. Slegel to the Title of Administrative Assistant, as presented. **Passed** with 5 ayes.

Appointment of Trena M. Hall to the Title of Township Secretary

Motion by M. Shermeyer and seconded by M. Husson to appoint Trena M. Hall to the Title of Township Secretary, as presented. **Passed** with 5 ayes.

Discussion Regarding Updating Security Measures for the Township Building and Grants –

Manager Oswalt spoke to the Board about improving security measures for the Township Building and applying for an available grant through the Township's Worker's Compensation Company. Wayne Latchaw provided a memo regarding some proposed ideas and estimated costs. An exit door in the Billing Clerk's Room which would allow access out of the building has been proposed. Additional cameras, disabling of the elevator and a panic button were also suggested. These items would fit within the Township's budget. Pricing for the exit door is estimated around \$2,500 to \$3,000 and will be funded by grant income, if received.

Motion by M. Shermeyer and seconded by C. Richards for approval to apply for the grant and move forward with installing an exit door as well as the other security improvements discussed. **Passed** with 5 ayes.

Resolution 2013-10 Proclamation for "National Public Works Week" May 19-25, 2013

Motion by M. Husson and seconded by C. Richards to approve Resolution 2013-10 Proclamation for "National Public Works Week" May 19-25, 2013, as presented. **Passed** with 5 ayes.

Authorize Dawn D. Slegel as Trustee for the Non-Uniform Pension Plan

Motion by M. Husson and seconded by C. Richards to authorize Dawn D. Slegel as Trustee for the Non-Uniform Pension Plan, as presented. **Passed** with 5 ayes.

Other Items Not on the Agenda

A request was received from the Dover Eagles Football Association asking for donations to help fund summer football camps. The Board replied that the Township is a municipality and that sport organizations are allowed to use pavilions and other facilities at no charge.

Manager Oswald asked the Board if there would be any interest in a historical bridge from Franklin Township. The Township was originally looking at the bridge to replace the Community Park Bridge which was washed out in the 2011 flooding. Unfortunately, it would have been 2 years until the bridge could have been received. PENNDOT needs to dispose of the bridge and requires an immediate answer. This would be just for the trusses and delivery at no charge. The Township would need to find storage and go through proper permitting when ready to install. It was discussed to use the bridge for the future walking path, over the creek area, at the Golf Course property. Mr. Myers did confirm that this would be a good idea. **Board Consensus** was yes, if this bridge is free of cost and the stones are included for the historical value.

Another item of concern was a rental from March 16, 2013. The renter called in Tuesday, March 12, 2013, and spoke with the new receptionist on booking a building at Brookside for that Saturday. She came in Friday and was given keys to view two of the buildings. When she returned, to the Township Building, she filled out the paperwork and kept the wrong key for the building. When she arrived to set up, she found that she had the incorrect key to the building. She called Kristal, who had been out of the office all week, only to find out that the building should never have been rented, because the park was still winterized. The Township was in error and the renter did receive a full refund. Now, for her hardship, the renter is requesting a full refund for a prepaid rental she has reserved in May. Manager Oswald suggested allowing her the May rental at a Residential fee of \$300.00 instead of the Non-Residential fee of \$450.00. The difference would be \$150.00. The Board agreed that a full refund was not needed and the \$150.00 discount would be sufficient.

Motion by M. Husson and seconded by M. Shermeyer to charge a residential fee of \$300.00 for the rental on May 18, 2013 and refund her the difference of \$150.00. **Passed** with 5 ayes.

PUBLIC WORKS DIRECTOR'S REPORT by Charles Farley

Approval for Chair Love to Sign the BH Proposal for Additional Sewer Mapping Work - Mr. Farley discussed the additional \$15,500.00 for mapping work that was performed. The Board would like to have the contract reviewed closer. The Township should not be held liable for the additional charges, if it was the contractor who estimated incorrectly. Until all details on the contract are understood, this issue is on hold. M. Husson asked to see Proposal No. 31457A before any further comments are made.

Motion by M. Husson and seconded by C. Richards to table the decision on paying the additional \$15,500 until viewing Proposal No. 31457A closer. **Passed** with 5 ayes.

OLD BUSINESS

Manager Oswald felt the information presented, in the Master Plan, was misleading and believes the Board should begin again, with a better understanding. For clarification, the Plan should be considered "The Master Facility Plan" which deals with the Township's Building parcel and the Golf Course parcel. "The Priority and Strategic Plans" are two separate

documents based more on the whole Township. The Board needs to visualize future ideas for the parcels. Buildings do not need to be immense but feasible to be added on to or combined together. A new building could be prefabricated and not engineered. Some buildings could be eliminated or developed into recreation facilities. It is necessary for the Board to prioritize all needs between sports, recreation and Township facilities and create a sketch of the two parcels giving the options for adjustments as more issues arise. M. Menges believed the Plan was based more towards Township facilities and employees. Invested money should be more for the resident's requests.

COMMENTS/NEW BUSINESS FROM BOARD OF SUPERVISORS

Supervisor Richards attended the Northern Regional planning meeting for "National Night Out". This event will be held at the Dover Borough Fire Company on August 8, 2013. Money was carried over from the previous year and businesses are already contributing for this year. This event attracted over 1,000 people last year and was designed to be a family oriented evening with free giveaways to be taken home. Donations are being accepted and no items are to be sold. The Township will provide a booth with children's activities, coloring books, bags and brochures for all. M. Shermeyer asked Fire Chief, Glen Jansen, to provide pamphlets for older residents on fire safety. The committee will be attempting to hold a contest between fire departments. Dewalt Tool Company has offered a prize of extractor tools to the first place fire company.

Supervisor Husson reported on the Ambulance Club. Two grants have been received. One was from the Emergency Service Federation for approximately \$7,230.00 and will be used to replace a Stryker litter for one of the existing ambulances. A Debt Reduction Grant was received through the State in the amount of \$6,650.00 and will be used to pay down the debt on some of the ambulances. The Ambulance Club appreciates all the help received by the Township.

Chair Love wanted to publicly thank the utility companies for a job well done. The training and information provided, last weekend, was directed towards Supervisors and Elected Officials.

Supervisor Husson asked if someone would pick up information, for him, when the Rain Garden Seminar is with West Manchester Township.

There were no further comments from the public. Manager Oswalt stated that an Executive Session was not needed.

The Board of Supervisor's meeting adjourned at 8:37 PM.

Respectfully Submitted by

Trena M. Hall, Township Secretary