

**DOVER TOWNSHIP  
BOARD OF SUPERVISORS MEETING  
MINUTES  
MAY 22, 2017**

The Dover Township Board of Supervisors' Meeting for Monday, May 22, 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 Matthew Menges, Stephen Parthree, Charles Richards and Robert Stone. Other Township Representatives in attendance were Laurel Oswalt, Township Manager; Georgia Sprenkle, Township Zoning Officer; Michael Fleming, Township Public Works Director; Charles Rausch, Township Solicitor; Terry Myers, Township Engineer; Cory McCoy, C.S. Davidson and Tiffany Strine, Township Secretary. There were twenty-six 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 Township personnel matters.**

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

**A Dover Township Zoning Hearing on proposed zoning ordinance amendments was opened by Chairman Stefanowicz at 7:05 PM. in the meeting room of the Dover Township Municipal Building.**

Attorney Rausch stated that this Zoning Hearing has been advertised in the York Dispatch and the York Daily Record and appears on the agenda for the Board's consideration.

Attorney Charles Rausch recognized the presence of each Board member and the presence of a Court Appointed Stenographer.

Attorney Rausch announced that the Public Zoning Hearing being held is required to be able to amend the current Zoning Ordinance that is now proposed to contain specifications for access drives and driveways. The regulations will be taken from the Zoning Ordinance and inserted into the SALDO, also known as the Subdivision and Land Development Ordinance. The proposed ordinance is being submitted for recommendations in accordance with Section 505 (a) of the Pennsylvania Municipalities Planning Code (PA MPC).

Attorney Rausch stated that any public comments or opinions from the Board of Supervisors and the public present are welcomed during this time. No public comments or opinions from the Board of Supervisors or public present were made.

Attorney Rausch added that the York County Planning Commission has reviewed the proposed amendments to the Zoning Ordinance and has supplied no objections.

Chairman Stefanowicz stated that the Board will take the information presented that was proposed under advisement and will issue a decision accordingly.

With no further business, Chairman Stefanowicz adjourned the Zoning Hearing meeting at 7:09 PM.

### **APPROVAL OF THE BOARD OF SUPERVISORS' MEETING MINUTES FOR MAY 8, 2017**

A revision was made to amend the May 8, 2017, Board of Supervisors minutes as follows; to amend Page 1 to replace Vice Chairman Richards in paragraph 2 sentence 1 with Chairman Stefanowicz.

**Motion** by S. Parthree and seconded by R. Stone to approve the Board of Supervisors' Meeting Minutes for May 8, 2017, as amended and presented. **Passed** with 5 ayes

### **TREASURER'S REPORT**

#### **Approval of Current Expenditures**

**Motion** by M. Menges and seconded by R. Stone to approve the warrant total for May 22, 2017, in the amount of \$307,603.71 as presented. **Passed** with 5 ayes

### **INFORMATION ON EVENTS AND LOCAL ANNOUNCEMENTS**

**Chalet Harris, Township Recreation Director** – Mrs. Harris announced to the public that Dover Township Recreation will be hosting upcoming bus trips to surrounding areas and one of which is to include a trip to Baltimore's Inner Harbor. Dover Township's Summer Playground and Summer Preschool Programs are beginning in June and the Summer Preschool Program has already filled its maximum limit of spaces available. The next free concert in the Dover Township Summer Concert Series is scheduled for Sunday, June 11<sup>th</sup> at the Gazebo in the Dover Community Park from 6 to 8 PM. The Emigsville Band will be performing at the June 11<sup>th</sup> concert.

### **PUBLIC COMMENT**

#### **Attorney J. Robert Katherman – Katherman, Heim & Perry Law Offices– Representing the entity of Belmont Associates, owner of the Dover Towne Apartments Developer**

Attorney Katherman provided the Board of Supervisors with an updated status on the potential Northern Road Project. Attorney Margret Driscoll was present to represent the Dover Area School District. Pastor Jeff Bender from the Dover Assembly of God Church was present for this matter. During previous meetings, the developer of the proposed area and a representative from the Dover Area School District were present to discuss potential plans for a proposed layout of a possible route addition in the Harmony Grove intersection area.

Attorney Katherman stated that during the previous Township meeting for this topic discussion, the installation of a new road way would be at the expense of his clients and that the Township authorizes the Township Engineer to engage in talks with them regarding this matter and initiate

general concepts. Ultimately, Attorney Katherman stated that the Township would assume responsibility for design, PENNDOT Approval Process and the acquisition of land to roadway. Attorney Margaret Driscoll; CGA Law Firm, stated that she and her clients with the district are still conceptually in agreement with the process.

Manager Oswalt informed Attorney Katherman that the Township has contacted the County and engaged a traffic engineer for review and has since created a proposal in return to Attorney Katherman and Belmont Associates. It was proposed to Attorney Katherman and his Belmont Associates and Attorney Driscoll along with the School District, for both parties to share the costs of the needed traffic study. Attorney Katherman and his Belmont Associates have agreed to financially pay half of the cost for the traffic study, Attorney Driscoll and her associates of the Dover School District have agreed to pay \$6,000.00 towards the traffic study fees.

Attorney Katherman has asked Pastor Jeff Bender from the Dover Assembly of God Church to attend this evening's meeting and offer any input Pastor Jeff Bender feels necessary. The Dover Assembly of God Church lies in close proximity to the proposed area for construction and extension. Attorney Katherman added that at this time, there is no negative impact to the Dover Assembly of God Church or any future plans the Church may desire for Church expansion.

Attorney Katherman supplied the Board of Supervisors with plan proposals depicting the area for construction and extension consisting of Intermediate Avenue and Harmony Grove Road. Attorney Katherman added that both associate parties involved will share in the costs of the proposed project. Township Engineer, Terry Myers and Board member, M. Menges did inform the parties of the need for adequate configuration of the intersections that will be created.

Mr. Myers informed the Board of possible funding for this project from the York Area Metropolitan Planning Organization, YAMPO. This funding may need to be sought for the installation of a traffic light in this proposed location. Mr. Myers added that further review of options needs to be addressed to resolve heavy traffic congestion at the location and then seek funding if this proposal is deemed the best option.

**Board consensus was to have all outside involved parties determine some very potential key factors of a plan proposal before further procession. Some of the areas are to include exact areas available for their proposed project and design to be proposed showing the extended route. The Board would like to retain options to explore federal funding thru YAMPO and begin a level two study to examine the options of addressing the congestion in the Dover Borough Square.**

#### **Attorney Margret Driscoll – CGA Law Firm**

Attorney Driscoll approached the Board of Supervisors in asking the Board to consider a proposal; in which she is working with the Dover School District, to seek resolve for a matter regarding Leib Elementary School and traffic congestion issues in this area.

Attorney Driscoll has stated that the Dover School District has looked into the area and has created a solution for the issue. The school district is willing to create a road that would

measure approximately four hundred feet long and twelve feet wide. The school district feels that by the adding of this additional proposed roadway, this addition will solve a lot of the schools traffic congestion and parking issues they currently possess. Attorney Driscoll was informed by the school board to inquire with the Township to see if it is possible to have any stormwater permitting fees waived for this process.

The Township Engineer, Mr. Terry Myers, will look into this matter for purposes of adequately fulfilling the legal engineering obligations deemed appropriate in this area. The Board of Supervisors will then determine the appropriate course of action in honoring the School Districts wishes if appropriate.

### **Jerry Shaffer – 2270 Sky Top Trail**

Mr. Shaffer is a Township resident from Sky Top Trail. Mr. Shaffer asked the Board of Supervisors in which direction the planned extension of Intermediate Avenue will be extended?

The Board of Supervisors informed Mr. Shaffer that the planned extension of Intermediate Avenue is to be extended on the west side of Carlisle Road, near Harmony Grove Road.

### **ZONING OFFICER'S REPORT by Township Zoning Officer Georgia Sprenkle**

#### **Discuss PL 17-2 Members 1<sup>st</sup> – 4000 Carlisle Road – 4 Lot Subdivision**

Ms. Sprenkle introduced Rick Castranio with Alpha Consulting Engineers, Inc. and Dale Gingerich with Members 1<sup>st</sup> Federal Credit Union to present the above referenced subdivision plan, dated April 5, 2017.

Mr. Castranio informed the Board of Supervisors of PL 17-2, Members 1<sup>st</sup>, 4 lot subdivision progress and addressed the following waiver requests he is seeking for Board approval. The waiver requests being sought are for § 704.A – Right of Way Width and § 710 – Sidewalk – South Side Only.

**Motion** by M. Menges and seconded by R. Stone to approve the plan, PL 17-2, Members 1<sup>st</sup>, 4000 Carlisle Road, 4 Lot Subdivision waiver request § 704.A – Right of Way Width and § 710 – Sidewalk – South Side Only, as presented. **Passed** with 5 ayes

**Motion** by M. Menges and seconded by C. Richards to approve the plan, PL 17-2, Members 1<sup>st</sup>, 4000 Carlisle Road, 4 Lot Subdivision subject to the open Subdivision and Land Development Ordinance items 1, 2, 3, 9 and 11 as described on the May 1<sup>st</sup>, 2017 C.S. Davidson Letter, as presented. **Passed** with 5 ayes

#### **Discuss PL 16-1 Bupp/McNaughton – Bull Road – Preliminary Plan – 196 Lots**

Ms. Sprenkle introduced Mr. Byron Trout, Public Engineer and Mr. Tray Elrod with Gordon L. Brown and Associates. Mr. Trout stated that his office and associates are in the process of fulfilling the next phases of their project. Mr. Trout added that the current plans were designed years ago for the implementation of single-family dwellings and now he has re-configured the

plan and in the process has now made the following changes: Conversion of the single-family dwellings into duplex units. A cul-de-sac was removed, the addition of more lots and additional stormwater ponds. The addition of a community center and the creation of a perimeter green belt to the property.

**Motion** by M. Menges and seconded by C. Richards to approve PL 16-1, Bupp/McNaughton, Bull Road, Preliminary Plan, waiver requests § 19-301.11 – Basin embankments within setbacks, § 22-501.2. D – North arrow orientation, § 22-704.I – Turning radius at the intersection of Roosevelt Avenue extended and Witherbee Road, as described on the C.S. Davidson May 16<sup>th</sup>, 2017 letter, as presented. **Passed** with 5 ayes

**Motion** by M. Menges and seconded by R. Stone to approve PL 16-1, Bupp/McNaughton, Bull Road, Preliminary Plan, subject to the open conditions on the May 16<sup>th</sup>, 2017 C.S. Davidson letter including the handwritten conditions 14 and 15 and excluding condition 11 that appears to be addressed and crossed off, as presented. **Passed** with 5 ayes

### **Herbert Miller Property**

Ms. Sprenkle informed the Board of Supervisors that she would like to file criminal charges under the Township Property Maintenance Code against Herbert Miller with regards to one of his properties located within the Township that Mr. Miller is failing to caretake.

**Board consensus was reached and it was determined to instruct Township Zoning Officer Georgia Sprenkle to draft and issue a letter along with providing notice to Mr. Herbert Miller with regards to the above described matter.**

### **SOLICITORS'S REPORT by Township Solicitor Charles Rausch**

#### **Approval of Ordinance 2017-04 Amending the Dover Township Zoning Ordinance**

Attorney Rausch addressed the Board of Supervisors and informed them that this is their time to now approve Ordinance 2017-04 amending the Dover Township Zoning Ordinance by vote. Attorney Rausch added that the amendment and addition of the word “per” will be placed before the word “unit” within the proposed Ordinance 2017-04 amending the Dover Township Zoning Ordinance.

**Motion** by R. Stone and seconded by S. Parthree to approve Ordinance 2017-04 amending the Dover Township Zoning Ordinance as amended by council, as presented. **Passed** with 5 ayes

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

#### **Approve Resolution 2017-11 Authorizing Participation in a Joint Comprehensive Plan Amendment Update with Dover Borough**

Manager Oswalt stated that Resolution 2017-11 is authorizing Dover Township to participate in the update to the Joint Comprehensive Plan in conjunction with the Dover Borough to continue the Township's endeavor for planning of both communities.

**Motion** by M. Menges and seconded by C. Richards to approve Resolution 2017-11 authorizing participation in a Joint Comprehensive Plan amendment update with the Dover Borough, as presented. **Passed** with 5 ayes

### **Approve Resolution 2017-12 Authorizing an Application to York County for Funding under the Community Development Block Grant Program**

Resolution 2017-12 is to authorize an application to York County for funding under the Community Development Block Grant program. Township personnel have three possible projects to forward unto York County for possible funding under the Community Development Block Grant program. The following projects have been proposed for this grant funding and are as follows: 1.) The Dover Township/Dover Borough Joint Comprehensive Plan, 2.) Nursery Road Culvert Improvements, Part 2 and 3.) Cardinal Lane Sewer Lining Project. The projects are ranked in order from necessity from a funding prospective.

**Motion** by M. Menges and seconded by R. Stone to approve Resolution 2017-12 authorizing an application to York County for Funding under the Community Development Block Grant Program, as presented. **Passed** with 5 ayes

### **Discussion of Possible Contracting of Zoning Officer Services to Dover Borough**

Manager Oswald informed the Board that she has been contacted by a member of the Borough Council about whether the Township would consider contracting the Township Zoning Officer; Georgia Sprenkle's time to the Borough until the end of June 2017. The assistance provided would be limited to issuing permits and issuing enforcement notices.

The Board of Supervisors discussed the timeframe and estimated cost for services.

**Board consensus was determined and collectively reached to allow the Township Zoning Officer to contract zoning officer duties to Dover Borough until the end of June 2017, to allow for an allotment of two hours of service per week and to charge a fee of eighty (\$80.00) dollars for the time allotted.**

### **Approval of the Nursery Road CDBG Contract to Extend the Timeframe for the Project's Completion**

Manager Oswald informed the Board that the Time of Performance has been extended due to delays associated with lack of bids on the project the first time it was advertised.

**Motion** by M. Menges and seconded by R. Stone to approve the Nursery Road CDBG Contract to extend the timeframe for the project's completion, as presented. **Passed** 5 ayes

### **Fox Run Road Twenty-Five (25) Miles Per Hour Zone**

Manager Oswald addressed a previous Board of Supervisor member inquiry regarding Fox Run Road and a 25 Miles Per Hour zone. Supervisors M. Menges asked that the signage for Fox

Run Road's 25 MPH be looked into to determine the reasoning the speed limit signs were erected as depicted on the GIS plan provided. Manager Oswalt informed the Board that she has looked into this matter and that it appears as though a traffic study done in 1981 warranted 25 MPH for the entire length of the road from Carlisle Road to Butter Road. However, the ordinance that was passed by the Board of Supervisors, only set the reduced speed from Carlisle Road to Thunderbird Trailer Court. Their reason was not documented for their decision.

**Board consensus was collectively reached and determined to retain the current Township Ordinance depicting the current terms and to have the positioning of the current 35 Miles Per Hour relocated to the more feasible and necessary area along the same route.**

#### **Discussion regarding Garage/Recreation Plan Issues related to the Road Location**

Manager Oswalt stated that the Township is working to finalize the paperwork and to obtain the NPDES Permit from the York County Conservation District for the garage project. Manager Oswalt added that the Township has inquired with Site Design Concepts, Inc. to see if the current plans would need amended if the proposed roadway thru the property is relocated. Site Design Concepts, Inc. informed Manager Oswalt that the current Garage Plan would be affected in various ways.

**Board consensus was collectively reached and determined that the Board would like to retain the current roadway configuration on the proposed Recreation Plan.**

#### **OLD BUSINESS**

None to note.

#### **COMMENTS FROM THE BOARD**

**R. Stone** – R. Stone reminded the Board that the Township is currently reevaluating the Township's Property, Casualty Professional Liability Insurance and great progress with various agent presentations is being made. R. Stone added that due to limited time and meeting availability, R. Stone would like to ask for Board Consensus Manager Oswalt and himself to proceed in the selection process.

**Board consensus was collectively reached and determined to allow for Supervisor R. Stone and Manager Oswalt to proceed and in the selection process of a Property, Casualty Professional Liability Insurance.**

**S. Parthree** – S. Parthree voiced opinion in suggesting the Dover Senior Center inquire with a local developer whom may be constructing an age-directed club house/center to discuss any feasible collaboration or ideas if possible.

**S. Stefanowicz** – Chairman Stefanowicz stated that he has received requests for more recreation land from the community. One inquiry was related to Sewer Authority land located near Conewago Creek. Chairman Stefanowicz added that he may inquire at the next Sewer

Authority meeting with regards to this matter.

**PUBLIC COMMENT**

**None to note.**

With no further business, the meeting was adjourned by Chairman Stefanowicz at 8:52 PM.

Respectfully submitted by: \_\_\_\_\_  
Tiffany Strine, Recording Township Secretary