

**DOVER TOWNSHIP
BOARD OF SUPERVISORS MEETING
MINUTES
JUNE 26, 2017**

The Dover Township Board of Supervisors' Meeting for Monday, June 26, 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 and Tiffany Strine, Township Secretary. There were two citizens present. This meeting is being recorded for the purpose of minutes only.

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

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.

APPROVAL OF THE BOARD OF SUPERVISORS' MEETING MINUTES FOR MAY 22, 2017

Motion by R. Stone and seconded by S. Parthree to approve the Board of Supervisors' Meeting Minutes for May 22, 2017, as presented. **Passed** with 5 ayes

TREASURER'S REPORT

Approval of Current Expenditures

Motion by M. Menges and seconded by C. Richards to approve the warrant total for May 31, 2017, in the amount of \$56,825.36 as presented. **Passed** with 5 ayes

Motion by M. Menges and seconded by C. Richards to approve the warrant total for June 9, 2017, in the amount of \$435,565.19 as presented. **Passed** with 5 ayes

Motion by M. Menges and seconded by C. Richards to approve the warrant total for June 19, 2017, totaling in the amount of \$942,525.96 as presented. **Passed** with 5 ayes

Motion by M. Menges and seconded by C. Richards to approve the warrant total for June 26, 2017, in the amount of \$119,966.26 as presented. **Passed** with 5 ayes

INFORMATION ON EVENTS AND LOCAL ANNOUNCEMENTS

Manager Oswalt – Manager Oswalt announced to the public that Dover Township Recreation will be hosting many upcoming events within the Township. An AARP Senior Driving

Program will be held September 19th, 2017 at the Dover Township Municipal Building. July 26th, 2017, from 4 PM to 8 PM, the Annual Dover Township Old Fashioned Carnival will be held at Brookside Park. Dover Township's Summer Playground and Summer Preschool Programs have begun and are proving successful again this year. Between the Township Summer Playground and the Township Preschool Playground Programs, there are a total of one hundred and thirty-seven registered children for the 2017 summer season. The next free concert in the Dover Township Summer Concert Series is scheduled for Sunday, July 9th at the Gazebo in the Dover Community Park from 6 to 8 PM. The Spring Garden Band will be performing at the July 9th concert.

PUBLIC COMMENT

Deb Ethridge – Dover Resident Wanting to Seek Fee Waiver

Deb Ethridge is a Dover Township resident whom is asking the Board of Supervisors to waive the rental fees for an upcoming rental she has reserved with the Township. Deb Ethridge informed the Board of Supervisors that she will be holding a memorial vigil event for her son, Army Specialist Zachary R. Clouser, whom was killed in action.

Motion by C. Richards and seconded by R. Stone to approve the fee waiver for Deb Ethridge for the rental of the Township Community Park for the holding of a memorial vigil for Army Specialist Zachary R. Clouser on July 18th, 2017, as presented. **Passed** with 5 ayes

Andrea Crone – 3071 Old Carlisle Road – Discuss Land Development Plan Regarding Shelley's Restaurant Project

Andrea Crone is a Dover Township resident. Mrs. Crone informed the Board of Supervisors of the status and upcoming progress of her land development plan regarding the Shelley's Restaurant Project.

Mrs. Crone is asking the Board for a Letter of Release for the current Security Bond held on the 3071 Old Carlisle Road property at the present time. Mrs. Crone's reason being due to the fact that she is still addressing environmental issues at this site and that in return is prolonging any forms of progress in which she is holding the current Security Bond. Mrs. Crone stated that for financial reasons, she would like to be granted a Letter of Release to issue to her security company for the present time during the environmental studies and at a later date apply for the necessary Security Bond again when she would be able to complete the project. Mrs. Crone stated that she is still pursuing current project plans for this site.

Motion by M. Menges and seconded by R. Stone to approve the Township to issue a letter for the aforementioned bonding requirement to be released while there is not an active PENNDOT Highway Occupancy Permit; when there is the issuance of another Township Building Permit and an active PENNDOT Highway Occupancy Permit, the bonding requirement must be met prior to the issuance of the Township Building Permit, as presented. **Passed** with 5 ayes

ZONING OFFICER'S REPORT by Township Zoning Officer Georgia Sprenkle

**REVIEW PL-17-4 RICHARD BRAY – 1740 ROHLERS CHURCH ROAD –
2 LOT SUBDIVISION**

Ms. Sprenkle introduced Mr. Grant Anderson with Site Design Concepts to present the above referenced subdivision plan for 1740 Rohlers Church Road, a 2-lot subdivision.

Mr. Anderson is seeking two waiver requests for the proposed 1740 Rohlers Church Road, 2 lot subdivision which are as follows: 1.) §22-601.2. A – A plan be drawn at a scale no smaller than 1" = 100' and 2.) Where a subdivision abuts, or contains an existing street of inadequate width, the developer shall provide sufficient additional right of way cart way widths to meet the following standards (§ 22-704.b).

Motion by M. Menges and seconded by R. Stone to approve the proposed two waivers for the 1740 Rohlers Church Road, 2 lot subdivision, which are as follows: 1.) §22-601.2. A – A plan be drawn at a scale no smaller than 1" = 100' and 2.) Where a subdivision abuts, or contains an existing street of inadequate width, the developer shall provide sufficient additional right of way cart way widths to meet the following standards (§ 22-704.b)., as presented. **Passed** with 5 ayes

The following outstanding Subdivision and Land Development Ordinance requirements must yet be met: 1) Prior to final plan approval, a disk in an electronic format compatible with the Township GIS system, should be provided (§ 22-501.2. A). A PDF of the plans should be supplied to the Township for review at the Board of Supervisors Meeting. 4) A planning module for land development should be submitted. (§ 22-502.2). 5) The amount of land required to be provided for public recreational purposes for all residential subdivisions or land development plans shall be a minimum of 0.025 acres per lot or dwelling unit. Dedication of recreation land or fees in-lieu of for each dwelling unit is required on all residential subdivisions, and all multi-family developments, regardless of whether private recreational facilities are also provided. (§ 22-718.1)

Motion by C. Richards and seconded by S. Parthree to approve the 1740 Rohlers Church Road, 2 lot subdivision upon the completion of the following outstanding Subdivision and Land Development Ordinance requirements, 1) Prior to final plan approval, a disk in an electronic format compatible with the Township GIS system, should be provided (§ 22-501.2. A). A PDF of the plans should be supplied to the Township for review at the Board of Supervisors Meeting. 4) A planning module for land development should be submitted. (§ 22-502.2). 5) The amount of land required to be provided for public recreational purposes for all residential subdivisions or land development plans shall be a minimum of 0.025 acres per lot or dwelling unit. Dedication of recreation land or fees in-lieu of for each dwelling unit is required on all residential subdivisions, and all multi-family developments, regardless of whether private recreational facilities are also provided. (§ 22-718.1), as presented. **Passed** with 5 ayes

**APPROVE TOWNSHIP SECRETARY TO SIGN RESOLUTION 2017-13 FOR PLAN
REVISION FOR NEW LAND DEVELOPMENT – FAIRE WYND DEVELOPMENT
LLC**

Ms. Sprenkle introduced Resolution 2017-13 for the plan revision for new land development – Faire Wynd Development LLC Phase 1 Revised. Ms. Sprenkle is asking for Board approval to

have the Township Secretary sign Resolution 2017-13. The newly proposed Faire Wynd Development requires more lots and therefore requiring additional EDU's.

Motion by R. Stone and seconded by M. Menges to approve the Township Secretary to sign Resolution 2017-13 for plan revision for new land development for Faire Wynd Development, LLC., as presented. **Passed** with 5 ayes

DISCUSS A TOWNSHIP PROPERTY NEEDING MOBILE HOME REMOVAL

Ms. Sprenkle informed the Board that Mrs. Maureen App is working on a property that needs to have a burned mobile home removed. The Township has received a quote estimated at \$10,000.00 for a demolition contractor to remove a mobile home within the Township. The Township has considered the possibility of Township personnel removing the structure with rented equipment.

R. Stone; along with the Board of Supervisors, voiced concern regarding the liabilities created by this task being completed in house.

C. Richards added that this may not prove adequate in cost and personnel time for demolition and removal.

Board consensus was reached and it was determined to instruct Township Zoning Officer Georgia Sprenkle to seek other quotes for a demolition contractor to remove the above stated mobile home and not seek the services of Township personnel to perform the demolish in and removal of the structure.

R. Stone extended a special thank you to recent efforts made by Mrs. Sprenkle for her actions in having a local Township property clean-up its grounds with regards to necessary maintenance.

ZONING HEARING BOARD – ALTERNATE MEMBER POSITION

Ms. Sprenkle informed the Board of Supervisors that Mr. Donald Bupp will no longer be serving on the Zoning Hearing Board due to recent medical factors. Therefore, this opens an alternate member position. Ms. Sprenkle informed the Board that the Zoning Hearing Board will move Mr. Robert Wright; whom currently serves on the board, into a member position and then appoint a new alternate to assume Mr. Wright's prior position.

The Board collectively agreed to recognize Mr. Donald Bupp's many years of service to the Township on the Zoning Hearing Board in the form of a Resolution of Service. This Resolution will be pursued and presented at an upcoming Board of Supervisors meeting.

SOLICITORS'S REPORT by Township Solicitor Charles Rausch

Approval of Ordinance 2017-05 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 2017-05 amending the Dover Township Code of Ordinances, as

Amended, Chapter 21, "Streets and Sidewalks" by adding a new part 4, "Driveways and Access Drives".

Motion by M. Menges and seconded by S. Parthree to approve Ordinance 2017-05 amending the Dover Township Code of Ordinances, as Amended, Chapter 21, "Streets and Sidewalks" by adding a new part 4, "Driveways and Access Drives", as presented. **Passed** with 5 ayes

ENGINEER'S REPORT by Township Engineer Terry Myers

2016 Water Improvement Change Order Number 6

Township Engineer; Mr. Terry Myers, informed the Board that the 2016 Water Improvement Change Order Number 6 totaled in the amount of \$8,199.77. C.S. Davidson Engineer's Project Number 1619.7.37.00, contractor Joao & Bradley.

Motion by M. Menges and seconded by C. Richards to approve the 2016 Water Improvement Change Order Number 6 totaled in the amount of \$8,199.77, as presented. **Passed** with 5 ayes

2016 Water Improvement Application for Payment Number 4 (Final)

Mr. Myers informed the Board that the 2016 Water Improvement Application for Payment Number 4 (Final) totaled in the amount of \$187,965.53. C.S. Davidson Engineer's Project Number 1619.7.37.00, contractor Joao & Bradley.

Motion by M. Menges and seconded by C. Richards to approve the 2016 Water Improvement Application for Payment Number 4 (Final) totaled in the amount of \$187,965.53, as presented. **Passed** with 5 ayes

Mr. Myers added that the record should reflect an update was made to Change Order Number 4 for the 2016 Water System Improvements in the amount of \$25.00 and this change indicated a minor modification necessitating a fluctuation for the 2016 Water System Improvements on Change Order Number 5 as well. These minor changes were made due to calculation differences and the Township has been provided copies of these changes. Mr. Myers added that this project is now complete.

Discuss 4289 Winchester Road Drainage Issue

Mr. Myers informed the Board that Township personnel and himself met with Ray Caputo on May 25, 2017 to review a complaint regarding the storm sewer and inlet that was installed in his yard as part of the 2008 Edgewood Park Drainage Improvement Project- Phase II. Mr. Myers provided images for the Board of the area in discussion at 4289 Winchester Road. Mr. Myers stated that Mr. Caputo's complaint is that the surrounding ground continues to sink around the inlet and that the inlet devalues his property and the perforated underdrain system that was installed causes browning of his lawn in the summer season. Mr. Caputo would like the inlet pipe removed.

Mr. Myers informed the Board that as an alternative method to not remove the pipe, the

relocation of the pipe is being considered to an adjacent property by extending the pipe and replacing the inlet with a manhole or junction box. A proposal to fill in Mr. Caputo's swale with additional top soil may help to retain moisture for his lawn and the proposed additional work could be completed by the Township Public Works Road Crew. Mr. Caputo has offered to complete the seeding and mulching once the topsoil has been added.

Board consensus was reached and it was collectively decided to fill in around the inlet only and not pursue any additional work.

MANAGER'S REPORT by Township Manager Laurel Oswalt

Discuss Resident Letter Regarding Feral Cats

Manager Oswalt provided the Board of Supervisors with a letter from a Dover Township resident named Mr. Shirk regarding feral cats. The Dover Township Zoning Officer originally received a complaint about the feeding of feral cats and had sent a letter to the property owner that Mr. Shirk indicated was feeding the animals. The resident whom was issued the letter was into the Township office to see the Township Zoning officer and informed her that they have an outside cat. The cat has a home, has been to the veterinarian for proper vaccines and has been fixed. Mr. Shirk feels that the Township should authorize the Animal Control Officer to deal with this situation. The Township does not retain the Animal Control services to remove cats.

The Board discussed the issue at hand and deemed it unnecessary and financially inadequate to retain such services within the Township.

Motion by M. Menges and seconded by R. Stone to move to not provide services to remove feral cats within the Township's Animal Control Agreement, as presented. **Passed** with 5 ayes

North of the Borough Road Letter Request from Attorney Katherman

Manager Oswalt informed the Board that she has received a letter from Attorney Katherman for the Developer. Manager Oswalt added that should the Board be inclined to move forward with CS Davidson to have a concept plan developed, the Township should seek the necessary traffic data from a traffic study first. In addition, Manager Oswalt added that the Township should seek input from PENNDOT to avoid the wasting of funds needed in the process of developing a plan that PENNDOT would possibly not be in favor of permitting. This is not a budgeted expense for 2017.

The Board agreed to await traffic study reports and PENNDOT input. As a result of adequate and sufficient findings, the Board would like to further pursue this matter in next year's budgeting.

Approve Jayne Lane/Davidsburg Road/Tower Drive Right of Way Agreement with Christopher and Krystle Griffin

Manager Oswalt informed the Board that this will be the last of the necessary Road Right of Way Agreements needed for the Jayne Lane/Davidsburg Road/ Tower Drive project. The last

agreement was completed by Christopher and Krystle Griffin and is needing Board approval this evening.

Motion by M. Menges and seconded by R. Stone to approve the Jayne Lane/Davidsburg Road/Tower Drive Right of Way Agreement with Christopher and Krystle Griffin of 3690 Davidsburg Road, as presented. **Passed** with 5 ayes

CDBG Amendment to the Nursery Road Culvert Improvement Grant Contract

Manager Oswalt stated that the County has authorized an increase in grant funding for this project in the amount of \$17,500.00. Board authorization is being sought to authorize the contract amendment reflecting this change.

Motion by C. Richards and seconded by S. Parthree to approve the CDBG amendment to the Nursery Road Culvert Improvement Grant Contract to reflect the changes pertaining to the increase in grant funding for this project, as presented. **Passed** 5 ayes

Approval of the Advertisement of Request for Proposals for Auditing Services

Manager Oswalt provided the Board with a draft Request for Proposals package for auditing services. If approved, results are projected for September 2017.

Motion by M. Menges and seconded by R. Stone to approve the advertisement of Request for Proposals for auditing services, as presented. **Passed** 5 ayes

Discuss Cohen Law Proposal to Perform Wireless Facility Management Services

The proposal from Cohen Law to perform wireless facility management services for Board consideration has been reviewed by Township Solicitor Charles Rausch. The proposal would be to review and propose new regulations to limit and control distributed antenna systems from being placed in the Township in ways that may impact the community. Materials were provided for review and discussion.

Board discussion was held and questions were raised discussing possibilities that would necessitate the use of this service. It was noted that this concept is new to the area and that the implementation of this concept may not prove essential at this time.

Board consensus was collectively reached and determined that the Board would like to abstain from seeking the proposed Wireless Facility Management Services at this time.

Approve to Advertise Ordinance to Restrict Weight on the Butter Road Bridge (#367) and the Rohlers Church Road Bridge (#426)

Motion by R. Stone and seconded by C. Richards to approve to advertise the ordinance to restrict weight on the Butter Road Bridge (#367) and the Rohlers Church Road Bridge (#426), as presented. **Passed** 5 ayes

Approve to Expedite an/and Advertise an Ordinance to Pass an Intergovernmental Agreement to Participate in the 2018-2023 CBPRP

This ordinance would be an inter-municipal ordinance for the Township's MS4 2018-2023 Chesapeake Bay Pollution Reduction Plan (CBPRP) and Notice of Intent (NOI). Attorney Rausch has been involved with the preparation and review of the inter-municipal agreement. Mr. Fleming added that timing is essential in this matter in that it must be completed by the August 28th Board of Supervisors meeting so that the Township can have the Township's Notice of Intent prepared and ready for submission to the Pennsylvania Department of Environmental Protection prior to the deadline of September 16th, 2017.

Motion by R. Stone and seconded by C. Richards to approve to advertise an Ordinance to pass an intergovernmental agreement to participate in the 2018-2023 CBPRP, as presented. **Passed** 4 ayes and 1 nay per M. Menges

Acknowledgement of No Bids Received for the Second Time for Equipment Rental and Paving Restoration

Mr. Fleming informed the Board that bid proposals were previously advertised and scheduled to be opened today, June 26th, 2017, however the Township did not receive any proposals. This necessitates that the Board of Supervisors must confirm that the Township has advertised twice and have received no proposals either of the times advertised.

The Board acknowledged that no bids were received for the second time for Equipment Rental and Paving Restoration for the necessary work.

Status Update on the Emig Mill Road Bridge

Manager Oswalt informed the Board that after recent findings amongst the Township Public Works Road Crew, the Emig Mill Road Bridge was brought to the Township's attention for needing improvements. C.S. Davidson was contacted and C.S. Davidson has prepared and provided an inspection report. The inspection report findings proved the Emig Mill Road Bridge to be structurally deficient and at this time the Township will now await a proposal and design from C.S. Davidson for repair.

Mr. Fleming informed the Board that the previously acknowledged sewer main/lateral repairs will be moving forward. Mr. Fleming would like to inform the Board that the Township received two quotes and that the lowest adequate quotes was received from E.K. Services Incorporated in the amount of \$71,640.00.

OLD BUSINESS

None to note.

COMMENTS FROM THE BOARD

C. Richards – C. Richards informed the Board that a portion of the Northern EMS Ambulance former area of coverage has now been added to the Dover Area Ambulance coverage.

R. Stone – R. Stone extended much gratitude towards Township Administrator Dawn Strawsbaugh for her great efforts during the Township insurance rebidding process. R. Stone thanked Manager Oswald and Mrs. Strawsbaugh for their great work and that thus the Township will be greatly reducing operating costs.

S. Parthree – S. Parthree informed the Board that the Senior Center's Representative was provided Francis and Joel McNaughton's information to contact them with regards to expansion conversations.

PUBLIC COMMENT

None to note.

With no further business, the meeting was adjourned by Chairman Stefanowicz at 9:00 PM.

Respectfully submitted by: _____
Tiffany Strine, Recording Township Secretary