

**DOVER TOWNSHIP  
BOARD OF SUPERVISORS MEETING  
MEETING MINUTES  
June 27, 2016**

The Dover Township Board of Supervisor's Meeting for Monday, June 27, 2016, was called to order at 7:00 PM by Chairperson Matthew Menges in the Meeting Room of the Dover Township Municipal Building. Supervisors present were Matthew Menges, Charles Richards, Stephen Stefanowicz, Stephen Parthree and Robert Stone. Other Township Representatives in attendance were Laurel Oswalt, Township Manager; Michael Fleming, Township Public Works Director; Corey Flythe, Township Lead Water Operator and Tiffany Strine, Recording Township Secretary. This meeting is being recorded for the purpose of minutes only.

**Chair Menges announced, prior to the start of this Board of Supervisors Meeting, a work session was held at 6:00 PM for the purpose of holding an informational presentation from the York County Planning Commission on the York County regional storm water initiative.**

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

**APPROVAL OF THE WORK SESSION MEETING MINUTES FOR JUNE 13, 2016**

**Motion** by S. Parthree and seconded by C. Richards to approve the Work Session Meeting minutes for June 13, 2016, as presented. **Passed** with 5 ayes

**APPROVAL OF THE BOARD OF SUPERVISORS MEETING MINUTES FOR JUNE 13, 2016**

**Motion** by S. Stefanowicz and seconded by S. Parthree to approve the Board of Supervisor's meeting minutes for June 13, 2016, as presented. **Passed** with 5 ayes

**TREASURER'S REPORT**

**Motion** by R. Stone and seconded by C. Richards to approve the warrant total for June 13, 2016 in the amount of \$245,873.72, as presented. **Passed** with 5 ayes

**PUBLIC COMMENT**

None to note.

**ENGINEER'S REPORT by Township Engineer Terry Myers**

**Review of Preliminary Plans for Emig Mill Road Water Line Replacement Project**

Mr. Myers presented the Board of Supervisors with a presentation of the preliminary plans; Engineer's Project Number 1619.7.37.00, 2016 Water System Improvements. Mr. Myers stated

that a project schedule for the water line replacement on Emig Mill Road was reviewed and approved by the Board of Supervisors during their meeting on February 22, 2016. Mr. Myers added that a Pennsylvania One Call for utility information for design purposes, was completed and a meeting with Columbia Gas was held on April 29, 2016. The street restoration for both the proposed water line replacement and gas line replacement projects are being coordinated with street overlay projects. The Lead Water Operator requested that the scope of the project be expanded to include replacement of an asbestos cement water main on Grandview Avenue. Mr. Myers clarified that surveying and base mapping have been completed and the preliminary design was reviewed with Township personnel. Mr. Myers presented and proposed the plans that incorporate the Township personnel's input, along with an updated cost estimate.

**The Board collectively agreed to have C.S. Davidson Engineering continue with the planning of the specified designs while adding a portion of Prospect Avenue to Grandview Avenue, and to take the presented design to final specifications.**

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

##### **Recognition of Michael Fleming's Completion of his Probationary Period as the Township Public Works Director**

Manager Oswalt stated that Michael Fleming's six-month probationary period will end on July 4<sup>th</sup>, 2016. Manager Oswalt is recommending Mr. Fleming's probationary period be concluded and that Mr. Fleming be considered a permanent employee.

**The Board recognized Michael Fleming and congratulated Mr. Fleming on this accomplishment.**

##### **Consideration of Dover Borough Request Regarding Parcel ID# 24000KF-0120000000**

Manager Oswalt stated that the Township has received a letter from the Dover Borough regarding their potential desire to pursue eminent domain on the Habitat for Humanity property, partially located in the Township. Manager Oswalt stated that in order for this to occur, the Dover Borough will need Dover Township to pass a Resolution authorizing the use of eminent domain within Dover Township. Dover Borough only has the authority to pursue eminent domain within their own boundaries. The Board of Supervisors expressed that they are not averse to considering such a request. The Board of Supervisors indicated that due diligence should be sought to thoroughly pursue the option to purchase the property prior to the Township pursuing eminent domain as requested.

**Board Consensus was reached and the Board collectively agreed to have Manager Oswalt send a letter to Dover Borough Council regarding their request for a resolution to allow them to exercise the right of eminent domain within the Township boundaries for Parcel ID# 24000KF-0120000000. The Board suggested that Dover Borough make contact with the owners of the property herein stated, to pursue the matter and report back to the Township on the steps taken to facilitate a more amicable conclusion.**

##### **Discuss 3505 Kendall Lane – Fence in Storm Water Easement Waiver**

Manager Oswalt provided the Board of Supervisors with a memorandum from Maureen App, Dover Township Building and Codes Enforcement Officer. Mrs. App's memorandum addressed the issue of the installation of a fence in a storm water easement on 3505 Kendall Lane. Due to the orientation of the property, the property owners can only fence in a portion of the yard. This specified portion includes a storm sewer easement. The homeowner checked with the Township office; prior to purchasing the property, to be sure that they would be able to install their fence. The Township sewer crew was sent out to verify the location of the easement and the permit was applied for, to be ready for settlement. Mrs. App stated that no problems or concerns were indicated and the permit was issued. After the issuance of the permit, Mrs. App telephoned the property owner to check the dimensions and to verify that the homeowner was aware of the easement. The homeowner stated that she was informed that she could hand dig in the specified area. The easement runs through the side property and takes a turn into the back portion of the properties yard, thus cutting off a large portion of yard. Mrs. App spoke with the property owner with regards to the situation. At this time; Mrs. App is requesting that the Board of Supervisors approve a waiver to construct the desired fence up to but not on the property lines, along with the recommendation that the property owners will be responsible for removing the fence if the Township needs to perform work in the designated easement area.

**Motion** by R. Stone and seconded by C. Richards to approve a waiver; located at 3505 Kendall Lane, to construct the specified fence, to be constructed five feet off the property lines, along with the recommendation that the property owners of 3505 Kendall Lane will be responsible for removing the fence if and when the Township may need to perform work in the easement area, as presented. **Passed** with 5 ayes.

### **Consideration of the Dover Bethany United Methodist Church – Request to Have the York County Tax Assessment Office Divide the Parcel 114 by Municipal Lines for Tax Purposes**

Manager Oswalt presented a letter to the Board of Supervisors from Attorney John C. Herrold; with Griest, Himes, Herrold, Reynosa, LLP Attorneys at Law, regarding a request being made of the Board of Supervisors. The letter received by the Township stated that Dover Bethany United Methodist Church is requesting to have the York County Tax Assessment office divide the parcel 114 by municipal lines for tax purposes. Dover Bethany United Methodist Church is asking for Township consent for the separation of a Conewago Township parcel and a Dover Township parcel and add the Conewago Township parcel to the tax rolls of Conewago Township.

**Motion** by S. Stefanowicz and seconded by C. Richards agreeing to the separation of Parcel 114 located partially in Dover Township and partially in Conewago Township and further agrees that the portion of Parcel 114 located in Conewago Township shall be removed from the tax rolls of Dover Township, as presented. **Passed** with 5 ayes.

### **Review and Discuss Pine Road New Grant Opportunity**

Manager Oswalt spoke of a new Pine Road grant opportunity. Manager Oswalt provided a map of properties that the Township acquired under a 2015 HPMG Grant and the properties that have expressed an interest in the next round of grant funding in the fall of 2016. At this point in time, four property owners have expressed interest. Manager Oswalt stated; based upon the current

assessed value of the properties owned by the interested property owners, approximately \$502,930.00 would be necessary for the purchase of these homes. Manager Oswalt stated that she has been in contact with the Township's grant advisor and the grant advisor indicated that the complete amount of funds needed for this process may be available. Manager Oswalt would like to move forward with appraisals on all of the properties and then have the properties reviewed by C.S. Davidson for demolition cost estimates. Manager Oswalt added that this process will help create a more accurate project cost projection; thus, after both of these processes are completed, discussions on whether to proceed with all the properties included in the grant may commence.

**Board Consensus was initiated by Chair Menges and the Board collectively agreed to move forward with the new Grant Program; herein stated, for properties on Pine Road.**

**Review and Approve Kenneth Kottmeyer Estate Agreement for Easements for Sewer and Water Laterals Regarding Parcel ID# 24-000-KG-0140.00-00000**

Manager Oswalt stated that Attorney Charles Rausch could not be present for this evening's meeting. Attorney Rausch asked that Manager Oswalt present a Cross Easement and Maintenance Agreement for the parcel of land within the Township on Poplars Road; Parcel Identification Number 24-000-KG-0140.00-00000, the Kenneth Kottmeyer Estate. The Board of Supervisors has previously approved that the sewer and water lines located on this property can be joint laterals and this Cross Easement and Maintenance Agreement is thus creating their maintenance agreement. Attorney Rausch asked that the Township Board of Supervisors Chairman sign off on the maintenance agreement to create an official record that the Township consents to these shared laterals.

**Motion** by S. Parthree and seconded by R. Stone to authorize Township Board of Supervisors Chairman; Matthew D. Menges, to sign the Kenneth Kottmeyer Estate Cross Easement and Maintenance Agreement, as presented. **Passed** with 5 ayes.

**NEW BUSINESS FROM THE BOARD OF SUPERVISORS**

S. Stefanowicz stated that he partook in a tour of the Township water system and water facilities with Corey Flythe, Lead Township Water Department Operator.

R. Stone stated that he toured the Township water system and water facilities with Corey Flythe, Lead Township Water Department Operator. R. Stone stated that it was a great experience. R. Stone and S. Stefanowicz thanked Mr. Flythe of his time and expertise.

S. Parthree was happy to inform the Board of Supervisors that the Industrial/Commercial Development Committee is making great progress in various aspects of business growth ideas within the Township.

C. Richards informed the Board of Supervisors that the Northern Regional Police Department will be holding their Annual National Night Out event for the community and surrounding communities. C. Richard added that Dover Township has made donations to the Northern York County Regional Police Department for National Night Out funding in the past and that he would like to do so again this year.

**Motion** by C. Richards and seconded by R. Stone to authorize Dover Township to donate five hundred dollars (\$500.00) to the Northern Regional Police Department's National Night Out fund, as presented. **Passed** with 5 ayes.

**PUBLIC COMMENT**

None to note.

With no further business, the meeting was adjourned by Chair Menges at 8:35 PM.

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