

**DOVER TOWNSHIP
BOARD OF SUPERVISORS MEETING
MEETING MINUTES
JULY 25, 2016**

The Dover Township Board of Supervisors Meeting for Monday, July 25, 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, Stephen Parthree, Charles Richards, Stephen Stefanowicz and Robert Stone. Other Township Representatives in attendance were Laurel Oswalt, Township Manager; Attorney Charles Rausch, Township Solicitor; Michael Fleming, Township Public Works Director; Corey Flythe, Township Lead Water Operator; Maureen App, Township Buildings and Codes Enforcement Officer and Tiffany Strine, Recording Secretary. Al Guisepppe, from the SSM Group, Inc. was present. There were four citizens present. This meeting is being recorded for the purpose of minutes only.

Chair Menges announced; prior to the start of this meeting, a work session was held at 6:00 PM. The first portion of this work session was held for the purposes of holding an informational presentation from Glenn Jansen; Dover Township Fire Chief, on the Dover Township Fire Department. The second portion of this work session was held for the purposes of holding an informational presentation from Al Guisepppe; with the SSM Group, Inc., to review the McNaughton Well project in the Township and to review future prospects for well sites in the Township.

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

Chair Menges announced this evening's Board meeting would begin with the approval of the SSM Group, Inc. contracts that were presented and discussed at the 6:00 PM work session. Chair Menges stated that this will accommodate Mr. Al Guisepppe with the SSM Group, Inc.'s presence should there be questions presented to Mr. Guisepppe.

MANAGER'S REPORT by Manager Laurel Oswalt

Approve SSM Group, Inc. Contract of Authorization for Additional Services, New Source Exploration Project, Test Well Site Development, Task 005, In the Amount of \$11,000.00

SSM will evaluate the potential for well exploration at sites identified in previous hydrogeological studies. The evaluations will include a preliminary fracture trace and land use analysis to identify locations with the greatest potential to support a public water supply well. Upon receiving permission to access the properties, the potential well locations will be field-verified and staked for future test well development. SSM Group, Inc. expects the work to be completed on a time and material basis within the current fiscal year.

R. Stone inquired with Corey Flythe; Lead Township Water Operator, asking Mr. Flythe if these contracts adequately address the Township needs and if Mr. Flythe fully supports the contracts as being presented by SSM Group, Inc. this evening. Mr. Flythe replied that he feels that the SSM

Group, Inc. contracts are to be correct and true and agrees with the contracts being presented.

Motion by R. Stone and seconded by C. Richards to approve SSM Group, Inc. Contract for Authorization for Additional Services, New Source Exploration Project, Test Well Site Development, Task 005, in the amount of \$11,000.00, as presented. **Passed** with 5 ayes

Approve SSM Group, Inc. Contract of Authorization for Additional Services, Water Allocation Permit Project, Source Water Protection Consulting Support, Task # 006, In the Amount of \$7,000.00

SSM Group, Inc. will assist Dover Township in the submitting of a new water allocation permit application. The current Water Allocation Permit W A 67-960 will expire on September 16, 2017. The application package will be prepared by a certified professional engineer and submitted to the Pennsylvania Department of Environmental Protection's Southcentral Regional Office and the Susquehanna River Basin Commission.

Motion by R. Stone and seconded by C. Richards to approve SSM Group, Inc. Contract for Authorization for Additional Services, Water Allocation Permit Project, Source Water Protection Consulting Support, Task # 006, in the amount of \$7,000.00, as presented. **Passed** with 5 ayes

Approve SSM Group, Inc. Contract of Authorization for Additional Services, Well Operations Pump Tests, Source Water Protection Consulting Support, Task #004, In the Amount of \$19,700.00

In preparation for the regulatory portions of the Susquehanna River Basin Commission renewal application, SSM Group, Inc. recommends the conduction of pump tests on each of the eight wells subject to renewal through the Susquehanna River Basin Commission including well number nine (9) and pre-regulation wells. Through coordinated operational schedules, Dover Township will systematically stress a well to document the response of water level drawdown and recovery. If water system demand will allow, a test on a subject well will consist of four (4) days of rest (or minimal use), three (3) days of constant use at permit pump rate, followed by three (3) days of rest (or minimal use). Dover Township will provide the water level data collected during the testing period for the subject well.

Motion by R. Stone and seconded by C. Richards to approve SSM Group, Inc. Contract for Authorization for Additional Services, Well Operations Pump Tests Project, Source Water Protection Consulting Support, Task #004, in the amount of \$19,700.00, as presented. **Passed** with 5 ayes

Approve SSM Group, Inc. Contract of Authorization for Additional Services, Susquehanna River Basin Commission Renewal Application, Source Water Protection Consulting Support, Task # 005, In the Amount of \$27,100.00

Motion by R. Stone and seconded by C. Richards to approve SSM Group, Inc. Contract for Authorization for Additional Services, Susquehanna River Basin Commission Renewal Application, Source Water Protection Consulting Support, Task # 005, in the amount of

\$27,100.00, as presented. **Passed** with 5 ayes

APPROVAL OF THE WORK SESSION MEETING MINUTES FOR JUNE 27, 2016

Motion by R. Stone and seconded by S. Parthree to approve the Work Session Meeting Minutes for June 27, 2016, as presented. **Passed** with 5 ayes

APPROVAL OF THE BOARD OF SUPERVISORS MEETING MINUTES FOR JUNE 27, 2016

Motion by R. Stone and seconded by S. Stefanowicz to approve the Board of Supervisors Meeting Minutes for June 27, 2016, as presented. **Passed** with 5 ayes

TREASURER'S REPORT

Motion by C. Richards and seconded by S. Parthree to approve the warrant total for July 1, 2016, in the amount of \$348,849.28, as presented. **Passed** with 5 ayes

Motion by C. Richards and seconded by S. Parthree to approve the warrant total for July 11, 2016, in the amount of \$375,074.11, as presented. **Passed** with 5 ayes

Motion by C. Richards and seconded by S. Parthree to approve the warrant total for July 25, 2016, in the amount of \$288,775.56, as presented. **Passed** with 5 ayes

PUBLIC COMMENT

Diana Sheeley – 4075 Natalie Lane, Admire Springs – Discussing Fence in Storm water Easement Waiver Request

Diana Sheeley of 4075 Natalie Lane is requesting a waiver to place fencing in a storm water utility easement located along the side and rear property lines on their property. The building permit application, a property site plan, a recorded subdivision plan, a copy of an aerial view and a copy of the project approval letter from the Admire Springs Homeowner's Association were presented. Mrs. Sheeley stated that she would like to ask the Board for approval of a waiver; to be granted to place the fence in an easement area, due to the lack of other feasible areas on their property in which to install the fence.

M. Menges inquired with Mrs. Sheeley and inquired with Maureen App; Dover Township Buildings and Codes Enforcement Officer, with regards to the location of the utilities on 4075 Natalie Lane. Mrs. App does not foresee any issue with the proposed placement. M. Menges affirmed with Mrs. Sheeley that an agreement will be drafted and executed with the Township Solicitor per standard procedure disclosing the pertinent information regarding the Township granted easement. Mrs. Sheeley agreed to this procedure.

Motion by R. Stone and seconded by C. Richards to approve a fence waiver in a storm water easement for the property located at 4075 Natalie Lane, as presented. **Passed** with 5 ayes

Shawn Platts – Dover Borough Fire Company – Discussing Dover Halloween Parade

Shawn Platts; Dover Borough Fire Company, informed the Board of the upcoming annual Dover Borough Fire Company Halloween Parade to be held on October 2, 2016. Mr. Platts is asking the Board waive the fee for the Parade and Assembly Application fee and for the Board to kindly donate to their function.

Motion by C. Richards and seconded by S. Stefanowicz to approve the fee waiver for the Dover Borough Fire Company's Parade and Assembly Application for the Dover Borough Halloween Parade and approve to authorize a donation to the Dover Borough Fire Company in the amount of fifteen hundred dollars (\$1,500.00) for the Dover Borough Halloween Parade, as presented.

Passed with 5 ayes

ZONING OFFICER'S REPORT**Re-Approval of Plan Pl-15-2 Lighthouse Baptist Church – 5005 Carlisle Road**

Motion by R. Stone and seconded by S. Parthree to approve Plan Pl-15-2 for Lighthouse Baptist Church, located at 5005 Carlisle Road, subject to the provisions that were previously attached to the aforementioned plan, as presented. **Passed** with 5 ayes

Presentation for Copper Manor – Currently Madison at Valley Manor

A presentation was provided to the Board by Frank Henisse Countess; Attorney with CGA Law Firm of York, to ask for consideration to pursue Morgan Management LLC's vision to rezone a specific parcel of land within the Township to further develop their property. A representative with RGS Campbell and Associates and a representative from Morgan Management, LLC were present. Morgan Company Management, LLC is experienced at acquisition development and management of multi-family properties. It was stated that Morgan Management, LLC has owned and operated a residential and a commercial real estate portfolio since 1976. Their venture began in the manufactured home communities market, and now includes residential apartment communities, commercial, retail, self-storage, office, medical office, and mixed use-space.

The proposed area to be rezoned is located in the areas of Emig Mill Road and Baker Road within the Township. The proposed area is currently located near the development now known as Madison at Valley Manor, with the proposed new area to be developed being referred to as Copper Manor. The newly proposed area to be rezoned for further development would expand the current style of development present at Madison at Valley Manor.

Attorney Henisse Countess stated that he and his clients have spoken with the Dover Township Planning Commission and presented their vision for Copper Manor along with information on Morgan Management, LLC's business and intent for this proposal. At this point in time, Attorney Henisse Countess and his clients are seeking Board advice. Attorney Henisse Countess and his clients are ultimately seeking to have the proposed area; which is currently zoned as an R3 zoning district, to be rezoned to an R4 zoning district to accommodate their prospective plans to build in the future.

The Board voiced questions and opinions with Attorney Henissee Countess and his clients to address the intent for rezoning and to assure the highest quality and utmost beneficial stance be reached and maintained for Dover Township residents.

Board consensus was reached and it was determined that the presentation and concept was of a favorable stance and the Board recommends communicating their visions, intent and concept with the residents of the Township.

At this point in time, the formal process would be for Morgan Management, LLC to submit a formal rezoning application to the Township, then the application for the proposed rezoning would be forwarded onto the Dover Township Planning Commission and then to the York County Planning Commission to receive all comments and views. A public hearing would follow suit pending this process.

ENGINEERS'S REPORT by Township Engineer Terry Myers

Authorize Advertising for Bids – Nursery Road Culvert Replacement Project

The Township has been awarded a Community Development Block Grant to replace the existing stone arch culvert on Nursery Road at the Park Lamparter property. The stone arch is failing. The Township Highways and Roads crew is continuously filling pot holes on Nursery Road. The Township approved and executed the Community Development Block Grant Agreement at the April 25, 2016 Board of Supervisors Meeting. Mr. Myers informed the Board that surveying, base mapping and wetlands delineation have been completed. Mr. Myers added that hydraulic and hydrogeological evaluations have been completed and the Pennsylvania Department of Environmental Protection permit application is ready to be reviewed and signed. The final plans and specifications will be reviewed. Mr. Myers also informed the Board that the projected cost for this project may come in slightly higher than previously estimated. Opening bids are to be held in August 2016.

Motion by S. Stefanowicz and seconded by R. Stone to Authorize the Advertisement for Bids for the Nursery Road Culvert Replacement Project, as presented. **Passed** with 5 ayes

Review Staunton Avenue and Highland Avenue Project – 2016 Water System Improvements

Mr. Myers informed the Board that the Township's Water System Operator has informed him that there were funds included in the 2016 budget to replace the existing asbestos cement water mains on Staunton Avenue. By request, Mr. Myers will be constructing a preliminary layout and updated budget for the Board's review. The intent is to add this project; now to be known as Project Number 4, to the current Water System Improvements Contract.

The contract will include the following projects: Project Number 1, Emig Mill Road – Carlisle Avenue to Mayfield Street. Project Number 2, Prospect Avenue – Emig Mill Road to Royal Street. Project Number 3, Grandview Avenue – Emig Mill Road (south to existing storage tank). Project 4, Stauton Avenue – Virginia Avenue to the storage tank, Highland Avenue –

Staunton Avenue to Walker Avenue, Walker Avenue – Highland Avenue (north to existing ductile iron main).

Corey Flythe; Township Lead Water Systems Operator, added that by incurring this requested and necessary work to be completed at this time will save costs to the Township over the long term. Mr. Myers added that this would be beneficial in saving costs via the advertising, bidding and administrative fees.

Motion by C. Richards and seconded by R. Stone to Authorize the Addition of Project Number 4 to the 2016 Water System Improvements Contract, as presented. **Passed** with 5 ayes

Mr. Myers reaffirmed with the Board that the Township is going to make repairs to the smaller section of Royal Street from Prospect Avenue to Grandview Avenue.

The Board collectively verified that the Township would like to proceed in making repairs to the smaller section of Royal Street from Prospect Avenue to Grandview Avenue.

SOLICITOR'S REPORT by Attorney Charles Rausch

Discussion of Acquisition of Davidsburg Road Right of Ways

Attorney Rausch provided updates to the Board with respect to the planned new turn lanes to be installed near the Dover Township Community Center on Davidsburg Road.

Attorney Rausch stated that there may be issues regarding the North side of Davidsburg Road where a subdivision was done between a Barry Rauhauser and Ruby Bray dedicating a Right-Of-Way to the Township. Too much time has passed, thus extending beyond the time available to use the Right-Of-Ways and the Township has reached the point where the Township may lose the right to these Right-Of-Ways. The main issue concerns PENNDOT. PENNDOT stated that they require proof and will not accept a subdivision plan as proof. Attorney Rausch stated that Barry Rauhauser is in agreement to verify and sign a Deed of Dedication assisting in this matter which would create proper resolve. However; Ruby Bray's whereabouts are unknown, making this process more complex and the Township may need to seek an alternative measure to this process. Attorney Rausch wished to make the Board aware of this situation at this point.

MANAGER'S REPORT CONTINUED by Manager Laurel Oswalt

Discussion of Township Sewage Enforcement Officer

Manager Oswalt informed the Board that the current Township Sewage Enforcement Officer; Bradley Hengst, will be retiring at the end of the current calendar year. The Township Sewage Enforcement Officer Alternate; Richard Baade, has submitted his final invoice. Mr. Baade's certifications to perform as a Sewage Enforcement Officer have expired at the end of June 2016. Therefore, the Township is in a position to fill the need for both a Township Sewage Enforcement Officer and an Alternate Township Sewage Enforcement Officer for 2017. Manager Oswalt added that she has met with three prospects for the positions. All three (3) prospects are willing to provide service under the current fee schedule.

The Board Informed Manager Oswalt to continue pursuing the selection process for both a Township Sewage Enforcement Officer and an Alternate Township Sewage Enforcement Officer.

Approve Resolution 2016-22 Amending the 2016 Fee Schedule – Update Current Fee Schedule to Add Disposal Fees and Update Current Fee Schedule to Update Road Occupancy Permit Fee Revision Date

Manager Oswalt stated that Resolution 2016-22 is being amended due to the discovery that the fees being charged to Septic Haulers to dispose of waste at the Township Waste Water Treatment Plant are currently not on the Township Fee Resolution. Therefore, the current Fee Schedule Resolution has been amended to include these aforementioned fees. Manager Oswalt informed the Board that the second amendment to Resolution 2016-22 is being done to update the reference year in which the Road Occupancy Permit Fees were renewed.

Motion by R. Stone and seconded by C. Richards to accept Resolution 2016-22 Approving the Resolution Amending the 2016 Fee Schedule Updating the Current Fee Schedule to Add Disposal Fees and to Update the Current Fee Schedule to Update Road Occupancy Permit Fees Reference Date, as presented. **Passed** with 5 ayes

Discussion of 2017 Budget Discussion Regarding Projects

Manager Oswalt informed the Board that three (3) initial budget meetings with Supervisor Liaisons and herself were held. These meetings are being held to help Township staff and Supervisors Liaisons to finalize their figures and costs prior to submission to the Township Treasurer. The Township Treasurer will then form a first draft. Manager Oswalt informed the Board that in order to move forward with a selection of the major projects estimated for next year, the Township will need to complete a borrowing for funds in early 2017. Manager Oswalt presented a listing of projects that she foresees funding through a borrowing. Discussions were held regarding the major projects proposed. The major projects proposed consisted of a new garage estimated at 2.5 to 3 million dollars and water projects consisting of the North of the Borough Project and the Emig Mill Road Project estimated at 1.8325 million dollars.

The Board collectively decided that Manager Oswalt should further pursue the estimated and projected budget figures presented before the Board this evening. Chair Menges concluded, stating that at this point in time, borrowing should be planned and pursued for the major project proposed and drew reference to Manager Oswalt's figures as good starting points in the first draft of the 2017 Township Budget.

OLD BUSINESS

None to note.

ADDITIONAL COMMENTS FROM THE BOARD

C. Richards stated that the Township has received a very kind thank you note from the Dover

Area Ambulance Club for the Township's recent donation. C. Richards commended the Dover Area Ambulance Club on their fifty-eight (58) years of public service.

S. Parthree stated that he has been in talks with a representative for the long range planning committee for the Dover Township Senior Center. S. Parthree clarified, with the Board of Supervisors members, that the proposed planning for a new Dover Township Senior Center is still progressing forward with the Boards support.

S. Stefanowicz stated that the next Sewer Authority meeting will be held on Wednesday, July 27, 2016.

R. Stone stated that meetings are continuing to be held with regards to the proposed new Township maintenance building project. R. Stone added that Michael Fleming; Township Public Works Director, and Wayne Latchaw; Township Facilities Supervisor, are doing great things and making great efforts with this project. R. Stone added strong suggestion to any willing Board member that has not yet done so, to take part of the opportunity to tour the Township water facilities with Corey Flythe, Lead Township Water Operator. R. Stone informed the Board of the considerate and enjoyable educational background he received regarding the Township's water sites and high pressure system. R. Stone added that it personally gave him valuable focus and better stance on these major aspects within the Township.

Chair Menges informed the Board and the public, that Northern York Regional Police Department will be holding their annual National Night Out event at the Dover Borough Fire Department on Tuesday, August 2, 2016.

PUBLIC COMMENT

None to note.

With no further business, the meeting was adjourned by Chair Menges at 9:35 PM.

Respectfully submitted by: _____
Tiffany Strine, Recording Secretary