

**DOVER TOWNSHIP
BOARD OF SUPERVISORS MEETING
JULY 27, 2015**

The Dover Township Board of Supervisors regular meeting for July 27, 2015, was called to order at 7:05 PM by Chair Matthew Menges in the Meeting Room of the Dover Township Municipal Building. Supervisors present were Matthew Menges, Charles Richards, Monica Love, Stephen Stefanowicz, and Stephen Parthree. Other Township Representatives in attendance were Laurel Oswalt, Township Manager; Attorney Charles Rausch, Township Solicitor; Terry Myers, Township Engineer; Charles Farley, Township Public Works Director; Maureen App, Township Code Enforcement Officer; and Trena Hall, Recording Secretary. There were 7 citizens 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.

Prior to this meeting, an executive session was held to interview Michael Decker for the Deputy Emergency Management Coordinator and for Wayne Latchaw to propose examples of municipal garages.

APPROVAL OF THE WORK SESSION MINUTES FOR JUNE 22, 2015

Motion by S. Stefanowicz and seconded by M. Love to approve the work session minutes for June 22, 2015, as presented. **Passed** with 5 ayes

APPROVAL OF THE MEETING MINUTES FOR JUNE 22, 2015

Motion by M. Love and seconded by S. Parthree to approve the meeting minutes for June 22, 2015, as presented. **Passed** with 5 ayes

TREASURER'S REPORT

Motion by C. Richards and seconded by S. Stefanowicz to approve the warrant total for July 6, 2015, in the amount of \$62,211.78, as presented. **Passed** with 5 ayes

Motion by C. Richards and seconded by M. Love to approve the warrant total for July 13, 2015, in the amount of \$337,940.70, as presented. **Passed** with 5 ayes

Motion by S. Stefanowicz and seconded by S. Parthree to approve the warrant total for July 20, 2015, in the amount of \$276,016.86, as presented. **Passed** with 5 ayes

PUBLIC COMMENT

On the agenda

Laura Gurreri – York County Convention & Visitors Bureau – Update on Pennsylvania Tourism - Ms. Gurreri was present to give an update on the Pennsylvania Tourism in York County. The Visitors Bureau is a private not-for-profit 501c6 organization that operates on a \$2 Million dollar budget. The Bureau has a new look/logo which is “Explore York”. Ms. Gurreri noted that visitors spent over \$907 Million in York County in 2013. The Tourism industry employed about 7,534 in 2013. The Tourism Bureau’s mission is to maximize tourism expenditures and their economic impact in York County through comprehensive tourism sales and marketing programs. They also help host many wine trails and many sporting events in York County. Area businesses that participate with the Tourism Bureau are the Dover Antique Mall and the Crafty Basket.

Pete Wehler – Tri-Town Football – Discuss Program and Field Concerns – Pete Wehler is the current President of Tri-Town Football. He thanked the Board of Supervisors for the great partnership that is shared. Mr. Wehler supplied the date of games, information on general membership meetings, and some sponsorship of items from Under Armor and John Kuhns. Tri-Town is in the beginning phases of getting certified for heads up tackling and learning proper technics and how to report injuries. All Child Protection Laws are being followed and Mandated Reporter Training as been completed. Tri-Town currently has 153 football players and cheerleaders registered. Mr. Wehler noted that the football field is in need of maintenance and we will be researching with the Recreation Director the availability of grants to re-crown the football field for the 2016 season.

Keith Stine – 3631 Holly Road – Recent Road Work on Holly Road – Mr. Stine reviewed the condition of the road work that was performed in this area last year and again this year. Many residents believe the wrong size stone was used to resurface this area. The Board of Supervisors agreed to have Hammaker come back and review their work. Hammaker was not pleased with the work and agreed to resurface the area. The roads have been resurfaced and some residents are again complaining that the work was done incorrectly. Manager Oswalt noted that the stone used for the job were PENNDOT approved and that the first time an improper application was done. Rules have been followed correctly. Currently the Township is looking at micro surfacing (putting an asphalt base on top of the stones with a real fine aggregate) or a fog seal (asphalt with small stone). The fog seal is not as expensive to complete.

Mr. Stine did admit that the work completed this time did have better workmanship and the stone is not as loose. He then asked when the new form of seal will be applied. The Board could not answer Mr. Stine. The same company will not be doing the next step of surfacing.

Not on the Agenda

Donald Hively – 5706 Paradise Court – Mr. Hively inquired what the progress is on Robin Road. This road is getting a base repair and an overlay and will not be done until August. He also inquired about the base repair being done on Paradise Road. This project is still being arranged with the contractor.

ZONING REPORT by Maureen App (*Filling in for Georgia Sprenkel*)

PL-15-6 George A. & Faye Gerber, 2-Lot Final Subdivision – This subdivision is needed to extend Admire Road through the Terra Vista property and a section of Mr. Gerber's property to tie into the Brownstone Development. There is an acknowledgement that in accordance with the agreement between Dover Township and Mr. and Mrs. Gerber, Dover Township will purchase and utilize lot #2 as a future Right-of-Way for Admire Road extended.

Chair Menges inquired if there is any more work that the Township must do for this project. The Township has until March of 2016 to finish needed work and the engineering for the sewer work must be done by March of 2017.

Motion by M. Love and seconded by C. Richards to grant the requested waivers for the PL-15-6 George A. & Faye Gerber, 2-Lot Final Subdivision as follows: 1. Existing contours at two (2) foot intervals should be added to the plan unless a specific waiver for this requirement is granted by the Board of Supervisors (§ 501.2.R); 2. Where a subdivision abuts or contains an existing street of inadequate width, the developer shall provide sufficient additional Right-of-Way and cartway widths to meet the following standards (§ 704.B); 3. All existing buildings, storm sewers, sanitary sewers, water mains, wells, septic systems, culverts, utility lines, fuel storage tanks and other significant man-made features should be added to the plan (§ 501.2.O); and 4. Property corner monuments and markers shall be placed in accordance with Section 706, as presented. **Passed** with 5 ayes

M. Love questioned if the plan should note a future road which is unopened. This is how the space has been labeled on all plans.

Motion by S. Stefanowicz and seconded by M. Love to approve PL-15-6 George A. & Faye Gerber, 2-Lot Final Subdivision contingent on the completion of the following open item: 1. The legal and/or equitable Owner's notarized signature must be added to the plan certifying concurrence with the plan (§ 501.2.H). Dover Township, since they are taken ownership of Lot #2, should sign the Lot #2 Acknowledgement, as presented. **Passed** with 5 ayes

Re-Approval – PL 15-4 – 3025 Carlisle Road (Shurfine Store) Land Development Plan – The plan is due to expire before the property will go to settlement and an extension is needed.

Motion by M. Love and seconded by S. Parthree to re-approve PL 15-4 3025 Carlisle Road (Shurfine Store) Land Development Plan, as amended. **Passed** with 5 ayes

ENGINEER'S REPORT by Terry Myers

Wilmar Drive Easements – This easement is part of the 2015 Storm Sewer Projects. Contractors will be replacing the 48" CMP that goes over the property of Mr. Bricker. The current easement on the subdivision plan is along the side and rear property line. Mr. Bricker has been approached about abandoning the easement and putting a new easement over the pipe. Mr. Bricker reviewed the agreements and had the following requests: He would like to shift the storm sewer pipe so he has the ability to expand his home, he wants to provide an option for future installation of a fence across the easement, and he wants the driveway and shed outside of the proposed easements. The Township will be responsible in moving the shed and that the Township will pay any damages when the shed is moved. The shed should be put on a stone foundation similar to what is currently there. Mr. Bricker would like the cost of the easement to cover his lawyer's fee (\$175.00). There is also a sanitary sewer line that goes across his property. The Sewer Authority is asking to be granted a 10' easement on both sides of the sanitary sewer.

To meet Mr. Bricker's requests, Terry Myers noted that a 22 ½ degree deflection could be installed in the pipe, with a fitting costing around \$750.00. The relocated easement will open up the building envelope so that he could get about a 22' addition on to his home. Mr. Bricker is satisfied with this. Chair Menges inquired if the shed is in reasonable condition. A provided picture showed that the shed is in good shape.

Motion by S. Parthree and seconded by C. Richards to approve the Storm Sewer Easement Agreement at a cost of \$175.00, the Fence Licensing Agreement to have the ability to install a removable fence in the future, a Sanitary Sewer Easement Agreement in the name of the Authority at the charge of \$1.00, relocation of the shed, recording fees, and engineering fees, as presented. **Passed** with 4 ayes and **Opposed** by M. Love

Storm Sewer Project on Emig Mill Road – Terry Myers reviewed opening up the 7 ½' radii at the intersection of Mayfield Drive and Emig Mill Road to 20'. This work, which is included in the contract, will cost approximately \$5,000 to do the curb work and approximately \$2,500 to pave the new area. The total contract came in at \$99,780.00 and prevailing wage was not included. Mr. Myers was inquiring what will happen if \$7,500 more is added to the cost of this project to cover additional work approved above. Attorney Rausch noted to do this as a change order since it is not a huge percentage of the total of the contract. Having the total contract go over \$100,000.00 was not a concern.

Board Consensus was to file the work as a change order. There will be additional costs to the excavating since the old pipe will be replaced with new in a different spot. Mr. Myers will prepare the change order for next meeting.

M. Love asked if there is any way to make this a low impact design for stormwater maintenance, rather than adding extra paving. Mr. Myers noted that water quality inlets or a roadside swale could be installed.

Chair Menges inquired if the dip can be smoothed out at the low spot on Emig Mill Road when paving. Terry Myers noted that when scratching the road, extra material can be put in this area before the wearing course placement.

SOLICITOR'S REPORT by Attorney Charles Rausch

Approve Well Location Option Agreement with Faire Wynd Associates, LP – The Easement Agreement with the McNaughton Family on the former Bupp Farm has turned into a dedication of land which the Township will own. The cost of this \$1,000.00 agreement will allow the Township 2 years to do some well testing to see if this is a good site. If the site is good, then the Township can move forward in acquiring the land to place a well. The deed of dedication will be a charitable contribution on behalf of the McNaughton Family once the Township would sign all required documentations.

If the Board is agreeable to this agreement, the Township will then work with SSM to begin the testing. The agreement has been vetted and ready for the Board's action. Changes to the agreement need to be made to the Township address on the first page and page 8 and the notary date on page 10.

Motion by M. Love and seconded by S. Stefanowicz to approve the Well Location Option Agreement with Fair Wynd Associates, LP, including the corrections of the two addresses and a notary date, as presented. **Passed** with 5 ayes

MANAGER'S REPORT by Manager Laurel Oswalt

Approve Resolution 2015-16 Recognizing Anthony C. Biese for his Achievement as Operator of the Year -

Motion by M. Love and seconded by S. Stefanowicz to approve resolution 2015-16 recognizing Anthony C. Biese for his achievement as Operator of the Year, as presented. **Passed** with 5 ayes

Sewer Rate Study – The water study has not been received so rate increases are not known but are expected by the end of August. All numbers provided in scenarios are flexible. Manager Oswalt provided some examples with and without rent increases. Some examples showed

making two large increases from 2017-2023 or by making yearly small increases of 2%-3% with a few 5% increases. Manager Oswalt noted that the Board will need to make the decision on how to structure the rate increases.

M. Love inquired how the water and sewer rates are currently increased. Manager Oswalt noted that sewer is normally increased by \$5.00 a quarter about every 3 years and water has only been increased 5%-8% twice in the last 9 years. Sewer is a flat rate and water is a flat rate based on 6,000 gallons per household and then is increased by the amount of water consumed over that amount.

Board Consensus was to increase in smaller amounts. This will allow the flexibility if an increase is needed or not needed. Smaller increases also allow the Township to stay in a good position when needing to borrow larger amounts of money to complete projects.

Approve High Bidders on Equipment Listed on Muncibid – All items met their reserve amounts except for the New Holland Tractor.

Motion by S. Stefanowicz and seconded by C. Richards to approve the sale of the following items on Muncibid: 1985 Jacobson F-10 Turf Tractor at a high bid of \$800.00; 1985 Jacobson F-10 Turf Tractor (damaged) at a high bid of \$665.00; Ferris 60” Pro Drive at a high bid of \$526.00; E-Z Go Golf Cart at a high bid of \$727.00; Henke Reversible Snow Plow at a high bid of \$2,901.00; Boom/Reach Mower at a high bid of \$5,399.00; and the 2002 GMC Sierra at a high bid of \$7,000.00, as presented. **Passed** with 5 ayes

Discuss 2005 New Holland Tractor – This tractor did not meet the \$8,000.00 reserve. Manager Oswalt noted that the Township could accept the \$1,400.00 bid, scrap the tractor for salvage, or advertise again on Muncibid. Messick’s showed no interest in fixing up the tractor to sell.

Board Consensus was to have Manager Oswalt contact the high bidder of \$1,400.00 and if they are no longer interested in the tractor for that amount, the Manager will re-advertise on Muncibid.

Interest in Leasing a Portion of the Golf Course for an Outdoor Recreational Sports Facility – Manager Oswalt was contacted by a Borough resident with the interest of opening an outdoor recreational sports facility that would offer: paintball, airsoft, zip lining, tubing, camping, etc. The Board noted that this is an interesting use and requested more information. There is a process for leasing land and the Township would need to advertise a RFP to the public. Attorney Rausch noted that the buyer may want a long-term lease and reminded the Board that if the land is being used for commercial business, then the land is no longer tax exempt. The Board would need to decide what portion of the land and buildings could be leased.

Some buildings are currently being used for storage by the Township. The buildings are not ADA compliant and are in need of improvements. Some members were concerned what would happen to the property if /when the property would close. A lease agreement would need to specify how to handle damages to the property during and after the lease agreement.

Manager Oswalt will contact this person and ask for an intended business plan for this property.

Manager Oswalt noted that an executive session will be held after this meeting.

PUBLIC WORKS DIRECTOR'S REPORT by Charles Farley

Approve East Canal Sewer Lining Project Change Order No. 2 – This change order is for a credit of \$10,946.50.

Motion by M. Love and seconded by C. Richards to approve the East Canal Sewer Lining Project Change Order No. 2 for a credit of \$10,946.50, as presented. **Passed** with 5 ayes

Approve McNaughton Well Site Development Proposal – There are two tasks. The first is to explore and drill a test well at a cost under \$20,000. This will provide information in helping to move forward with a production well. The second phase is to design and construct the production of the Well conversion. If the first task is not working then the project would not move forward to task 2.

Motion by S. Stefanowicz and seconded by C. Richards to approve the McNaughton Well Site Development Proposal as submitted, authorizing task one, as presented. **Passed** with 5 ayes

Discuss Status of Water System Needs Study and Rate Study – Spotts Stephen and McCoy (SSM) reviewed the Township's 5-10 year schedule for Capital Improvements and provided their recommendations on borrowing. Since the last meeting with SSM, there have been some changes in projects. It has been decided that transite piping should be replaced in years 6-10 costing around \$2 Million every other year. Depending on the water rate study, phase one may need to use reserve money. Phase one will be combining the water main and sewer project north of the Borough from the Borough to George Street. These two projects must be lined up together to do as one project through PENNDOT. Phase two will continue this project to Old Carlisle Road.

OLD BUSINESS

Maintenance Building – S. Stefanowicz is going to put together a small packet with information that he has collected to hand out at the next meeting.

COMMENTS/NEW BUSINESS FROM BOARD OF SUPERVISORS

S. Parthree was contacted again by a representative of the Senior Center about needing additional space. Currently, the Senior Center provides meals to 110 seniors daily at the center and they also use the Community Room Kitchen for Meals on Wheels. The Center currently pays the Township \$200.00 a month for their space and no utilities but now are willing to pay additional rent for more space. They would like a space that is their own that other organizations or library clients would not be using their items. The Center has \$100,000.00 to \$250,000.00 of Capital Money that they are willing to spend to help provide additional space to an existing building or build a new building.

Currently the Board was not looking at expanding the Community Center but did suggest that Township land could be found for the Senior Center to build on and lease. Such areas: The Club House at the Golf Course which would need to be brought into compliance and have a commercial kitchen installed, land from Terra Vista, or land around Lehr Park.

There are many organizations who want space and the Board needs to decide who they want to allot land to. There is land to make available to them.

Currently, there is no liaison to the Senior Center. S. Parthree will contact the Senior Center and let them know that the Township has land for them to build on and request that they present a proposal of what they think they could build and how they would move a project forward. The Senior Center should also be advised that they will be paying for their own maintenance and utilities.

S. Parthree noted that the Old Fashioned Carnival was great.

S. Parthree inquired if the second grant for Pine Road was a dead issue. Manager Oswalt noted that the dead line could not be met and the appraiser did not feel that the amounts could be altered.

S. Stefanowicz inquired about the hole at the intersection of East Canal Road and Fox Run Road. Manager Oswalt noted that she has received no update on this area.

Terry Myers advised the Board that a motion was needed for the Cox Easement Agreement. **Motion** by M. Love and seconded by S. Stefanowicz to approve the Easement Agreement for Michael and Suzanne Cox, as presented. **Passed** with 5 ayes

M. Love noted that the staff did a fabulous job on the Old Fashion Carnival and gave a big thank you to all of the staff who participated.

Chair Menges noted that National Night Out is Tuesday, August 4, 2015.

Chair Menges noted that he found out, from the Northern Regional Crime Report, there was vandalism to one of the Township parks in June. He was concerned that he did not hear about this from the Township in June. Manager Oswald noted that this information is in the Recreation Director's Report for the month of July.

Chair Menges noted that he received a letter from Scott Perry's Office on the issue of how to dispose of the street sweeping debris. The letter from EPA says that it is up to DEP to decide what to do.

C. Richards noted that a vote was needed for Michael Decker as Deputy EMC. Pending all background checks are acceptable.

Motion by C. Richards and seconded by M. Love to approve Michael Decker as Deputy EMC, as presented. **Passed** with 5 ayes

COMMENTS FROM PUBLIC PRESENT

No comments

With no further business, the meeting was adjourned at 9:15 PM and proceeded into an executive session on a potential matter of litigation on Creekside Development and a personnel issue.

Respectfully submitted by: _____

Trena M. Hall, Township Secretary