

**DOVER TOWNSHIP
BOARD OF SUPERVISORS MEETING
AUGUST 24, 2015**

The Dover Township Board of Supervisors regular meeting for August 24, 2015, was called to order at 7:02 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; Terry Myers, Township Engineer; Georgia Sprengel, Township Zoning Officer; and Trena Hall, Recording Secretary. There were 3 citizens in the audience. This meeting has been recorded for minute purposes only.

Prior to this meeting there was a 6:00 PM executive session held to discuss a personnel matter and at 6:30 PM a work session was held to discuss the building information that S. Stefanowicz had collected to help with the decision making on the Public Works Garage.

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

APPROVAL OF THE WORK SESSION MINUTES FOR JULY 27, 2015

Motion by S. Parthree and seconded by M. Love to approve the work session minutes for July 27, 2015, as presented. **Passed** with 5 ayes

APPROVAL OF THE MEETING MINUTES FOR JULY 27, 2015

Motion by M. Love and seconded by S. Stefanowicz to approve the meeting minutes for July 27, 2015, as presented. **Passed** with 5 ayes

TREASURER'S REPORT

Motion by S. Stefanowicz and seconded by C. Richards to approve the warrant total for August 10, 2015, in the amount of \$328,923.68, as presented. **Passed** with 5 ayes

Motion by C. Richards and seconded by S. Parthree to approve the warrant total for August 24, 2015, in the amount of \$243,114.99, as presented. **Passed** with 5 ayes

PUBLIC COMMENTS

Not on agenda

Clayton Glatfelter – York City Police & Member of the York County Quick Response Team (QRT) - Asking for Permission to Access the Pine Road Buildings that are Going to be Demolished – Mr. Glatfelter was asking the Board for authorization to use the Pine Road buildings for training purposes, before they are demolished. The QRT would like to preform

hostage rescue exercises. Entry will only be made through doors and windows, so minimal damage will be made to the building structure. Any damages that they would cause would be secured. There will be no live firearms. Chair Menges noted that they would not have much of a timeframe to use the structures. Mr. Glatfelter is flexible with the timing and will probably have a group ready to train on Wednesday and the rest within the next two weeks. The QRT will only be using the cottages for training. They do not want to draw any attention from the public and will handle any complaints or questions dealing with the training. He will advise the surrounding neighbors by knocking on doors when they are training. Chair Menges questioned if the QRT retains the liability if anyone would get hurt. Mr. Glatfelter does have a letter confirming this liability.

Motion by C. Richards and seconded by M. Love to allow the York County Quick Response Team to hold trainings at the 2451, 2431, and 2421 structure addresses on Pine Road that will be demolished, as presented. **Passed** with 5 ayes

ZONING REPORT by Georgia Sprenkel

Flood Plain Ordinance – A new FEMA Floodplain ordinance is required for Dover Township by December 16, 2015. If the Township does not update the ordinance, the program will be suspended to those who do carry flood insurance in the township. Ms. Sprenkel asked the Board, how strict to make the ordinance. A strict ordinance would allow no buildings in the floodplain, not even an elevated structure. This improvement will eliminate the need for FEMA to pay out repetitive claims on flooded structures.

The Board did not want to be any more restrictive than they currently are. There are many areas in the Township that are in the flood plains and the Board does not want to see people building in the floodway. Currently you can build in the flood fringe if the structure is elevated.

Through discussion the Board decided to only make a few changes to the ordinance since it is currently not over restrictive. A revised ordinance will also apply to current structures. Some recommendations were to have an engineer decide if a structure is able to be built in this area, set standards for new residents coming in compared to someone who already has repetitive losses, and make mandatory that if any part of a property falls in a floodplain a detailed study is required.

M. Love would like to see properties that reach an accumulative 50% repetitive loss over 2-3 years be required to elevate and/or have a study update completed. The Township needs to guard against the repetitive losses.

Board Consensus was to remain at the current level of restriction within the ordinance and guard against any repetitive loss issues.

Zoning Ordinance – York County Planning provided updated comments on the zoning ordinance. M. Love questioned if the County meant to suggest having (1) use per lot rather than (1) building in the Business Park District.

Georgia Sprenkel was seeking authorization to send this ordinance back to York County Planning for clarification or advertise the ordinance for adoption. Attorney Rausch noted that a public hearing will be needed with the Board advertising two times prior to the hearing. The hearing should be advertised for the second meeting in September.

Motion by M. Love and seconded by C. Richards to authorize the advertisement for this zoning ordinance, as presented. **Passed** with 5 ayes

The Board inquired about the issue on Anita Drive. Ms. Sprenkel noted that the gentleman is going to be renting a storage unit by September 1, 2015.

The Board inquired if there has been any information submitted about the transportation company that was in the newspaper. Ms. Sprenkel noted that information has not been submitted.

The Board questioned if there has been anymore information submitted on the old Shurfine building. Ms. Sprenkel noted that no more information has been submitted. Settlement should be at the end of August or beginning of September. Plans should soon be received for the property between Hilton Avenue and Poplars Road.

ENGINEER'S REPORT by Terry Myers

2015 Stormsewer Projects Update – Stormsewer installation is complete on Emig Mill Road and work has started on Anita Drive. Mr. Myers received the prices for additional work from the contractor. He will be saving all changes to be applied in one change order and one application for payment request.

Emig Mill Road curbing will be done before the road work is started. All work should be completed by the following week.

2015 Water Improvement Project – Authorization to Advertise for Bids – There are two projects. One project is to upsize the existing 6” asbestos cement main on Cardinal Lane, from Hilton Avenue to Virginia Avenue, to a 10” ductile iron main and put new services into the 5 homes. Cost estimate for construction is around \$125,000.00.

The second project is taking an existing 8" ductile iron main on Sheppard Drive across Palomino Road to tie into an existing 10" ductile iron main. There is a connection behind Giant. When Sheppard Drive was being completed, Palomino Road had already been paved. Cost estimate for construction is around \$40,000 and the total project cost is around \$190,000.00.

These projects include bidding for about 460 lineal feet of 10" ductile and 85 lineal feet of 8" ductile. Bids will be opened on September 24, 2015 with recommendations at the September 28, 2015 meeting. Bid bond is 10%. A pre-bid conference will be held at 9:00 AM on Friday, September 11, 2015. Projects will start in mid-October and should be completed in mid-December. These projects will be subject to Prevailing Wage.

Motion by C. Richards and seconded by M. Love to advertise the 2015 Water Improvements, as presented. **Passed** with 5 ayes

Contract for Pine Road Property Acquisition and Demolition – Bids were opened August 24, 2015. Bernard Anthony, Inc. submitted the low bid at \$58,870.00. This total does not include the asbestos and hazardous materials abatement. If asbestos is found, the project will go over the bid amount. Bernard Antony, Inc. is not certified to do asbestos work.

Motion by S. Parthree and seconded by M. Love to approve the low bid of \$58,870.00 from Bernard Anthony, Inc., which does not include asbestos work, as presented. **Passed** by 5 ayes

SOLICITOR'S REPORT by Attorney Charles Rausch

The Gerber settlement is scheduled for August 28, 2015.

S. Parthree was approached about a property that has been sitting empty since 2011. He is unsure if the Township condemned the property. He did not want to single this property out but would like to help out any blighted property. The resident thought that the mortgage company is sitting on this property and neighbors want to see something done. The resident inquired if there is anything that the Township can do to have the property demolished or have action taken to clean up the property. Both neighbors have interest in purchasing the property and demolishing the home. They could purchase and subdivide the property.

Attorney Rausch noted that there are options. If there are liens against the property the Township can proceed to execute on them. The Township can write off liens but not tax claims. The Township would have to pay off taxes at execution. Another option is a conservatorship procedure. The Township can file a petition with the court and be appointed conservators. The Township would not actually take ownership of the property, they would just be a conservator until the property is rehabbed or demolished. There are some programs at the County level to

take over and clean up dilapidated properties. The York County Development Authority would take possession of these properties so that municipalities did not have to take on the burden.

Board members and Attorney Rausch felt that the conservatorship would be the best way to go. This way would allow the Township to go in and do what is needed. Each situation would be different. Attorney Rausch suggested looking at this property and others to get more information and form a plan. Upfront expense maybe involved until money is recouped through the sale of the property or may not even be recouped. A budget would need to be worked out.

Attorney Rausch will look into what is going on with the property, if there is a mortgage and who the mortgage is with, and if there are any taxes owed. He will put together some options. S. Parthree will stay in contact with Manager Oswalt and Attorney Rausch on this issue. Chair Menges would also like to be informed on this issue.

MANAGER'S REPORT by Manager Laurel Oswalt

Continuation of the Electronics Recycling Program – This program will no longer be giving recycling money back to the municipality to host an event. Through a questionnaire, the County is asking if the Township would still want to sponsor a recycling event. The last event cost the Township around \$1,100.00 in payroll. The County provides a free electronics recycling on the 1st and 3rd Saturday of the month and there are other area municipalities who collect through the week and are open to the public.

Board Consensus was to not participate in this event and advise residents of other areas to dispose of recycling items.

Intersection of Biesecker and Admire Road – Representative Seth Grove's office received a complaint about this intersection, requesting to have a 4 way stop installed. Both roads are State roads. Manager Oswalt provided an accident history report from Northern Regional Police on this intersection. There have been 6 incidents over a 3 year period. The incidents included: stop sign violations, texting and a hit and run. These accidents imply that there are sight distance and speed issues.

Board Consensus was to not look into this situation any further. Manager Oswalt will contact the office of Seth Grove with the intersection history report.

Sale of Repository Properties – These are properties that need their taxes forgiven to get them back on the tax records. The property on Conewago Road has no building and the other property is in Llewellyn's Mobile Home Park. They are asking the Township to waive the 3 years of back taxes.

Motion by C. Richards and seconded by S. Stefanowicz to approve the sale of the repository properties, as presented. **Passed** with 4 ayes and **Opposed** by Chair Menges

APPOINTMENT OF ASHLEY SPANGLER SR. TO I/CDC – Ashley Spangler Sr. has currently been attending the meetings.

Motion by M. Love and seconded by S. Parthree to appoint Ashley Spangler Sr. to the I/CDC, as presented. **Passed** with 5 ayes

Approval of the Final Payment to AM Liner for the Canal Road Sewer Lining Project in the Amount of \$189,672.73 – S. Stefanowicz will inquire at the next Sewer Authority meeting if the Waste Water Treatment Plant noticed a reduction in I&I after the last storm.

Motion by C. Richards and seconded by S. Stefanowicz to approve the final payment of \$189,672.73 to AM Liner for the Canal Road Sewer Lining Project, as presented. **Passed** with 5 ayes

Approval of Resolution 2015-17 Amendment to the Public Works Director's Job Description –

Motion by M. Love and seconded by C. Richards to approve resolution 2015-17 to amend the Public Works job description, as presented. **Passed** with 5 ayes

Manager Oswalt noted that an executive session on personnel will not be needed.

M. Love noticed that the cable franchise auditors were paid. She inquired if results were reported. The audit is still in progress.

OLD BUSINESS

Continuation of the Work Session on the Public Works Garage – The Board is looking to build a Public Works Garage that is big enough for the current needs but would have the ability to be expanded. They would like to see plans for a few different buildings with all discussed options included. Recently, Laurel, Wayne and John Rhea from C.S. Davidson met to put some numbers together for the 2016 budget. They referred to where to place the building, what size of building, cost for drawings, maintenance costs for 5-10 years, cost of utilities, plus allowing for additional options and space for the future.

Menges asked Board members if they wanted to take a one-time hit and borrow the needed money for a large building now or build a garage to address current concerns with the opportunity to expand at a later time.

M. Love would prefer to see a building with more space than what is needed. Additional space is needed for an EOC room which could be located in the current municipal building.

S. Stefanowicz is unsure. He likes the idea to house all the vehicles and equipment in one building but does not want to build too big. He wants to see more options and have the ability to utilize other current buildings.

Chair Menges noted to make sure there is the ability to move around in the building without having to walk outside. He is in favor of a building that would meet the most immediate needs and use the other current available buildings, but build with the ability to expand.

S. Parthree would like to see specifications and the numbers for buildings.

C. Richards is concerned about the safety of the building. He does not want to see vehicles/equipment up against one another. If you don't build enough the first time than more money will need to be spent a second time.

The Board is asking for more information on the costs and options of buildings. Terry Myers noted that C.S. Davidson and the architect can put together building designs with many different options and costs.

M. Love does like the option of installing a second floor if needed in the future.

C. Richards inquired if more current standing buildings are repurposed, than more in house space will be made available in the municipal building for recreation activities and the EOC room.

C. Richards also brought attention to the space over at the fire department. The Board still needs to consider a generator that would run just the community room during a power outage. S. Stefanowicz suggested a box truck that runs off of solar collectors that does not require a generator. Met-Ed can also tap into this box, at a cost, if they would need.

Manager Oswalt will put engineering costs for this Public Works Building into the 2016 budget.

COMMENTS/NEW BUSINESS FROM BOARD OF SUPERVISORS

C. Richards noted that the road maintenance is going well. The Lauer Tract roads are in better condition now that street sweeping is completed. They are holding up well and Columbia Gas is currently in working on projects.

S. Parthree noted that the Senior Center would like him to attend a meeting on their long range planning. He asked if the Board has any thoughts on what land to allow them to build on. Suggestions were: a portion of Lehr Park on the back side but parking would be an issue, the Golf Course, the empty lot on Tower Drive, property at Hadley Drive, and the acreage behind Northern Regional Police station.

Manager Oswalt suggested asking the Senior Center what size building they need, the amount of parking, access to what utilities, and what time periods they would be using the building. She noted at one point Governor Leader had discussed giving the Senior Center space at Providence Place.

Other topics discussed were: once the Senior Center would relocate maybe the EMC could work out of that space; if the Senior Center would locate to another part of Lehr Park some of the Township events would need to be relocated; if sporting fields are moved out of this area the Senior Center and Library could expand their facilities and parking; build good fields and pavilions to host sporting tournaments.

S. Parthree noted that the I/CDC meeting will be held on Wednesday at 4PM. Representative Seth Grove will be attending this meeting, if anyone has questions for him and would like to attend.

S. Stefanowicz noted that the Sewer Authority meeting is Wednesday night. They are hoping to settle on the dewatering equipment.

S. Stefanowicz suggested posting the Township's paving schedule on the website with approximate timeframe. This could help with communication issues. Manager Oswalt noted that long range planning is currently on the website.

M. Love reported that the EOC was active on Thursday, August 2, 2015. Manager Oswalt included this in her report. She also asked if the Dover Township EMC could purchase a weather radio for the EOC. The radio would cost around \$30.00. The Board noted to purchase the radio and submit the receipt.

M. Love suggested putting the newsletter back into the budget for 2016. Manager Oswalt noted that she did add this into the budget. There have been many complaints and event attendance has been down.

M. Love, C. Richards and Manager Oswalt are meeting with Peggy Durnin from the Dover Ambulance Club on the issue of communications between the Dover Township Fire Department and the Quick Response Service (QRS) that the Fire Department wants to implement. Glenn

Jansen said this would help protect their volunteer members who are also EMTs or ALS providers in their full-time jobs.

Additionally, there has only been one meeting between the two fire companies and communication has not been any better between the two departments. At that meeting, it was noted that the Borough would communicate on getting together next and there has been no response on a date to meet.

The two departments did train together on the buildings that were torn down at the Memorial Hospital property and there were no problems reported.

Chair Menges received the 2016 preliminary budget for Northern Regional Police. There is over a 3% increase estimating at around \$83,000.00. This is for an increase in health insurance and ammunition. Manchester Township is exploring their options in pulling out from Northern Regional Police. If the Township would ever want to decrease their service level, they would need to report this to Northern Regional by April. Chair Menges only wanted to let the Board know this for informational purposes. If the Township would ever want to decrease its service level, the Township would need to find another municipality to purchase our time.

COMMENTS FROM PUBLIC PRESENT

No comments

With no further business, the meeting was adjourned at 9:25 PM by M. Love.

Respectfully submitted by: _____
Trena M. Hall, Township Secretary