

**DOVER TOWNSHIP  
BOARD OF SUPERVISORS MEETING  
AUGUST 25, 2014**

The Dover Township Board of Supervisors regular meeting for August 25, 2014, was called to order at 7:05 PM by Chair Monica Love in the Meeting Room of the Dover Township Municipal Building. Supervisors present were Monica Love, Matthew Menges, Charles Richards, Stephen Parthree, and Stephen Stefanowicz. 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; Georgia Sprenkel, Township Zoning Officer; Karen Myers, C.S. Davidson; and Trena Hall, Recording Secretary. There were 10 citizens in the audience. This meeting has been recorded for minute purposes only.

A moment of silence was requested for remembrance of those who stand in harm's way and their families, followed by the reciting of the Pledge of Allegiance to the American Flag.

There was a work session held prior to this Board meeting to discuss the Master Plan.

**APPROVAL OF MEETING MINUTES FOR JULY 28, 2014**

**Motion** by C. Richards and seconded by S. Parthree to approve the meeting minutes for July 28, 2014, as presented. **Passed** with 5 ayes

**TREASURER'S REPORT**

**Motion** by M. Menges and seconded by C. Richards to approve the warrant total for August 11, 2014 in the amount of \$356,492.07, as presented. **Passed** with 5 ayes

**Motion** by S. Stefanowicz and seconded by S. Parthree to approve the warrant for August 25, 2014 in the amount of \$269,262.12, as presented. **Passed** with 5 ayes

**PUBLIC COMMENT**

Not on the Agenda

**Stefanie Lam – 2753 Genna Circle - Concerns with Water/Sewer Bills** – Ms. Lam has lived in the Delbrook Estates for over 10 years with water and sewer being included in the lot rent. The park is now starting to charge residents for water and sewer. Recently, they received their first water/sewer bill and residents are overwhelmed by the cost. Residents were not given notice that the bills were starting and they now have 11 days to submit payment. The new bills are calculated by taking the park's bill and dividing it by the number of people residing in the park. That per person amount is then applied to the number of people living at that property. A family of four would be billed around \$115.00 per month. The park owner does not have a true count of those living in the park. The residents are upset because they have no control over the amount of water they are being charged for. Ms. Lam has all new plumbing and her family conserves on utilities. She is now paying for those in the park who do not conserve.

Ms. Lam noted that there are multiple issues happening in the park and no attention is being brought to them. Two years ago, the Township sent letters to the residents noting that improvements needed to be made and property inspections will be done. In the 10 years of her residency, there have never been any improvements made. The Township is aware that all of the piping in the park needs to be replaced. Ms. Lam is asking to have a water meter installed and she would share the cost to have it installed. Currently, there is only one pit meter for the whole park. The Township bills the park off of the readings of that one meter.

M. Menges noted that this issue is between the residents of the park and the Delbrook Estate owner.

Manager Oswalt noted that the property owner was in contact with the Township and noted the three options that he had. He could charge by the square footage of the home, the number of people in the home, or by the number of toilets and faucets in the home. The Township was asked if they had any jurisdiction to allow the park to do this. The Township never responded since the billing is not the Township's responsibility. The park owner was advised by the company that is servicing his billing.

Ms. Lam questioned what she can do to control her bills.

The Board noted again that the landowner of the park pays the bill and that owner decided how to distribute the bill to the current homeowners. This issue is between the landowner and the current homeowners. Manager Oswalt questioned if any notification was given. Ms. Lam noted that notification was given in the new rules effective May 1<sup>st</sup>. The letter did not specify what the price of the bills would be or a start date.

Ms. Lam will be on the agenda for the next Board meeting. Chair Love asked her to have a list of all concerns and, if possible, provide the list to Manager Oswalt prior to the meeting. She will also be submitting pictures.

**Donna Botterbusch – 2716 Genna Circle** - Ms. Botterbusch has resided in Delbrook Estates for 4 years. Ms. Botterbusch would like to know how the original paperwork was put together in 1986 for the rules and regulations for the park. There are rules listed that she has never even heard of. The letter from the park noted that the reason for the allocation of the water bill is to help conserve water usage. This new bill is an extreme increase without notice. Residents have no reason to conserve because they are billing unreasonable. The billing company is out of Colorado and some rules that apply there, do not apply the same here in Pennsylvania. The park manager, Troy, never responds to the park residents on their concerns.

Ms. Botterbusch will attend the next Board meeting. She would like to know what the original obligations were between the Township and the park. She asked if there are laws to protect residents in these parks.

Chair Love asked the Delbrook Estate residents to have all neighbors meet together and have one speaker for the next meeting.

**Shawn Platts – Union Fire and Hose – 2014 Halloween Parade** – The Dover Halloween Parade will be October 5, 2014 at 3 PM. The Fire Company is asking the Board to waive the \$40 Parade Application Fee. They are also requesting a donation to the parade. Mr. Platts provided Manager Oswalt with the Parade Application. Chair Love noted that the Board will vote on this later in the meeting and will notify Mr. Platts with the results.

**Kreg Landis – 3520 Fox Run Road – The Speed on Fox Run Road** - Kreg Landis was present to discuss the road issues, in front of his home on Fox Run Road. There have been many accidents over the years with two coming onto his property and neighboring properties in the last month. Vehicles are speeding, traveling from Carlisle Road to Canal Road. Over 500 citations have been issued in the past 20 months for speeding. Mr. Landis was asking the Board to extend the guiderail about 40 feet. Charles Farley noted that the guiderail cannot be extended because it is not warranted. The extension of the guiderail would cause a hazard and bounce vehicles back into oncoming traffic. Mr. Landis noted that if oncoming traffic is traveling the required 25 MPH they should have ample time to stop. Mr. Farley offered to put up new signage but Mr. Landis does not believe this will help. Mr. Landis again asked the Township to re-evaluate the extension of the guiderail or the other suggested ideas of speed bumps, speed tables, etc. This has been going on since the 70's. Mr. Landis noted that he has been in contact with Representative Seth Grove for guidance and he will be on the agenda for a future meeting.

Chair Love noted that the Board will discuss this issue further.

#### **ZONING REPORT by Georgia Sprenkel**

**Authorize Township Secretary to Sign the Request for Planning Waiver & Non-Building Declaration for James R. Firestone** – This plan was previously approved by the Board. Brad Hengst's report was provided.

**Motion** by M. Menges and seconded by S. Stefanowicz to authorize the Township Secretary to sign the request for the Planning Waiver & Non-Building Declaration for James R. Firestone, as presented. **Passed** with 5 ayes

#### **ENGINEER'S REPORT by Terry Myers**

**Change Order #1 for Well No. 10** - Karen Wilson updated the Board on Well No. 10. The Contractor is finished. There is a change order for this project in the amount of \$11,452.54. The project increased because the As-Built measurements were incorrect and the building was relocated, creating more paving. The new project total is \$310,540.54.

**Application for Payment No. 3 (Final)** – The final payment amount owed is \$23,748.84. The total paid amount came to \$286,791.70. The well is not up and running to this date. DEP is not releasing the test results to issue the Operations Permit. Corey Flythe is contacting DEP.

**Motion** by M. Menges and seconded by C. Richards to authorize Change Order No. 1 Payment in the amount of \$11,452.54 and the Final Application Payment No.3 in the amount of \$23,748.84, for Well No. 10, as presented. **Passed** with 5 ayes

**Davidsburg Road/Tower Drive/Jayne Lane Agreement** – Terry Myers reviewed this project with the breakdown costs of the road work, the pedestrian improvements, the storm sewers, etc. He proposed to the developer a split of 25% Township and 75% Developer, with the Township helping with the additional costs of installing the turning lane on Davidsburg Road. The Developer is in agreement with this proposal. The Township would be taking on about 12% of construction costs, about \$16,000, of the \$130,000 improvements on Davidsburg Road. The Township will need to acquire 4 right of way acquisitions on the east side and discuss 5 poles that need to be relocated. The Township will be responsible for relocating one of the most expensive poles. An additional right-of-way was dedicated at one point but it was never accepted by the Township. PENNDOT will want releases from property owners at some point. The Developer will be at next month's meeting to discuss Terra Vista. At that time, they would also like to have an agreement to move forward on this project. No action needed.

**Terra Vista Developers Agreement** – This development is located at Admire Road and Davidsburg Road. The Developer is offering the right-of-way and will construct the road to extend through the property, if the Township receives the necessary right-of-way on the Gerber property. The Developer will also dedicate 22 acres, on the south side of Davidsburg Road, as recreational land. In exchange for these offerings, the Developer would like the Township to support a waiver of PENNDOT's requirement for roadway transition on Davidsburg Road. This waiver is to exempt them from having to widen or replace the existing culvert. There are more waivers that they will be requesting such as replacing shoulders instead of curbing and sidewalks along Davidsburg Road and a few minor items. They will also be requesting that no other off site improvements be required. There are some issues with the sanitary sewer interceptor. The Developer will also be asking the Township to consider the sub-division plan with the land development plan. Additional grading was discussed for the park land to house a soccer complex with three full size soccer fields, pavilions, an exterior track, and parking for up to 180 cars. The Developer will build a gated Emergency access into the Rock Creek Development through a right-of-way, if the Township will obtain the easement. The access was offered for dedication but was never accepted by the Township. The Developer will be attending the September 22 meeting.

**Change Order No. 1 for Pine Road Water Project** –

**Board Consensus** agreed to the additional work at last month's meeting. The contractor has started the project today. The additional service of 140' of water main and restoration work will cost around \$16,320, if the project can be completed in the street. Five extra days will be included for the anticipated work.

**Motion** by S. Stefanowicz and seconded by C. Richards to accept Change Order No. 1 for the Pine Road Water Project at an additional cost of \$16,320.00, as presented. **Passed** with 5 ayes

**SOLICITOR'S REPORT by Attorney Charles Rausch**

**Approve Ordinance 2014-05 Amending Chapter 7 "Fire Prevention and Fire Protection" to Add a New Part 3, "Regulation of Fireworks"** – There have been no comments from the public since the ordinance was advertised. The fee schedule will need to be amended at a September meeting.

**Motion** by M. Menges and seconded by S. Stefanowicz to approve Ordinance 2014-05 amending Chapter 7 “Fire Prevention and Fire Protection” to Add a New Part 3, “Regulation of Fireworks”, as presented. **Passed** by 5 ayes

**Approve Resolution 2014-19 to Opt-In or Opt-Out of the York County Regional Chesapeake Bay Pollutant Reduction Plan** – Dover Township will be joining other York County Municipalities to complete County-wide Stormwater projects. This is for a 5 year plan and the annual dollar amount will not change during that time frame.

**Motion** by S. Parthree and seconded by C. Richards to approve Resolution 2014-19 to Opt-In to the York County Regional Chesapeake Bay Pollutant Reduction Plan, as presented. **Passed** with 5 ayes

**Approve Ordinance 2014-06 Authorizing the Participation in and Execution of an Intergovernmental Cooperation Agreement for the Implementation of the York County Regional Chesapeake Bay Pollutant Reduction Plan** – York County is the first in the state to do this regional plan.

**Motion** by C. Richards and seconded by M. Menges to approve Ordinance 2014-06 authorizing the participation in and the execution of an Intergovernmental Cooperation Agreement for the implementation of the York County Regional Chesapeake Bay Pollutant Reduction Plan, as presented. **Passed** with 5 ayes

Each municipality must provide a participating Representative and an alternate to represent the Township on the Regional Committee. Chair Monica Love was asked to be the delegate with Manager Laurel Oswalt as the alternate.

**Motion** by M. Menges and seconded by C. Richards to have Chair Monica Love as the delegate and Manager Laurel Oswalt as the alternate in representing the Township, as presented. **Passed** with 5 ayes

**MANAGER’S REPORT by Manager Laurel Oswalt**  
**Approval to Waive the Parade Assembly Application Fee for the Borough’s 250<sup>TH</sup> Anniversary Celebration** –

**Motion** by C. Richards and seconded by M. Menges to waive the Parade Assembly Application Fee for the Borough’s 250<sup>TH</sup> Anniversary Celebration, as presented. **Passed** with 5 ayes

**Discuss a Contribution Amount for the 2014 Northern Regional National Night Out** – The event was well attended. A thousand dollars was donated last year to help make up for not donating the previous year. A thank you has already been received for the volunteering of Township staff for this event and for a monetary contribution that was being processed.

**Motion** by C. Richards and seconded by S. Stefanowicz to donate \$1,000 to the 2014 Northern Regional National Night Out, as presented. **Passed** with 5 ayes

**Approve the Three Easement Agreements for 2045 Wood Hall Way, 2049 Wood Hall Way, and for the Ashcombe Farms West Homeowners' Association** – Dover Township issued a fence permit in October of 2013. The contractor recently made the PA One Call. The Township's Water Department discovered there was a water line going through the three listed properties. This water line was not indicated on the deed. Staff discovered it was only noted on the As-Built plans. There is a plan with the declaration plaque noting that there is an easement. The property owner has installed the fence so that the sections are removable over the area of the waterline. The easements are in the process of being signed and will need approval to have Chair Love sign them when returned. There are no items in the easement that would need to be removed. A tree was removed on the final inspection.

**Motion** by M. Menges and seconded by C. Richards to authorize Chair Love to sign the easement agreement for 2045 and 2049 Wood Hall Way and the Ashcombe Farms West Homeowners' Association if/when the easement agreements are returned, as presented. **Passed** with 5 ayes

**2015 Draft Budget** – Board members have received a copy of the draft 2015 Budget, noting to contact Manager Oswalt with available dates and times to meet with their associated department liaison positions.

**Township Newsletters** – Four newsletters are distributed each year. The newsletters provide information on events happening in the Township and educational information. The current publisher is Hometown Press. They have dropped the Township, effective immediately, since they cannot find enough businesses to sponsor the production of the newsletter. Currently the Township only budgets for the postage and not the production of the newsletter. EPC Printing/Engle Printing, who produces the Community Courier, and Hot Frog have provided quotes for comparison pricing. These companies would solicit businesses for advertising.

The Board suggested that the Township could write the articles in house and then hire a company to format the articles and print. The Board also suggested putting a newsletter together and only providing it on our website. Another suggestion was to have an employee find businesses to donate advertising on an annual basis. This could be budgeted for next year. Residents in the audience noted that they do like receiving the newsletter.

**Board Consensus** was to provide an online newsletter for the fourth quarter. Manger Oswalt has already budgeted for the increased cost into the 2015 budget.

**2014 Halloween Parade Waiver Fee and Donation Amount** –

**Motion** by M. Menges and seconded by S. Stefanowicz to waive the \$40.00 Application Permit Fee and make a \$1,500 donation, as presented. **Passed** with 5 ayes

**Selling of the Fire Truck** – There are many people interested in this vehicle, such as the Dover Township Road Department, Northern Regional Police Department and other Fire Departments. The Board is not interested in allowing the Township to purchase this vehicle. The suggested reserve bid is \$12,500.

**Board Consensus** was to advertise this Fire Truck on Municibid with a reserve bid of \$12,500.

**PUBLIC WORKS DIRECTOR'S REPORT by Charles Farley**

**Approve Quote from Suburban Testing Labs to Perform Surface Water Identification**

**Protocol Testing** – The quote to perform Surface Water Identification Protocol (SWIP) testing is \$24,661.00. This is necessary to put Well No. 7, which is located on Cardinal Lane, back online. This \$4,661.00 exceeded the amount that was allotted for the project. The Well has been off line since 2007/2008. This Well mixes with the York Water that comes into our system. Money is available for this increase since there are no more scheduled projects for this year. There is no guarantee that after all of the testing is complete that this Well would not be permitted to go online. Staff does not believe there will be any problems.

**Motion** by M. Menges and seconded by S. Parthree to approve the contract with Suburban Testing Labs in the amount of \$24,661.00, as presented. **Passed** with 5 ayes

**Fox Run Road** - M. Menges questioned this issue again. He noted that extending the guiderail could potentially increase the severity of accidents by limiting a driver's ability to exit the road. This could now cause a head on collision. The guiderail is there to protect the car from going into a hazardous area. The gentlemen in attendance were asking for more studies to be completed on this area. Mr. Farley is going by PENNDOT's explanations. The signs and having police monitor the area for speeding is not working. The Board discussed speed bumps, rumble strips, and texturizing the curb again. The gentlemen again asked for a guiderail to be installed between the driveways of the first two homes from the curb. These accidents happen during all weather conditions and times. A guiderail may cost around \$10,000 to install, including materials and labor. Mr. Landis noted that improvements made to secure his property will cost him and he does not believe that he should fund this himself to solve someone else's problems.

Chair Love noted that a guiderail may give the homeowners a false sense of security. The homeowners can put any barriers of their choice on their property. These gentlemen want to know what the Township can do to help with this issue. The Township will provide more investigation into this issue.

**OLD BUSINESS**

S. Stefanowicz noted that the broken tractor is not fixable. The transmission is in question. At this point there is no reason to keep the mower. Other Townships are interested in the mower. The tractor can be fixed for around \$3,000.

**Motion** by S. Stefanowicz and seconded by C. Richards to dispose of the mower and have Manager Oswalt and staff set the reserve bid, as presented. **Passed** with 5 ayes

**COMMENTS/NEW BUSINESS FROM BOARD OF SUPERVISORS**

M. Menges mentioned the draft of the Northern York County Regional Police budget. There will be a 4% increase related to the pension. This is the second increase over three years to get it fully funded.

S. Stefanowicz announced the open house at the Waste Water Treatment Plant for next month.

S. Parthree discussed a meeting that was held at the Municipal building with Representative Seth Grove and local business members. The National Federation of Independent Businessmen held the meeting.

S. Parthree and Charles Farley discussed extending the sewer line up Carlisle Road pass the Dollar General. This will be years down the road. Dr. Pike and Bible Baptist Church is interested in this happening.

C. Richards noted the good job preformed on seal coating the streets off of Davidsburg Road in the Tower Drive area. The Township will be street sweeping the area.

Chair Love announced the Stormwater seminar on September 16, 2014 at Brookside Park from 6:30 PM – 7:30 PM on Riparian Buffers.

**Seth Springer – President of the Dover Area High School Alumni Association** – He was requesting a waiver for the fee rental of Brookside Park for their annual alumni picnic on July 19, 2015. The Board did not provide an answer at that time.

With no further business, the meeting was adjourned by Chair Love at 9:15 PM into an executive session to discuss Union Contract Issues.

Respectfully submitted by:

\_\_\_\_\_

Trena M. Hall, Township Secretary