

Dover Township  
**Board of Supervisors Minutes**  
October 23, 2017

The Dover Township Board of Supervisors' meeting for Monday, October 23, 2017, was called to order at 7 p.m. by Chairperson Stephen Stefanowicz in the Meeting Room of the Dover Township Municipal Building. Supervisors present: Charles Richards, Stephen Parthree, Matthew Menges, and Robert Stone. Present on behalf of the Township: Laurel Oswalt, Township Manager; Charles Rausch, Township Solicitor; Georgia Sprenkel, Zoning Officer; Terry Myers, Township Engineer; Chalet Harris, Township Recreation Director and Michael Fleming, Township Public Works Director. Also present: Recording Secretary and eleven citizens.

A moment of silence was observed and the Pledge of Allegiance was recited. It was reported that the Board met in an Executive Session at 6 p.m., immediately prior to this meeting to discuss personnel matters.

**Minutes**

**Motion** by Stone, second by Menges, to approve the Minutes of the Board of Supervisors Meeting of September 25, 2017. All members voted aye; motion carried.

**Motion** by Stone, second by Richards, to approve the Minutes of the Board Budget Work Session of October 9, 2017. All members voted aye; motion carried.

**Treasurer's Report of Current Expenditures**

**Motion** by Menges, second by Richards, to approve the following:

Warrant Total for October 2, 2017, for \$3,575.91; Warrant Total for October 13, 2017, for \$726,036.83; and Warrant Total for October 23, 2017, for \$438,317.15. All members voted aye; motion carried.

**Information on Events and/or Local Announcements**

From the audience, Chalet Harris reported that this Saturday, Halloween in the Park will be held at Lehr Park from 3-6 p.m., with all sorts of activities plus movie night starting at 6 p.m. All events are free. Additional recreation opportunities are two bus trips to Harper's Ferry and Boonsboro, Maryland. Mr. Stone mentioned the Optimus Prime event was quite well attended. Supervisor Stone congratulated Ms. Harris and her collaborators for all their efforts.

**Public Comment**

Chalet Harris, Dover Township Recreation Director, and Doug Markel with the YMCA were present to discuss the new After-School Program. This new program will serve 7<sup>th</sup> and 8<sup>th</sup> graders after school at the Dover Community Park Log House. All aspects of the program are in place except for the finances. The question to the Board was whether the Recreation Department should request money to cover the utilities and any other potential costs. If the answer is yes, the fee for the program will need to be increased to include these expenses. The program will run Monday through Friday, after school (2:30-ish) to 5:45 p.m. Staff and supplies will be provided by the YCMA. There will be all sorts of activities and homework time, too. Mr. Markel also mentioned that this program comes with a free year's membership at the YMCA to encourage the students to use that facility and programs.

**Motion** by Richards, second by Stone, to allow the YCMA to use the log cabin from 2:45 to 5:45 p.m. from January 2, 2018, through end of the school year *at no charge*. All members voted aye; motion carried.

### **Zoning Officer's Report**

1. PL17-7, Copper Chase LDP; 107 new dwelling units –

Jessica Allen, RGS, presented this 30-acre plan; Todd Bowser of Campbell Associates was also present. The existing northern portion has 132 dwelling units. Development on the southern side proposes 15 acres being used to build townhouses or 107 dwelling units. Main access is from Baker Road onto Honey Run Drive. The property fronts on Baker and Emig Mill Roads. There will be 12 buildings; the townhomes will be arranged in a loop drive. Stormwater management has been addressed. Mr. Menges asked about the connector road and it was confirmed to be a chained emergency access.

Waivers requested: preliminary plan (Section 22-501); traffic impact study (traffic letter provided) (Section 22-602.8); discussion was held regarding the Planning Commission's concerns and recommendation about this waiver request.

Mr. Myers feels that any traffic study will not indicate the need for any major improvements that haven't already been accounted for. Regarding the timing for the bridge, this area is likely set for improvements in three to five years.

Continued waivers requested: emergency access drive curbing (Section 22-709.6.A); sidewalks along Baker Road (Section 22-710); curbing (Section 22-711);

Mr. Myers recommended that the applicants be required to add the standard six-month note rather than be granted a full waiver of the requirement.

Also requested: waiver for Environmental Impact Assessment Report by independent consultant (Section 22-720-3); stormwater facility setback along Baker Road (Section 19-301.11); and interior basin slopes at 3:1 rather than 4:1 (Section 19-308.3.A.3).

**Motion** by Menges, second by Richards, to grant the waiver requests for the preliminary plan, full traffic impact study, emergency access curbing; Environmental Impact Study by independent consultant; and stormwater facility setback on Baker Road, and basin slopes, AND instead of granting a full waiver for curbs and sidewalks, the applicant must add the standard six-month notice language. All members voted aye; motion carried.

Mr. Myers reviewed his comments on the C. S. Davidson letter dated October 23, 2017. Outstanding items: Zoning 1, a breakdown of the calculations used to determine the number of required spaces should be shown on the plan; either add a description to the calculations or show the number of spaces provided to each building in the typical diagram (Section 27-703); SALDO 1, show how sanitary sewer service will be maintained and provide a construction sequence. A detail of the doghouse manhole proposed to tie into the existing sanitary sewer should be provided on the plans (no section given); 2, provide water valves throughout Amberbrooke Lane to eliminate the need to take all buildings and fire hydrants out of service for any repairs (no section given); 3, consider designing the layout of the storm sewer system and sanitary sewer system allowing curvature of the pipe. This could potentially reduce the number of manholes and inlets required (no section given); 4, GIS disk (Section 22-501.2.A); 5, engineer's seal and signature (Section 22-501.2.F); 6, owner's signature (Section 22-501.2.H); 7, material of the 8" water line should be stated on the plans (Section 22-501.2.DD); 8, sewage planning module approval from DEP (Section 22-502.2); 9, approval of the sanitary sewer design by Township Sewer Authority (Section 22-502.3); 10, approval of the layout/design of water, sanitary, and

storm systems is needed from the Public Works Director and Township Engineer. The developer's engineer will need to work with the Township Water Department to determine the acceptable size, location, and layout of the required meter/valve pit at the Baker Road service connection (no section given); 11, approval of the stormwater management plan in accordance with Part 10 requirements and the Dover Township Stormwater Management Ordinance shall be obtained from the Township Engineer (Section 22-502.8). Acknowledgement of the stormwater basin discharge will need to be received from the downstream property owner; 12, add the PADEP sewage planning code number to the plan (Section 22-602.2.L); 13, public improvement security (Section 602.1); 14, erosion and sediment pollution control plan approved by the York County Conservation District and all required permits, including the NPDES permit, shall be provided (Section 22-602.4); 16, recreation fees/in lieu of (Section 22-718); 17, Note C.6 of the plans should be revised to state exactly: "the Owner shall not construct, plant, or maintain any structures, fences, trees, shrubbery, etc., within the sanitary sewer, stormwater, or utility ROW/easement in order to ensure a free and clear access to all facilities. Bituminous paving, commingling of sanitary sewer, stormwater, or utilities or a change in ground contours within the ROW /easement will be permitted only with written consent of the Township." (no section given); and 18, add the following note to the plan: "Concrete curbs and sidewalks as well as street widening shall be installed in accordance with the Dover Township Construction and Material Specifications by the owner, heirs, or assigns, within six months after receipt of written notice from Dover Township."

**Motion** by Menges, second by Richards, to approve the LDP for Copper Chase subject to the satisfactory resolution of the following open items from the C. S. Davidson letter referred to above: Zoning 1; SALDO 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 16, 17, 18. All members voted aye; motion carried.

Also, the applicant would like to add wording to tie the two developments together. Mr. Myers will assist.

2. PL 16-2, Faire Wynd Phase 1 Revised Subdivision Plan; 10 lots

Byron Trout from Gordon L. Brown was present on this plan. This is a re-subdivision along Hilton Avenue. Originally proposed were single-family homes. Now the applicant is proposing to match the existing duplexes in the rest of the subdivision. Streets and utilities are installed.

No waivers are requested. Mr. Myers reviewed the comments on the C. S. Davidson letter dated October 23, 2017. Outstanding items: 1, GIS disk (Section 22-501.2.A); 2, engineer's signature/seal (Section 22-501.2.F); 3, owner's signature (Section 22-501.2.H); 4, Township Sewer Staff approval of the proposed changes to the sanitary sewer system (Section 22-601.2.K.3); and 5, public improvement security (Section 22-602.1).

**Motion** by Menges, second by Stone, to approve the Faire Wynd Phase 1 Revised Subdivision Plan, subject to the satisfactory resolution of the following open items from the C. S. Davidson letter referred to above: 1, 2, 3, 4, 5. All members voted aye; motion carried.

3. PL 17-5, Dover Township Subdivision Plan; 3 lots

Scott DeBell, SDC, was present on this plan. This is a 3-lot subdivision, two of which are being combined. A portion of Municipal Road will be vacated. Proposed lot combined will be 56.5 acres; Lots 2 and 3 will be 2/3 acre each; non-building waiver to be requested. The

existing lot was zoned R-1 with a 35% maximum lot coverage non-conformity. This lot was rezoned to Commercial to comply with the lot coverage requirement.

Two waivers requested: street improvements (Section 22-704.6); and recreation fees (Section 22-718.1).

**Motion** by Menges, second by Stone, to grant the waivers as requested. All members voted aye; motion carried.

Outstanding comments on the C. S. Davidson letter dated October 23, 2017: Zoning 1, the plan should reflect Ordinance 2017-08, amending the Township Zoning Map for the Township's Municipal Offices from R-1 to Commercial, which was adopted by the Board of Supervisors on September 25, 2017; SALDO 1, GIS disk (Section 22-501.2.A); 2, engineer's signature and seal (Section 22-501.2.F); 3, owner's signature (Section 22-501.2.H); 4, location and description of the existing and proposed survey monuments according to Section 22-706 should be labeled on the plans (Section 22-601.2.H); and 5, sight distance requirements for driveways shall be in accordance with PennDOT regulations, 67 Pa. Code Chapter 441, "Access to and Occupancy of Highways by Driveways and Local Roads." Required and proposed stopping sight distance should be labeled on the plans for the proposed 50' ROW (Section 22-708.2.A).

**Motion** by Menges, second by Richards, to approve the Final Subdivision Plan of Dover Township, subject to the satisfactory resolution of the following open items from the C. S. Davidson letter referred to above: Zoning 1; SALDO 1, 2, 3, 4, and 5. All members voted aye; motion carried.

4. PL 17-6, Dover Township Land Development Plan; proposed Public Works building and Municipal Road relocation

Scott DeBell, SDC, was present on this plan also. This plan adds a new public works building for municipal use. Municipal Road will be vacated to the rear of the facility with a new access provided adjacent to the existing Salt Dome. A cul-de-sac will be established to the south east of the Municipal Building at the end of the newly named Brooklyn Road. There will be a fence with automated sliding gates. Multiple garage door accesses to the building to the rear with one entrance into the Highway Department portion of the building in the front. The parking lot will be expanded. Existing utilities through Municipal Road will be relocated.

Waivers requested: basin embankments within building setback lines (Section 19-301.22); minimum culvert diameter of 18" (Section 19-308.2.D); maximum 4:1 side slopes for detention/retention basins (Section 19-308.3.A.3); street improvements (Section 22-704.B); and minimum curve radius (Section 22-704.D.1).

Mr. Myers reviewed the comments on C. S. Davidson's letter dated October 23, 2017. Outstanding items: 1, GIS disk (Section 22-501.2.A); 2, engineer's signature and seal (Section 22-501.2.F); 3, owner's signature (Section 22-501.2.H); 4, statement of adequacy from the Authority and Township must be obtained concerning the water and sanitary sewer services for Lots 2 and 3 (Section 502.3). The proposed fire hydrant location on Municipal Road should be relocated as it may interfere with the layout of the future bypass road; 5, approval of the stormwater management plan by the Township Engineer (Section 22-502.8); and 6, this plan should not be approved until the Final Subdivision Plan that creates this lot is approved and recorded.

**Motion** by Menges, second by Stone, to grant the waiver requests as presented above. All members voted aye; motion carried.

**Motion** by Menges, second by Stone to approve the Land Development Plan of Dover Township for the public works building, subject to the satisfactory resolution of the following open items from the C. S. Davidson letter referred to above: 1, 2, 3, 4, 5, and 6. All members voted aye; motion carried.

**Motion** by Menges, second by Richards, to authorize the Chairman and Assistant Secretary to sign the four non-building waivers. All members voted aye; motion carried.

Approval of Proposed Ordinance 2017-09 Amending the Township Zoning Map for the Terra, LLC East Canal Road Property from R1 to R3 (Moved from Old Business): James Price presented the proof of ownership of the Terra, LLC, East Canal Road property. **Motion** by Menges, second by Stone, to approve Ordinance 2017-09, amending the Township Zoning Map for the Terra, LLC, East Canal Road property from R1 to R3. All members voted aye; motion carried.

### **Engineer's Report**

1. Terra Vista Subdivision Plan update – Mr. Myers reported on the culvert crossing at Admire and Davidsburg Roads. PennDOT wanted the Township to be responsible for this culvert. The Township agreed, as long as the Developer replaces the culvert. There is now an Agreement in place that indicates that the Township will allow the Developer to proceed with the rest of the permits, after which time, the Township and its engineer will work to get the General Permit and the emergency HOP to replace the culvert. The Developer will incorporate the culvert work with the rest of the construction. The Developer will pay the permitting and engineering costs included with the General Permit and emergency HOP. After the PennDOT permit expires, the Township will assume responsibility for the culvert.

Also, within the Agreement, if, for any reason the General Permit should fall through, the Developer still remains responsible for the maintenance of the culvert. Discussion was held on who will hold the bond. Mr. Rausch would like the Township to be in control of the performance bond. He requested that Mr. Myers add that language to the Agreement, adding the Township to the performance guarantee. **Motion** by Stone, second by Richards, to approve the Agreement, adding the language naming the Township to the performance guarantee. All members voted aye; motion carried.

### **Solicitor's Report**

No report.

### **Manager's Report**

#### **1. Approval to advertise the 2018 Budget:**

**Motion** by Parthree, second by Stone, to approve the advertisement of the 2018 Budget. All members voted aye; motion carried.

#### **2. Extension of Intermediate Avenue:**

Ms. Oswalt reported that she and Mr. Myers had a meeting with the developer and the school district to discuss terms and conditions of moving forward with this project. Ms. Oswalt discussed the tentative conditions to which each party was requested to obtain consensus. The question before the Board is how committed the Township is to seeing this project to completion.

The school district and the Developer would like a firm assurance from the Township that this project will indeed go through. The Township is currently pursuing federal funding toward this project, but if that doesn't come through, would the Township be willing to commit Township funds to the project in a future budget. It was felt that the Township should negotiate with the other parties for suggestions how to proceed if federal funding is not made available. In other words, would the other parties be willing to split the costs of the intersection and traffic signal improvements. An agreement will be necessary to finalize all commitments.

was that the Township is committed to moving this project forward and Ms. Oswalt and Mr. Myers should continue toward a written agreement between the parties in this matter .

3. Discussion regarding issues surrounding renaming of a portion of Municipal Road: Ms. Oswalt provided an update regarding this matter. The property owner requested that the new portion be named Brooklyn Road and requested possible consideration of the Township to provide financial consideration for reimbursement of any costs involved with changes that the property owners must make to their records, due to the address change.

Also, a hearing will be held at the December Meeting to vacate and establish new boundaries for portions of Municipal Road and to rename a portion to Brooklyn Road.

4. Approval of the Core Design Proposal/Agreement for additional services: Two estimates were obtained from the Core Design Group for a photorealistic rendering of the lobby space (Option A) and the north elevation exterior perspectives (Option B), for \$1,760.00 for Option A and \$3,175.00 for Option B. Ms. Oswalt requested that Option A be selected to provide the public with a realistic view of what the new building lobby will look like. **Motion** by Richards, second by Stone, to approve Option A of the Core Design Proposal/Agreement for Additional Services dated September 25, 2017. All members voted aye; motion carried.

5. Approval of List of Items to be sold on Munici-Bid: **Motion** by Menges, second by Stone, to approve the list of items to be sold on Munici-Bid. All members voted aye; motion carried.

6. Discussion about providing a letter of support calling for the establishment of a Blighted Property Review Committee and York County Land Bank Authority: A letter of support calling for the establishment of a Blighted Property Review Committee and York County Land Bank Authority has been requested of all municipalities in the county by the York County Economic Alliance (YCEA). The YCEA will be presenting this matter in November to the York County Commissioners in an effort to establish these two entities. There were concerns expressed by the Board with regard to these entities taking action on property in the Township without municipal input and possibly charging the community with the costs. **Board consensus** was that if the Township had control over which properties were submitted and the costs to the Township it may be beneficial.

7. Recognition of the completion of the probationary periods for Todd Hoppel, Water Operator Trainee; and Johnyne McClary, Receptionist:

Ms. Oswalt stated no further action from the Board is necessary to acknowledge this accomplishment and recognize these employees on the full-time permanent status.

8. Approval of Resolution No. 2017-19 exonerating GH Harris from the collection of 2006-2011 Uncollectible Per Capita Taxes: **Motion** by Menges, second by Parthree, to approve Resolution #2017-19, exonerating GH Harris from the collection of 2006-2011 Uncollectible Per Capita Taxes. All members voted aye; motion carried.

9. Approval of the Resolution No. 2017-20 accepting dedication of portions of Palomino Road and Country Drive:

**Motion** by Stone, second by Parthree, to approve Resolution #2017-20, accepting dedication of portions of Palomino Road and Country Drive. All members voted aye; motion carried.

10. Discussion of Mission Statement and Goals for the Industrial and Commercial Development Committee:

Ms. Oswalt indicated that Committee would like to discuss the mission statement and goals at their upcoming meeting. Mr. Parthree stated the Committee is looking for input from the Board on what they want the Committee to work on. The Board of Supervisors members felt that the mission statement and goals as previously established were in line with their desires for the Committee. Mr. Parthree informed the Board of the Committee's desire to pursue the establishment of a Business Association or Chamber. The Board agreed that this was a positive item that they supported.

### **MS4 Updates**

1. Danielle/Willapa Drive Stormwater Project Construction Easements:

Ms. Oswalt reported that there has been difficulty in obtaining construction easements from some of the property owners. The Board had previously stated that if we could not obtain easements from the property owners, the Township would discontinue pursuit of the project.

**Motion** by Richards, second by Parthree, to require the remaining Danielle/Willapa Drive Stormwater Project property owners to provide signed construction easements to the Township by November 30, 2017 or the Project may be eliminated. All members voted aye; motion carried.

### **Old Business**

1. Approval of the 2018 SPCA Housing Contract:

Ms. Oswalt provided additional information concerning the 2018 SPCA Housing Contract in answer to questions posed by the Board at a previous meeting.

**Motion** by Menges, second by Richards, to approve the 2018 SPCA Housing Contract. Four members voted aye; *Parthree opposed*. Motion carried.

### **Comments/New Business from Board of Supervisors Members**

Mr. Stefanowicz noted that he met with Ray Caputo regarding a drainage inlet in Mr. Caputo's yard on Winchester Road. After meeting with the Public Works Director and the Highway Foreman, Mr. Stefanowicz would like the Board to consider having the Township crew remove the concrete topper, fill the pit in with stone, cover it with engineering fabric, and then cover it with topsoil. It was noted that an agreement should be obtained with Mr. Caputo should this solution be pursued. The Board would like more time to consider this request and discuss it at a future meeting.

Mr. Richards applauded Fire Prevention Week activities by the Fire Department.

Mr. Parthree reported that the Dover Senior Center is in communication with Providence Place regarding moving the center to their community and therefore will not be asking the Township to lease any space.

Mr. Menges discussed a recent incident at one of the water system storage tank facilities. He requested Township staff to be diligent in accessing and determining additional improvements to the facilities to maintain adequate security controls for the properties.

Mr. Stone indicated that due to the changes in the trash ordinance, he has had an incident of illegal dumping on the property. It was noted that there was a violation in the Palomino Road area as well. Several residents were over the limit due to someone placing garbage out at their homes. The residents were pleased with the kind service that they received from Christine Myers, Administrative Clerk, who made sure the improperly disposed of items were removed.

**Public Comments**

Nothing at this time.

**Motion** by Richards, no formal second, to adjourn the meeting. All members voted aye; motion carried. The meeting adjourned at 9:56 p.m.

Respectfully submitted,

Julie B. Maher  
Recording Secretary

Laurel Oswalt,  
Township Manager