

**DOVER TOWNSHIP  
BOARD OF SUPERVISORS MEETING  
MEETING MINUTES  
NOVEMBER 14, 2016**

The Dover Township Board of Supervisors' Meeting for Monday, November 14, 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 and Stephen Stefanowicz. Supervisor Robert Stone was absent with prior notice. Other Township Representatives in attendance were Laurel Oswalt, Township Manager; Glenn Jansen, Township Fire Chief; Wayne Latchaw, Township Parks and Facilities Superintendent, Attorney Charles Rausch, Township Solicitor and Tiffany Strine, Township Secretary. There were seven citizens present. This meeting is being recorded for the purpose of minutes only.

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

Chair Menges announced that prior to the start of the Board of Supervisors' Meeting this evening, a Work Session was held to discuss the Dover Township Well Ordinance amendments. At the conclusion of the Work Session, an Executive Session was held to discuss a personnel matter and acquisition of real estate.

**Chairman Menges announced that due to the presence of members of the Dover Township Volunteer Fire Department, Chair Menges would like to begin this evenings meeting with the approval and presentation of Resolution 2016-28.**

**Approval of Resolution 2016-28 Recognizing Tim Hines of the Dover Township Volunteer Fire Department**

Resolution 2016-28 was prepared in recognition of Officer Hines for his receipt of the American Red Cross Good Citizen Award as a symbol of his appreciation, dedication and service. Officer Hines; accompanied by his wife and father, accepted Resolution 2016-28.

**Motion** by S. Parthree and seconded by S. Stefanowicz to approve Resolution 2016-28 Recognizing Tim Hines of the Dover Township Volunteer Fire Department, as presented.  
**Passed** with 4 ayes

**APPROVAL OF THE BOARD OF SUPERVISORS' MEETING MINUTES FOR OCTOBER 24, 2016**

**Motion** by C. Richards and seconded by S. Stefanowicz to approve the Board of Supervisors' Meeting Minutes for October 24, 2016, as presented. **Passed** with 4 ayes

**APPROVAL OF THE WORK SESSION MEETING MINUTES FOR OCTOBER 24, 2016**

**Motion** by S. Stefanowicz and seconded by C. Richards to approve the Work Session Meeting Minutes for October 24, 2016, as presented. **Passed** with 4 ayes

## **TREASURER'S REPORT**

### **Approval of Current Expenditures**

**Motion** by S. Stefanowicz and seconded by C. Richards to approve the warrant total for November 4, 2016, in the amount of \$501,309.68, as presented. **Passed** with 4 ayes

**Motion** by S. Stefanowicz and seconded by C. Richards to approve the warrant total for November 10, 2016, in the amount of \$86,996.87, as presented. **Passed** with 4 ayes

## **PUBLIC COMMENT**

### **Mary Hoy – Homeowner – 4001 Country Drive**

#### **Presenting a Waiver for a Fence Application located at 4001 Country Drive.**

Mrs. Hoy informed the Board that she had submitted a Township building permit application for fencing in the rear of her property. Mrs. Hoy stated that her home is located at 4001 Country Drive in the Donwood Phase IIA Subdivision. Mrs. Hoy's Township building permit application was denied and she is before the Board this evening to ask for a waiver regarding this matter.

Mrs. Maureen App; Dover Township Buildings and Codes Enforcement Officer, denied the permit application for the fence. Mrs. App is only able to issue a fencing permit for a fence that meets the Township's Ordinance specifications. On the subdivision plan, there is a proposed twenty-foot (20') Storm Sewer Easement indicated, the Easement is a swale with no piping. The proposed fence is limited to a ninety-foot (90') section along the rear property line. Currently as submitted, the Township building permit application was denied because no structures of any kind are permitted in an easement location.

The Board informed Mrs. Hoy that approval of the waiver could be granted contingent upon the execution and incorporation of a Dover Township Fence License Agreement.

**Motion** by C. Richards and seconded by S. Parthree to approve the waiver requested for the property located at 4001 Country Drive, to erect the proposed fence herein stated in the current storm sewer easement areas, as presented. **Passed** with 4 ayes

## **SOLICITOR'S REPORT by Township Solicitor Attorney Charles Rausch**

### **Approval of Fence License Agreement for 5030 North Salem Church Road**

Attorney Rausch informed the Board he is asking for approval of a Dover Township Fence License Agreement for 5030 North Salem Church Road, Robert E. Twitchell's property.

**Motion** by C. Richards and seconded by S. Parthree to approve a Dover Township Fence

License Agreement for 5030 North Salem Church Road, as presented. **Passed** with 4 ayes

### **Discussion of Trash Contract Memorandum**

Attorney Rausch provided the Board with a memorandum that outlined the issues raised at the October Board meeting concerning whether or not the Township can make trash collection non-mandatory for its residents but require that any resident who does use trash collection must utilize the hauler selected by the Township.

The memorandum outlined the collection and disposal of municipal solid waste in the Township that is governed by the Solid Waste Management Act, 35 P.S. §6018.101 et seq. [Act 97], and the Municipal Waste Planning, Recycling and Waste Reduction Act, 53 P.S. § 4000.101 et seq. [Act 101]. Providing information regarding these areas, Dover Township's solid waste regulations require all residential properties to dispose of municipal waste through the hauler selected by the Township.

Various questions were raised by the Board with regards to specific ramifications and requirements to implement in a new Township trash contract. Due to further inquiry, the Board would like to obtain and review various outside entity trash contract ordinances to explore possible options to better suit the needs of Township residents.

**Board consensus was reached and it was collectively determined to schedule a work session in the beginning of December to further discuss this matter.**

### **MANAGER'S REPORT by Township Manager Laurel Oswalt**

#### **Approval of Resolution 2016-26 Reimbursement for the Township's Water System Projects including Upgrade, Improvements, Renovations and Repairs**

**Motion** by S. Stefanowicz and seconded by C. Richards to approve Resolution 2016-26 Reimbursement for the Township's Water System Projects including Upgrade, Improvements, Renovations and Repairs, as presented. **Passed** with 4 ayes

#### **Approval of Resolution 2016-27 Reimbursement for the Township's Municipal Garage and Administration Complex**

**Motion** by S. Parthree and seconded by S. Stefanowicz to approve Resolution 2016-27 Reimbursement for the Township's Municipal Garage and Administration Complex, as presented. **Passed** with 4 ayes

### **Authorization of PFM Engagement Letter**

Manager Oswalt informed the Board that the PFM; also known as Public Financial Management, Inc. engagement letter is for authorization to proceed with the signing of the engagement letter to then begin to prepare for the borrowing of funds associated with the Township Garage and Water Line Projects.

**Motion** by C. Richards and seconded by S. Parthree to approve authorization of the Public Financial Management, Inc. Engagement Letter, as presented. **Passed** with 4 ayes

**Acceptance of a \$1,111.00 Bid for the Property known as Crone Road (24-0-MF-87) Avenue to Remove this Property from the Tax Claim Bureau's Repository List**

Manager Oswalt stated that she recommends acceptance of this \$1,111.00 bid for the property known as Crone Road (24-0-MF-87) to remove this property from the Tax Claim Bureau's Repository List.

**Motion** by C. Richards and seconded by S. Parthree to accept a one thousand one hundred eleven dollar (\$1,111.00) bid for the property known as Crone Road (24-0-MF-87) to remove from the Tax Claim Bureau's Repository List, as presented. **Passed** with 4 ayes

**Approval of Proposal of Core Design Group, LLC Proposal for the Township Municipal Garage**

Manager Oswalt informed the Board that the Township requested that Core Design Group, LLC add the approximate timeframes for the project phases so that the Township can remain on a progressive schedule with moving the Township Garage project forward in 2017. At this time, this was the only change recommended to the Core Design Group, LLC proposal for the Township Municipal Garage project.

**Motion** by C. Richards and seconded by S. Parthree to approve the Proposal of the Core Design Group, LLC Proposal for the Township Municipal Garage, as presented. **Passed** with 4 ayes

**Approval of Site Design Concepts Proposal for the Township Municipal Garage**

Manager Oswalt informed the Board that Township staff has asked Site Design Concepts to add the reverse subdivision to add the Golf Course to the plan, the road, the residential lots and parking area to the proposal. In order to proceed with the Land Development Plan process using Site Design Concepts, approval is needed.

**Motion** by C. Richards and seconded by S. Parthree to approve the Proposal of the Site Design Concepts Proposal for the Township Municipal Garage, as presented. **Passed** with 4 ayes

**Nutrient Credit Sale Agreement Approval**

The Wastewater Treatment Plant has managed their permit at a level for 2016 in such a manner, that has resulted in the Township having unused nutrient credits available for sale to another qualifying system. The Department of Environmental Protection's program only allows for a six (6) week time frame to properly execute the sale of these unused credits. The Township has registered for the Department of Environmental Protection's program, drafted an agreement of sale and is now asking the Board of Supervisors to authorize the sale of the credits.

**Motion** by S. Stefanowicz and seconded by S. Parthree to approve the Nutrient Credit Sale

Agreement as presented. **Passed** with 4 ayes

## **OLD BUSINESS**

The Board addressed previous concerns with the use of the Township Fire Department Utility Truck. The Board remained in firm agreement with the current terms regarding the use of any Dover Township Fire Department vehicle or apparatus. In addition to the current terms, it was further defined that there should be no children in any Township Fire Department vehicles or apparatuses at any time except for the Department's Annual Santa Run. During the Department's Annual Santa Run; a parent whom is designated and a member of the Township Fire Department and with proper approval, may have their child accompany them within a Department vehicle or apparatus during this time. It was further clarified that this is contingent upon the use of necessary child safety requirements and insurance policy compliances being met.

**The Board collectively agreed to incorporate and instill the above stated specifications and guidelines for the use of any Dover Township Fire Department vehicles and apparatuses.**

**Attorney Rausch added that at the conclusion of speaking with Dover Township Fire Chief Glenn Jansen on these matters, Fire Chief Jansen indicated that communication is of the most importance and he would prefer any individual with question to please contact him with regards to Departmental matters.**

## **ADDITIONAL COMMENTS FROM THE BOARD**

S. Parthree informed the Board that he has reached out to the Dover Community Senior Center with respects to the Senior Center's plans for expansion. At this time, the Dover Community Senior Center has provided no updates on their plans for expansion and that they are looking into extending their current lease agreement for the center for three (3) more years.

S. Stefanowicz announced that this coming Wednesday, November 16<sup>th</sup>, the Sewer Authority Meeting is scheduled to be held.

## **PUBLIC COMMENT**

**None to note.**

With no further business, the meeting was adjourned by Chair Menges at 8:15 PM.

Respectfully submitted by: \_\_\_\_\_  
Tiffany Strine, Recording Township Secretary