

**DOVER TOWNSHIP  
BOARD OF SUPERVISORS MEETING  
NOVEMBER 25, 2013**

The Dover Township Board of Supervisors regular meeting for November 25, 2013, was called to order at 7:00 PM by Chair Monica Love in the Meeting Room of the Dover Township Municipal Building. Supervisors present were Monica Love, Madelyn Shermeyer, Michael Husson, Charles Richards, and Matthew Menges. Other Township Representatives in attendance were Laurel Oswalt, Township Manager; Attorney Charles Rausch, Township Solicitor; Terry Myers, Township Engineer; Karen Wilson, C.S. Davidson; Charles Farley, Public Works Director; and Trena Hall, Recording Secretary. Brad Hengst, Township SEO and 9 citizens were in attendance. This meeting has been recorded for minute purposes only.

Prior to this meeting there was an Executive Session to discuss potential matters of litigation and personnel matters. There was also a work session with Brad Hengst, SEO on sewage fee increases.

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.

**APPROVAL OF MEETING MINUTES FOR OCTOBER 28, 2013**

**Motion** by M. Shermeyer and seconded by C. Richards to approve the meeting minutes for October 28, 2013, as presented. **Passed** with 5 ayes.

**TREASURER'S REPORT OF CURRENT EXPENDITURES**

**Motion** by C. Richards and seconded by M. Husson to approve the warrant total for November 13, 2013, in the amount of \$160,705.33, as presented. **Passed** with 5 ayes.

**Motion** by M. Shermeyer and seconded by M. Husson to approve the warrant total for November 25, 2013, in the amount of \$439,828.80, as presented. **Passed** with 5 ayes.

**SEO REPORT by Brad Hengst**

**Holding Tank Application for Dickie J. Williams** - Mr. Hengst was present to discuss the property owned by Dickie Williams at 4401 Pine Hill Road. This lot previously housed a mobile home before it was sold to the current owners. After the property was purchased, a camper was parked on the property and connected to the existing septic system. This camper will be a temporary living quarter while a home is being built. This was done without any permits or inquiry if this could be done. Mr. Hengst notified the family that this is not allowed and conducted tests on the septic system. The septic system was full and malfunctioning. Soil profiles failed because they were too shallow. The lot does not have suitable soil and there are

stormwater areas on the back of the property. The neighbors suspected that the system was malfunctioning for the previous owner and questioned if a camper was allowed to be hooked up to the septic system. The only solution is to install a holding tank or remove the camper from the property.

Mr. Hengst is not going to issue the permit unless the Board agrees. The owner will need to remove the camper because it is too small of a home to meet Zoning regulations. Mr. Hengst was not sure how far along the owners are with the building permit.

The Board questioned whether there were any other viable options for this property. Mr. Hengst answered in the negative.

Attorney Rausch noted that if this structure is not within the zoning regulations, the Township cannot authorize a holding tank. If a holding tank is approved, then the Board would be approving a dwelling.

The Board noted that more information is needed from the Zoning Officer in this matter.

**Motion** by M. Shermeyer and seconded by C. Richards to table this holding tank application and wait for further information. **Passed** with 4 ayes and **Opposed** by M. Menges.

**Well Isolation Distance Waiver Policy** – Brad Hengst provided some information on establishing a well isolation distance policy. This topic came into discussion at the meeting last month. Regulations show that a municipality can waive the 100 foot well isolation distance if they are satisfied that it will not hurt the ground water. An appropriate ground water study is required with the fee to complete the study.

Mr. Hengst provided York Township's Resolution as a sample that requires the study. Dover Township does not have a current policy for this. A study may cost a little less than \$1,000, including the services of a Geologist.

Mr. Hengst will find one of these reports and provide it to the Board to review. This matter can be discussed at a future meeting.

## **PUBLIC COMMENT PERIOD**

Not on the Agenda

**Dennis Meckley – Weiglestown Lions Club** – The Lions Club is in need of relocating their meeting location. Meetings are held on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month. They are inquiring on the availability and cost of the Heritage Senior Center and the Log House.

The Board did not feel either of these buildings could comfortably accommodate the amount of people and will look into a different facility. The Township is happy to support the Lions Club and there would be no fees for the building rentals.

Mr. Meckly is looking at other possible locations and will be in contact if the Township's facilities are needed.

**Frank Guiffrida – 2751 Taxville Road** – Mr. Guiffrida would like the Township to look at the two large stormwater pipes that come across Taxville Road. During heavy rains the water lays in the swales instead of draining.

**ENGINEER'S REPORT by Terry Myers**

**Temple School Road and Geiselman Court Intersection** – After reviewing the area, there are some drainage issues. The paving around the inlets on Geiselman Court should be repaired to improve the ability of the inlets to catch the stormwater. An additional culvert should be placed under Geiselman Court to direct the stormwater along the north side of Temple School Road and a swale should be constructed from the new culvert to the stream. The existing culverts under Geiselman Court should be cleaned so that their full capacity can be utilized.

The Board inquired what a new culvert may cost. If the Township's crews would complete much of the work, the materials may cost around \$2,500. The inlet may cost around \$1,000 and another \$1,000 for the stone. The first fix should be getting the water into the inlets and pipe maintenance. A berm or grass swale was also suggested.

Barwood Stormwater Basin and Dover Borough Repairs are both complete. Terry will have final close out documents at the December meeting.

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

Attorney Rausch was not satisfied with the wording of the proposed ordinance to be advertised and asked the Board to table until further notice. He is not satisfied with section C and he wanted to add a surcharge if certifications are not provided. He would like to expand on this section and bring the ordinance back next month. He is also working with Mr. Farley on amending the inspection form.

M. Menges asked to change section 2Bii to read has been "permanently disconnected."

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

**Approval to Advertise Ordinance 2013-06 to Repeal Previous Non-Uniform Pension Ordinances and Adopt a Pension Plan Document**

– The Principal Financial Group informed the Township that revisions were necessary to the Plan document to ensure compliance with

Federal Regulations. The changes involve definitions with regard to USERRA and the HEART Act and Military Service.

**Motion** by M. Shermeyer and seconded by M. Husson to advertise Ordinance 2013-06 to repeal previous non-uniform pension ordinances and adopt a pension plan document, as presented.

**Passed** with 5 ayes.

**Approve Mike Ellis for Animal Control Services** – Mr. Ellis would begin services on January 1, 2014 and continue until December 31, 2014. Mike Ellis is currently servicing West Manchester, Manchester and Newberry Township and is willing to add Dover Township. The pricing is the same with the exception of the retainer fee, which is actually \$50.00 less a year.

**Motion** by C. Richards and seconded by M. Shermeyer to approve Mike Ellis for Animal Control Services, as presented. **Passed** with 5 ayes.

**Approve Resolution 2013-22 to Adopt the Budget for Dover Township for the Year 2014** – The budget does not have a tax increase or any sewer or water increases.

**Motion** by M. Shermeyer and seconded by M. Menges to approve Resolution 2013-22 to adopt the budget for Dover Township for the Year 2014, as presented. **Passed** with 5 ayes.

**Approve Resolution 2013-23 for the Tax Levy for Dover Township Fixing the Tax Rate for the Year 2014** – This is the real estate tax that has not changed.

**Motion** by C. Richards and seconded by M. Shermeyer to approve Resolution 2013-23 for the Tax Levy for Dover Township fixing the 2014 Tax Rate, as presented. **Passed** with 5 ayes.

**Approve Resolution 2013-24 for Dover Township, York County, Pennsylvania, Establishing and Fixing Tax Levies, Other than Real Estate, for the Calendar Year 2014** – This is the real estate transfer tax, per capita tax, current income tax, amusement device tax, mercantile tax and local service tax that have not changed.

**Motion** by M. Menges and seconded by C. Richards to approve Resolution 2013-24 for Dover Township, York County, Pennsylvania, establishing and fixing Tax Levies, other than Real Estate, for the calendar Year 2014, as presented. **Passed** with 5 ayes.

Other Business not on Agenda

**Approval to Post the Waste Water Treatment Plant Operator II Position for Bidding through the Union Contract** –

**Motion** by M. Husson and seconded by M. Shermeyer to approve the bid posting for the Waste Water Treatment Plant Operator II Position, as presented. **Passed** with 5 ayes.

**Senior Center Lease** – The Board noted that they are fine with the three year lease, but to let the Senior Center know that the Board would like professional cleaning of the carpets to be the tenant’s responsibility. Note in the lease that they are responsible for the maintenance/cleaning of the floor 3 to 4 times a year or more frequently if necessary.

**SEO Fees** – Manager Oswalt inquired if any changes were needed on the fees. The Board questioned the fees for holding tanks.

Board Consensus was to have \$40.00 charged annually for holding tank inspections.

**Benecon Award** – Manager Oswalt showed the Board the 20 Year Participation Award that was received for buying health care cooperatively and being self- insured. This award shows that the Township is buying health care in a responsible manner.

**Safety Award Options** – Manager Oswalt presented some options as suggested items to purchase to recognize the employee’s work safety performance. The Board was fine with the cost. The Employee Safety Committee will select the item to be purchased.

**Motion from the Executive Session Discussion**

**Letter of Intent**

**Motion** by M. Menges and seconded by C. Richards to Authorize Manager Oswalt to execute a Letter of Intent for the Hazard Mitigation Grant Program, if a resolution is later deemed to be required, Manager Oswalt has approval to draft a resolution for the Board’s signature without further action of the Board. **Passed** with 5 ayes.

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

Mr. Farley spoke of bridge work that is needed on Clearview Road and Dairy Road. The work was unknown for the inclusion in the 2013 budget because we had not received the 2013 since the 2011 Bridge Inspection Report was being used. Bridge inspections are completed every 2 years. From previous flooding, much stream bank work is needed around these bridges. Mr. Farley is asking if \$10,000 can be used out of the Capital Improvement Fund. This money is available from the reserve budget that was set aside for the Andover project. Only half of the budget was spent on stormwater improvements.

Bids have been received and Eco Struction and Keystruct Construction tied for the low bids at \$9,950. The Township has used both companies previously and neither has ever gone over

budget. These are two separate bridge projects and the work needed is mainly around the stream banks and not on the actual bridge structure.

Mr. Farley was asking the Board to approve Eco Struction for the project since the Township has had a good working relationship with this firm on stream bank work.

**Motion** by C. Richards and seconded by M. Menges to use the \$9,950 out of the 2013 Capital Improvement Fund for the high priority bridge work needed on Clearview Road and Dairy Road, as presented. **Passed** with 5 ayes.

**Motion** by C. Richards and seconded by M. Shermeyer to approve Eco Struction to complete the 2013 Stream and Bridge work for Clearview Road and Dairy Road, estimated at around \$10,000, as presented. **Passed** with 5 ayes.

### **OLD BUSINESS**

No Comments

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

C. Richards noted that Hunter Zeigler's Eagle Scout Awards Banquet was very nice. Hunter was very appreciative of the people who were present.

M. Menges noted that cameras and audio recording equipment are now installed in all of Northern Regional patrol vehicles. They notify violators that they are being recorded and the system has already come in handy.

Chair Love received a phone call from Ashley Spangler at Ace Hardware in regards to an expansion on his property. Mr. Spangler attended a Planning Commission Meeting and thought a building permit and a grading plan were all that were required for stormwater. Mr. Spangler has since been informed that infiltration is needed. Chair Love noted that it is not the Planning Commission's position to explain stormwater requirements.

Terry Myers stated there is a Stormwater Management Basin Agreement, created in the 90's, which is believed to cover this property. Some owners were exempt. If a landowner has an approved stormwater management plan the anticipated project can be developed with no stormwater requirements as far as rate controls are concerned. After you reach the coverage allotment detailed on the plan, future additions are then subject to volume control/water quality, where you capture and infiltrate a certain amount of water. Spangler's is therefore required to meet volume requirements to infiltrate a certain volume of water. Examples include a rain garden or seepage pit.

\*Before the minutes were approved, Terry Myers wanted the Township Policy added for future references on this matter.

“For lots that have an approved subdivision and/or land development plan and corresponding SWM plan, you are allowed to build what was approved, including any planned phasing without any additional SWM requirement. Anything built beyond what was initially planned and approved is required to apply for a SWM permit. If the applicant can prove that basin capacity exists for their proposed improvement, they may receive a waiver of rate control, up to the maximum amount assumed in the SWM plan, but they have to meet the water quality/volume requirement.”

COMMENTS FROM PUBLIC PRESENT

No Comments

With no further business, the meeting was adjourned at 8:22 PM by Chair Love.

Respectfully submitted by: \_\_\_\_\_  
Trena M. Hall, Township Secretary