

**DOVER TOWNSHIP
BOARD OF SUPERVISORS MEETING
MEETING MINUTES
DECEMBER 12, 2016**

The Dover Township Board of Supervisors' Meeting for Monday, December 12, 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, Stephen Stefanowicz and Robert Stone. Other Township Representatives in attendance were Laurel Oswalt, Township Manager; Terry Myers, Township Engineer; Corey McCoy, C.S. Davidson; Michael Fleming, Township Public Works Director; Bradley Hengst, Township Sewage Enforcement Officer; Kristine Keener, Township Tax Collector; Attorney Charles Rausch, Township Solicitor and Tiffany Strine, Township Secretary. There were six 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 proposed Recreation Plan for the Dover Township Golf Course Property.

APPROVAL OF THE WORK SESSION MEETING MINUTES FOR NOVEMBER 28, 2016

Motion by S. Parthree and seconded by C. Richards to approve the Work Session Meeting Minutes for November 28, 2016, as presented. **Passed** with 5 ayes

APPROVAL OF THE BOARD OF SUPERVISORS' MEETING MINUTES FOR NOVEMBER 28, 2016

Motion by S. Parthree and seconded by R. Stone to approve the Board of Supervisors' Meeting Minutes for November 28, 2016, as presented. **Passed** with 5 ayes

TREASURER'S REPORT

Approval of Current Expenditures

Motion by R. Stone and seconded by S. Parthree to approve the warrant total for December 2, 2016, in the amount of \$22,356.17, as presented. **Passed** with 5 ayes

Motion by R. Stone and seconded by S. Parthree to approve the warrant total for December 12, 2016, in the amount of \$324,127.38, as presented. **Passed** with 5 ayes

PUBLIC COMMENT

None to note.

SEWAGE ENFORCMENT OFFICER'S REPORT by Township Sewage Enforcement Officer Bradley Hengst

Firestone Planning Module – Circle Drive

Mr. Hengst informed the Board that the proposed Firestone Planning Module is for the development of an add-on lot converted to a single family residential lot along Circle Drive in Dover Township. The proposed lot is 10.381 acres and will be served by an on-site sewage system and well. An estimated sewage flow of four hundred (400) gallons per day is anticipated from the new building lot. Mr. Hengst added that all of the surrounding properties are residential properties with most of them being that of ten (10) or more acres in size. The Township sewage management program instills that septic tanks be pumped and inspected every four years unless deemed otherwise.

Mr. Hengst offered his alternative analysis to the Board for approval. Mr. Hengst stated that the chosen sewage method for the project is on-site, the method is ultimate and the given estimate sewage flow anticipated from the new building lot equals one (1) EDU. All surrounding properties are residential with no known malfunctions. Public sewers are located approximately three (3.0) miles to the south and would be unfeasible to connect to at this time. Mr. Hengst added that there are no current plans to extend sewers to the project area by the Township. The soils have tested well and the building lot is of an acceptable size. Upon these facts, Mr. Hengst recommends an on-site sewage system to be the most logical practice.

Motion by C. Richards and seconded by S. Parthree to adopt Resolution 2016-33 for Plan Revision for new land development for the Firestone Planning Module for the aforementioned building lot located on Circle Drive, Dover Township, as presented. **Passed** with 5 ayes

SOLICITOR'S REPORT by Township Solicitor Charles Rausch

Authorize to Advertise Proposed Well Ordinance

Attorney Rausch presented the Board with the new Township well ordinance and is asking the Board for the authorization to advertise the proposed well ordinance. The new ordinance contains the previously proposed amendments by Township Sewage Enforcement Officer, Bradley Hengst and approved by the Board of Supervisors. The new ordinance reenacts and amends the current Dover Township Code of Ordinances Chapter 26, "Water, Sewer and Sewage Disposal", Part 3, "Wells".

Motion by R. Stone and seconded by C. Richards to approve advertising the proposed Township well ordinance 2017-01, reenacting and amending the Dover Township Code of Ordinances Chapter 26, "Water, Sewer and Sewage Disposal", Part 3, "Wells", as presented. **Passed** with 5 ayes

Discussion Regarding the 2017 Township Trash Contract

Mandating or non-mandating Township trash and recycling collection by Township ordinance

has been of question amongst the Board pending further research. Attorney Rausch provided the Board with informative highlights regarding trash and recycling guidelines outlined in the Purdon's Pennsylvania Statutes and Consolidated Statutes, Title 53 P.S. Municipal and Quasi-Municipal Corporations, Part 1 General Municipal Law, Chapter 17A, The Municipal Waste Planning, Recycling and Waste Reduction Act.

Attorney Rausch noted highlights within the statute stating that mandated curbside municipalities and other municipalities, except for counties, receiving more than \$10,000 in funding under this section have to meet certain performance requirements. It is outlined and the requirement is stated within the ordinance that all residents have waste and recycling service.

Attorney Rausch supplied the Board with a draft ordinance repealing and replacing the Dover Township Code of Ordinances, Chapter 20, "Solid Waste," Part 1, "Municipal Collection and Disposal of Municipal Waste". The draft ordinance details what is being repealed and replaced within the Code of Ordinances of Dover Township, Chapter 20, "Solid Waste," Part 1, "Municipal Collection and Disposal of Municipal Waste". Areas outlined and detailed are the supervision over collection, authority of the Township, exemptions, responsibility of owners or occupants of a dwelling unit, containers, quantity, collection routes and schedules, collection equipment, method of collection, billing and payment procedures and etc.

Attorney Rausch supplied a draft Waiver form for Residential Municipal Waste Collection for Board consideration. The waiver form is to be completed by any owner or occupant wishing to be exempt from Township trash collection services. The waiver adds that any owner or occupant assumes responsibility to dispose of their own municipal waste directly to a disposal facility approved or operated by the York County Solid Waste Authority. The owner or occupant is also to acknowledge that they are still subject to mandatory recycling. The owner or occupant also acknowledges that they must notify the Township in the event that they wish the Township contractor to collect and dispose of the owner or occupant's municipal waste, and to pay any fees or charges associated therewith. The owner or occupants must also notify any buyer of the property of this waiver from residential waste collection.

Motion by S. Parthree and seconded by S. Stefanowicz to approve to advertise the proposed draft Ordinance repealing and replacing the Dover Township Code of Ordinances, Chapter 20, "Solid Waste," Part I, "Municipal Collection and Disposal of Municipal Waste", as presented.

Passed with 5 ayes

ENGINEER'S REPORT by Township Engineer Terry Myers

Approval of 2016 Water Projects Application for Payment Number 2 in the Amount of \$78,050.39

Motion by R. Stone and seconded by C. Richards to approve the 2016 Water Project JOAO and Bradley Construction Company, Inc. Application for Payment Number 2 in the amount of \$78,050.39, as presented. **Passed** with 5 ayes

Approval of 2016 Water Projects Change Order Number 3 in the Amount of \$4,440.00

Motion by R. Stone and seconded by C. Richards to approve the 2016 Water Project JOAO and Bradley Construction Company, Inc. Change Order Number 3 in the Amount of \$4,440.00, as presented. **Passed** with 5 ayes

Proposal of Engineering Services for the Willapa Drive and Danielle Drive Storm water Project

Mr. Myers informed the Board that Township staff has requested that C.S. Davidson provide them with a proposal to complete the design and permitting for the Danielle Drive and Willapa Drive Stream Restoration Project that was initially started by Ecostruction, Inc. To determine the necessary permitting requirements, which will significantly affect the engineering costs, an onsite pre-application meeting was held with representatives from the Pennsylvania Department of Environmental Protection, the Township Staff and C.S. Davidson on November 3, 2016. Prior to the meeting, the Pennsylvania Department of Environmental Protection requested that the existing wetlands be identified, so that the proposed projects impact on the wetlands could be assessed and incorporated into the determination of what permits will be required. C.S. Davidson hired Thomas I. Warman, LLC to perform the wetlands study.

It was determined by the Department of Environmental Protection representatives that the proposed stream improvements will adversely impact the wetlands and that a Small Projects Permit from the U.S. Army COE would be required. The Small Projects Permit application process may take a significant amount of work and time to obtain. At this point in time, C.S. Davidson is assessing the cost of the permitting and whether or not it makes sense to pursue the project as originally proposed or modify the design to reduce the engineering and permitting costs. The Department of Environmental Protection representatives indicated that they would continue their discussion on the proposed project and provide us pertinent comment. Mr. Myers added that he had not received any response at this time.

Mr. Myers provided a C. S. Davidson, Inc. Engineer's proposal; Project No. 1619.5.69.00, to the Board for review and consideration. The purpose of the proposal is to revise the project design to avoid wetland impacts and meet all Chapter 105 General Permit requirements. The proposal is for engineering services required to obtain waterway permits and to prepare plans and specifications for a stream stabilization project as originally designed by Ecostruction, LLC. plans and revise based upon presence of wetlands and limiting length of five hundred (500) feet as stipulated within the Pennsylvania Department of Environmental Protection Chapter 105 General Permit conditions for stream bank rehabilitation.

Motion by S. Stefanowicz and seconded by C. Richards to accept the C.S. Davidson, Inc Design Proposal Engineer's Project No. 1619.5.69.00, for engineering services for the Danielle Drive and Willapa Drive Storm Water Project, as presented. **Passed** with 5 ayes

MANAGER'S REPORT by Township Manager Laurel Oswalt

Resolution 2016- 32 Disposition of Township Records

Motion by C. Richards and seconded by R. Stone to approve Resolution 2016-32, disposition of Township records, as presented. **Passed** with 5 ayes

Requests from Kristine Keener Regarding Fees and Compensation

Manager Oswald provided correspondence from Kristine Keener; Township Tax Collector, to the Board for review.

Mrs. Keener requested a two-thousand five-hundred dollars (\$2,500.00) a year increase to twenty-three thousand dollars (\$23,000.).

Mrs. Keener indicated in her request, the Board must set the Tax Collector's compensation before the deadline for filling to run for this elected office on February 15th, 2017. Mrs. Keener is also asking for an increase to the fee she can charge for Tax Certifications. She is asking for a five dollar (\$5.00) increase. This fee has not been increased since 2007.

The Board collectively agreed to honor Mrs. Keener's Tax Collector's compensation request for increase as specified above and to formerly proceed with this approval by means of Township Resolution.

Board consensus was reached and it was collectively determined to move forward with the process to increase the amount of fees to be charged for Tax Certification.

Discussion on the Status of Creekside Village

Manager Oswald informed the Board that the matters regarding Creekside Village are currently unresolved. These matters being Home Owner's Association site improvement requests to address and resolve site development issues within Creekside Village. These site improvements include road and storm water basin conditions. Manager Oswald provided the Board with a letter that was received from a resident of this development requesting the Board set a deadline for the road to be finalized or requesting for the Township to finish the road at its own cost.

Board consensus was reached and it was collectively determined that the Board is not committing to setting a deadline for the road to be finalized nor is the Township going to finish the road at the Township's cost at this time.

OLD BUSINESS

Tabling of Penn Waste Municipal Waste and Recycling Service Contract

Motion by S. Stefanowicz and seconded by C. Richards to remove the Board of Supervisors' Meeting Agenda, Old Business Topic, Tabling of Penn Waste Municipal Waste and Recycling Service Contract, as presented. **Passed** with 5 ayes

COMMENTS FROM THE BOARD

S. Parthree informed the Board that the Senior Center will be coming forth with their final decision with regards to their plans to regarding the expansion of the Senior Center. S. Parthree added that he would like to inform the Board that a disc golf league would like to design a disc

golf course, design the baskets and maintain the course at no cost within the Township. This group would like to let it be known and make the Board aware of their disc golf league and how they would love to see this style of course within the Township.

S. Stefanowicz stated that he would like to especially thank his liaison positions; the Township Water and Sewer Departments and the Township Public Works Director, for all they have done this year and that everyone has done a great job.

C. Richards had no further business to note at this time.

M. Menges wished everyone a Merry Christmas.

R. Stone stated that he has no further business at this time.

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