

**DOVER TOWNSHIP
BOARD OF SUPERVISORS MEETING
Work Session Minutes
February 28, 2011**

The Dover Township Board of Supervisors held a work session on Monday, February 28, 2011, which began at 6:00 PM in the Meeting Room of the Dover Township Municipal Building. Dover Township Supervisors present were Chairperson Madelyn Shermeyer, Monica Love, Michael Husson, Duane Hull, and Curtis Kann. Laurel Wilson, Township Manager; Charles Farley, Public Works Director; and Dawn Slegel, Recording Secretary were also present. Al Weber of Tweed-Weber Inc. was in attendance at this work session.

The purpose of the work session was to discuss strategic planning for Dover Township.

Manager Wilson reported that the first step in the strategic plan was to hold a work session with the Township Department Heads and Administrative Staff. The priorities plan was created from their input. Also, a survey was developed from the Township staff meeting which will be posted on the Township website for public comment from the Township residents. Both documents have been provided to the Board for their comments. Mr. Weber was present for this work session to take this working document and implement the Board's comments and answer any of their questions.

Mr. Weber explained that this plan is a step-by-step process which will eventually result in a plan that defines a list of priorities that can then be followed. During the staff work session, they were asked the following questions: 1. What are the services the Township delivers today? The services were grouped together in the following categories: public safety, public relations, public utilities, environmental protection and compliance, recreation/wellness/health and fitness, infrastructure support, and administrative/operational functions. 2. What are the services which are currently not provided sufficiently or not at all that the Township might want to consider providing? The responses were categorized as follows: Township capabilities expansion, infrastructure, environmental protection and compliance, recreation/wellness/health and fitness, and administrative/operational functions. 3. What are the Township priorities that the Township employees see every single day in the jobs they perform? These basically developed into three main categories consisting of internal efficiencies, improved infrastructure, and recreation/wellness/health and fitness programs and resources. 4. Propose questions that might be asked of the Township residents on their thoughts of where the Township should be focusing more attention. This survey will result in data that can then be shaped into decisions by the Board of Supervisors in order to prioritize the Township's resources and activities. The survey consists of demographic questions, questions on use of current Township facilities and participation in sports organization, familiarity with the history of the Township, Township website feedback, Township newsletter's usefulness, sense of priorities for Township's future from residents, ranking of priorities, and finally an open-ended question allowing the residents to give their opinion of Township services they would like to see implemented. This survey will be available as an online service and also a paper copy will be available for completion at the Township Office.

Supervisor Hull questioned if an additional question could be placed under the water customer question as to whether they would prefer a monthly water bill.

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Manager Wilson discussed the fact that it would triple the Township's costs regarding number of bills, postage, post cards, and clerical work. If a majority of the bills could be sent electronically and paid online in the future, then that would decrease the cost making it feasible for the Township to consider that option.

Supervisor Love questioned the information to settlement companies as a source of potential revenue under the administrative/operational functions.

Manager Wilson responded that municipalities are beginning to charge for computing figures to be used at settlement for water and sewer certifications.

Supervisor Kann suggested adding that the Township is trying to upgrade in order to comply with the Chesapeake Bay Initiatives under the category of Public Utilities of Services Provided.

Supervisor Love recommended that the categories be separated as bullet points under Services Provided in the category of Recreation/Wellness/Health and Fitness rather than all lumped together under one. She also added that under Public Relations, it should be included that the Township is involved in Intermunicipal Cooperation.

Mr. Weber added that he will also add under Public Relations that the Township cooperates with neighboring municipalities.

Items were suggested by Board members to be removed under Services Considered in the category of Infrastructure.

Mr. Weber noted that this portion of the document is only for internal use and are only for future consideration. Ultimately, the Board will decide on any future services from all of the data gathered.

The pay-by-credit card service was discussed in order to pay water and sewer bills in-house. Manager Wilson stated that a computer terminal could be considered in the lobby to accommodate people who do not have access to a computer. This will allow the users to keep their payment information private.

Supervisor Husson inquired about the information extracted from the survey and whether precautions were in place to guard against frequent same party hits.

Mr. Weber replied that it will be compiled into a report to the Township. He acknowledged precautions are in place.

Supervisor Love asked whether there could be a question included inquiring whether they have participated in any recreation/fitness classes/programs.

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Mr. Weber said that he would add sports facilities to the open-ended survey question per the discussion on the installation of Township-owned tennis courts or a skate park.

Manager Wilson agreed that this last question is the best way for the residents to add their personal ideas for the direction of the Township's future.

Mr. Weber concluded that he will make the revisions to the plan/survey and create the link for the website. It can then be decided on a way to promote the survey. It may be advertised on the website that this survey is coming soon. The survey is conducted during a ten day to two week time frame incorporating two weekends. Mr. Weber complimented the Township Staff on their participation at the work session.

Chair Shermeyer concluded the work session at 7:03 PM.

Respectfully submitted by:

Dawn D. Slegel, Secretary