

**DOVER TOWNSHIP  
BOARD OF SUPERVISORS MEETING  
WORK SESSION  
MAY 11, 2015**

The Dover Township Board of Supervisors work session meeting for May 11, 2015, was called to order at 6:00 PM by Chair Matthew Menges in the Meeting Room of the Dover Township Municipal Building. Supervisors present were Matthew Menges, Monica Love, Charles Richards, Stephen Stefanowicz, and Stephen Parthree. Other Township Representatives in attendance were Laurel Oswalt, Township Manager; Charles Farley, Township Public Works Director; and Trena Hall, Recording Secretary. There were no citizens in attendance. This meeting has been recorded for minute purposes only.

This work session was being held to interview Michael Decker for the Deputy Emergency Management Coordinator and for the Manager and Board to revisit the Dover Township Priorities Plan.

Michael Decker was unable to attend the work session due to an illness.

**Dover Township Priorities Plan**

The Priorities Plan was part of the Master Facility Plan that was created back in 2011. Township staff met with a strategic planning company and gathered information to help define resources and services that the Township has available and could be providing to the residents. A priorities list of services was created, to be considered for future investment. This group also defined the implementation of details to provide an online survey allowing residents the opportunity to respond with their opinions. They also created a vision statement and defined some long-range planning actions for the Township to help move forward.

Manager Oswalt began reviewing the original Priorities Plan and noted services that have changed or have been altered. Such items that have been amended in the Public Relations are: “Touch a Truck” has stopped because school funding does not allow for the expense of the bus transportation; the Township now has GIS; the Township provides opportunities for accounting interns from the local high school; and the Township Manager provides tours of the Township Building to high school Government classes and discusses what services the local government provides. Board members discussed trying to bring back “Touch a Truck.” Suggestions were to provide an event in coordination with other municipalities or have the Township provide transportation to the schools to bring the students to the municipality for the event.

Public Utility items that have been amended are: eliminating the upgrade under construction for the wastewater treatment plant with joint users, providing an accurate account of 87 miles being maintained and operated for the sewer mains and interceptors, and eliminating the upgrading of the wastewater treatment plant to comply with the Chesapeake Bay Plan.

Administrative/Operational Functions that have been amended are: making the website user friendly and providing more information. The Township is currently receiving an average daily

hit of 3,000 viewers up from 200 to 1,000. S. Parthree inquired if more people are using the website since the newsletter is not mailed. Manager Oswalt did not know if residents are viewing the website for the newsletter (attendance is low at events) or because more information is available to view on ordinances and rentals.

There are many services that can be expanded by Dover Township.

Much of the Township's Expansion Capabilities are intended for the golf course, the facility plan, and the proposed public works garage. These topics are all still in discussion.

Township staff is working on all of the Infrastructure items. One item discussed is to locate and develop new water sources which the McNaughton property is currently in discussion for a new well. The Township now has a 3, 5, and 10 year replacement/repair/expansion plans in effect for equipment and infrastructure for all Public Works Departments. Increase street sweeping from one to two times a year, which may be an economic hardship to complete this plan. Under the MS4 permit the township is now required to dispose of all collected street sweepings into certified landfills and not recycle them. The Township has to meet a certain amount of tonnage being disposed which should be equivalent to what is being purchased to comply with DEP regulations. Sampling of the stone is required to determine which price is used for disposition. A lower contaminant sampling would warrant a lower price. Currently, there are no exceptions to this requirement and the Township can be fined and also required to dispose of the items. Liquid Fuels funding could also be suspended. This has not been budgeted and State Representative Seth Grove has been contacted and asked to look into this added expense.

Environmental Protection and Compliance items that were amended were to not participate in a recycling bank and to build a vehicle washing station. An outdoor wash station was built at the golf course that meets the MS4 permit.

Recreation/Wellness/Health and Fitness is being amended since the acquisition of Terra Vista which will possibly be used for sports fields and the golf course was purchased for park and recreational space and municipal use.

Administrative/Operational Functions is being amended since document storage is being utilized by scanning and making access through the GIS and Permit Manager subdivision/land development plans and road files. This storage will link the address files with all the permits, road files, and land development plans. Complaint documentation and management is improving by having the Public Works Director track and report the status to the Manager weekly.

Surveys published to the public. Township employees identified three categories of priorities as followed: internal efficiencies, improved infrastructure, and recreation/wellness/health and fitness programs and resources. Results from the survey rated Recreation at the lowest of the three categories. Wellness was not only acknowledged for employees but to offer physical fitness and wellness programs to the community.

Township employees also helped create a Missions Statement. This statement consisted of how the community is seen, in what direction the community is moving, why the Township is here and what the Township does for the community. The Township handbook also has a management philosophy. These two statements combined could all be used as a mission

statement for the Township. S. Parthree and Manager Oswalt suggested having a different mission statement for the ICDC.

S. Stefanowicz brought the discussion of the newsletter back into conversation. He noted that 25 percent of Dover Township residents do not have access to a computer. Those attending the website may be viewing the newsletter, researching ordinances, or just viewing to find answers to questions before needing to call the Township building. Event attendance has decreased since the newsletter is not being distributed. Only 20 people provided email addresses to have the newsletter sent to them online. S. Parthree asked if he could involve the ICDC to help with ideas on getting the newsletter published again and funded with advertisements.

Many Long-Range Strategies were amended.

The Township's Road System has been improved by using the PAVE program which has been provided through C.S. Davidson. This program helps assess roads by the information being keyed into the system. This information prioritizes road work and helps in the budgeting process for needed work. Information that is being inputted should be completed by the end of the fall 2015.

"Easily" repaired road items are run through the crew chief with direction from the Board of Supervisors.

Development of a 5 and 10 year priority list of improvements to roads and associated Stormwater facilities. A 5 year plan has been created and is displayed on the Township website to be accessed by public utility companies. A ten year plan has been developed but is not shared because this could easily change over a ten year time frame with other more prioritized items.

Create a prioritized timeline to address intersection improvements. There was a plan created in 2005 with suggested signal lights for Dover Township. One proposed light was at Donwood Drive and Carlisle Road which the Board was not in favor. The Board thought the intersection at Palomino Road, going into the new Members 1<sup>st</sup> was the better choice. The Board also discussed an access road from this point to connect over to Tower Drive, but no further attempts have been made. The Board discussed a bi-pass at one point to go off of Route 74 and through the golf course to Municipal Drive, Intermediate Road or up through Dover Towne Apartments and onto Harmony Grove Road. This bi-pass was being discussed because of the concern of traffic being blocked at the Dover Borough Square. Other intersection improvements that were discussed were at Admire Road and South Salem Road and the left turn lane at Jayne Lane/Davidsburg Road/Tower Drive which is in the process of beginning this year.

Define the 20 year water capacity needs of Dover Township and update the comprehensive plan to address these needs. Currently there is a 5-10 year rate study in the works. Chair Menges questioned why the Borough purchases water through the Township instead of buying directly from York Water Company. Manager Oswalt noted that the Township sells to them as a good neighbor. Recently the Borough had one well taken out of service and were looking to install a new one on Township property. The Borough and Township share aquifers. This process is allowable and the Township would just need to watch the new well to make sure it is not interfering with any of the Township wells.

Manager Oswald noted that time was running short and inquired if there were any other issues the Board members wanted to discuss or if the Board preferred to schedule another time to continue this discussion or add items to the plan. She questioned if the Township staff was heading in the right direction with this plan. There were no comments from the Board.

M. Love questioned if the Township is completing grease trap inspections. She noted that the Township should require these inspections on a regular basis and if not currently inspecting should be considered by the Township to start inspecting.

Chair Menges noted the concerns of security in the main lobby of the Township Building. He suggested installing a sheet of bullet resistant glass in front of the Reception Desk and the Billing Department to provide more protection and give more time to escape. Manager Oswald also noted that a security camera and display monitor was suggested to be installed in the lobby so people realize they are being watched.

With no further business, the work session was adjourned at 6:57 PM.

Respectfully submitted by:

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Trena M. Hall, Township Secretary