

**DOVER TOWNSHIP
BOARD OF SUPERVISORS MEETING
Work Session Minutes
June 27, 2011**

The Dover Township Board of Supervisors held a work session on Monday, June 27, 2011, which began at 6:05 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; Terry Myers, Township Engineer; Charles Farley, Public Works Director; and Dawn Slegel, Recording Secretary were also present. Al Weber and Mike Thompson of Tweed-Weber Inc. were in attendance at this work session.

The purpose of the work session was to review the strategic plan for Dover Township.

Mr. Thompson presented an overview of the residents' survey which ran on the website for a two week period ending on April 17, 2011. There were 421 residents who took the survey. The results were considered sufficient with a population of 20,000 resulting in a +/- 5% margin of error at a 95% confidence level. The specific characteristics included the results of: 1. More than 3/4 of the participants lived in Dover Township for more than six years; 2. The predominant age of respondents were over 50 years old; 3. Only 4 ½% indicated they are unemployed and actively seeking a job; 4. The median household income is between \$50,000 and \$74,000; 5. 50% have used Township parks and facilities; 6. 10% have a family member active in the sports organizations or approximately 2,000 participants; and 24% have participated in other recreational activities; 7. 63% have used the Township's website and 87% of those have found the information that they were looking for and they are "just satisfied" with the website's appearance; and 8. 95% read "some or all" of the Township's newsletter. The residents believe that the Township should focus on the following areas in the future: 1. Improving existing infrastructure; 2. Pursuing revenue generating opportunities; 3. Increasing the Township's general recreation programs and resources; and 4. Increasing the Township's operating efficiencies. The residents ranked the priorities in the following order: 1. Improved infrastructure 49.4%; 2. Increasing internal efficiencies 42.3%; and 3. Recreational opportunities 8.3%. The services that are not offered in the Township and residents would like to have included: For the Streets Department - better road maintenance, specific road projects; For Parks and Grounds - specific facility improvements and additional hiking/biking trails; For Recreation/Sports - children activities, indoor facilities or a gym and additional outdoor fields; For Water Department - lower rates, better quality; For Sewer Department - lower rates, better customer service; and Administrative - cost savings and tax reduction.

Mr. Weber presented the strategies used in the strategic plan. There were four core strategies: 1. Improving the infrastructure of the Township to increase safety consistency of service and capacity in order to meet the needs of current and future growth; 2. Improving the operational efficiencies of the Township in order to increase service to residents and control costs; 3. Enhance recreational facilities and programs in order to improve the quality of life within the community; and 4. Reconfigure communication activities to better inform residents while maintaining current costs of communications. After a set of tactics were created, they were divided into short and long term

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activities and assigned to responsible staff in order to implement those strategies.

Chair Shermeyer entertained questions from the Board.

There weren't any questions from the Supervisors.

Chair Shermeyer inquired as to how the item under Operational Efficiencies to move the Sewer Crew to the plant to improve manpower utilization and cross-training got back into the strategic plan when the Board already said that they were not in favor of this action.

Mr. Farley asked the Board to reconsider this option for the future.

Board Consensus was to change the item *to evaluate* the possibility of moving the Sewer Crew to the plant to improve manpower utilization and cross-training on *a long term basis*.

Supervisor Kann noted that the plant is a joint facility and putting the Dover Township Sewer Crew there, the Authority should then receive rent for their occupied space.

Mr. Weber stated that he will report to the Board using a red light/yellow light/green light quarterly evaluation approach. The green light would mean that the Township is right on target. Red light means there's trouble. The yellow light would mean attention is being paid to it. He recognized the Township Staff for their attentiveness and participation in achieving the strategic plan for Dover Township.

Chair Shermeyer concluded the work session at 6:40 PM.

Respectfully submitted by:

Dawn D. Slegel, Secretary