

**DOVER TOWNSHIP
BOARD OF SUPERVISORS MEETING
WORK SESSION
AUGUST 25, 2014**

The Dover Township Board of Supervisors work session meeting for August 25, 2014, was called to order at 6:00 PM by Chair Monica Love in the Meeting Room of the Dover Township Municipal Building. Supervisors present were Monica Love, Matthew Menges, Charles Richards, Stephen Parthree, and Stephen Stefanowicz. Other Township Representatives in attendance were Laurel Oswalt, Township Manager; Terry Myers, Township Engineer; Charles Farley, Township Public Works Director; and Trena Hall, Recording Secretary. There were no citizens in the audience. This meeting has been recorded for minute purposes only.

The purpose of this work session was to discuss the Master Facilities Plan.

Terry Myers presented a brief overview of the Master Facilities Plan. In 2011, a Master Facilities Plan was assembled to show possible uses for the golf course property for the future needs of the Township. A major expansion of the Township Building was suggested for additional office space and equipment storage. This plan was developed by suggested ideas from Township staff and the Board of Supervisors. A survey was also given to residents to complete. The final plan was developed with phases including the layout of the proposed building and park facilities with cost estimates. This plan would abandon Municipal Drive, add two cul-de-sacs and expand the parking lot. A park facility was intended for the golf course with ball fields, an amphitheater, a walking trail, and a bypass from Canal Road through the park connecting to Route 74 through the Donwood Development. For this bypass, there is a 50' right of way to reserve a crossing and two properties would need to be acquired to connect to Route 74 around Ace Hardware.

At this point Terry Myers was open to new suggestions for the park and building facilities. Manager Oswalt noted that she would like to see the new building expansion be added to the current building. This would allow staff to be supervised and reached more easily. Charles Farley inquired where a fueling station will be laid out. Currently the fuel tank is underground on the backside of the current garage attached to the municipal building. C. Richards questioned if there are any utilities in the back of the property that would need to be relocated. Terry Myers was unsure.

S. Stefanowicz inquired if the building expansion could be parallel to Canal Road. Mr. Myers noted that Stormwater management would be needed and there would not be enough space for this or for equipment/trucks to get in and out. Garage space could possibly be lost. Another suggestion was to swing the new proposed addition off of the current garage and extend up to Municipal Drive. This addition would provide shop, public works, non-equipment storage and

office space. A separate new equipment storage building could be built on the front side of the golf course. This building would provide equipment storage and other maintenance work could be performed in this building. No office or personnel space would be located here. The old garage could then be converted into office and recreational space. The current garage is not up to efficiency standards and would need extra work done. This plan would not require Municipal Drive to be closed. Included in this plan would be the removal of the old salt dome, currently being used by the Water Department and the Morton Building, which has the slippery floors when wet. The large salt dome would not be relocated. Parking could go up Canal Road and on the side of building.

The new storage building could be a pre-fab building with basic electric and include the wash bay. The water line is located at the access drive where crews are currently using the station.

Manager Oswalt wanted to address the security of the building. Wayne Latchaw suggested moving the front of the building, the lobby, to the side of the building allowing the Zoning and Permitting Departments to be in the front of the building, closer to the lobby. He also suggested increasing the size of the public works lunch room and adding a larger multipurpose room for health activities, emergency events, and sleeping quarters for the crews in bad weather.

S. Stefanowicz suggested using the golf course property for a commercial area, creating a Business District. Manager Oswalt reminded the Board that recreational space will be given to the Township as developments form. Recreation-In-Lieu money must be used on NEW recreation items within three years. One Board member questioned if recreation space is even needed at the golf course since the Township will be acquiring space elsewhere. Chair Love is not opposed to selling the golf course for commercial space. C. Richards considers this area out of the way for business. Manager Oswalt noted that since the Township owns the property, the Township would have to put the property/asset out for bid.

M. Menges questioned the thought of selling the Water and Sewer Departments. If these departments would be sold, then not as much space would be needed for a new building. There are many questions that need to be answered before the Board can even begin discussing these projects further. Chair Love stated that she is not in favor of discontinuing the Water and Sewer departments. The money received from the sale would not be a long term solution. Decisions need to be made because Township equipment is not being stored properly and employees are out of space.

Manager Oswalt suggested building the storage area first across Municipal Drive, then move equipment out to make space for the offices and other shop rooms. This new plan would also not affect utilities needing to be moved. The old garage space could then be turned into offices and a recreation space. The current garage is not up to efficiency standards and would need extra work done to make it efficient. The newer garage would need to be heated because of the water that drips from the trucks, in cold weather, freezing on the floors and causing a slip hazard. A heated

area would be nice for when employees are trying to maintenance equipment in cold weather and put on snow plows.

The first original plan proposed was the most expensive design. A sectional prefabricated build would be less expensive.

Board Consensus agreed that the top priority is to focus on creating more garage and office space with the expansion of the existing building and a new storage building across Municipal Drive. The Board suggested removing all unsafe buildings first. The Board requested to have a new building plan submitted, showing what buildings would be taken down and what space would be available to work with.

The Board discussed moving the brush facility area across the street. Rules and Regulations will need to be met by DEP. The facility would need to be a certain distance from neighboring properties, bodies of water, must be fenced in, etc.

C. Richards suggested making the ball fields multipurpose. The Township currently has one adult and two smaller baseball fields. Field space is limited since the school district has removed fields for expansion projects. At this time, the Board decided the fields are not a priority.

Additional notes on both properties include: the current club house is not handicap accessible to hold exercise activities and the current garage is one story but could be turned into two stories if the footers are in good shape.

M. Menges and S. Parthree questioned if a by-pass from Palomino Road across to South Salem Church Road going through the Donwood Development could be pursued since, in this new plan, Municipal Drive will not be touched. This would route traffic around the Borough using North Salem Church Road. If you would use the original plan to take the by-pass to Municipal Drive, you could then go up Intermediate Avenue and cut through the Dover Apartments. Either by-pass idea will require acquiring land. There is a paper street going up Intermediate Avenue that can be looked into. A road coming off Palomino Road would be a tremendous relief off of route 74 traffic.

Terry Myers and Wayne Latchaw will meet and discuss some new plans and Mr. Myers will schedule another work session to discuss the new ideas.

With no further comments, the work session was adjourned by Chair Love at 7:00 PM.

Respectfully submitted by: _____
Trena M. Hall, Township Secretary