

**DOVER TOWNSHIP
BOARD OF SUPERVISORS MEETING
WORK SESSION
NOVEMBER 10, 2014**

The Dover Township Board of Supervisors work session meeting for November 10, 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; Attorney Charles Rausch, Township Solicitor; Charles Farley, Township Public Works Director; Nathan Stone, Township GIS Specialist; and Trena Hall, Recording Secretary. There were no citizens in the audience. This meeting has been recorded for minute purposes only.

Nathan Stone was present to give a Geographic Information System (GIS) demonstration.

GIS is a computerized data management system used to capture, store, manage, retrieve, analyze and display spatial information. Dover Township is currently using a GIS program called ARC GIS 10.2. All Township departments (Highway, Sanitary Sewer, Stormwater, Water, Parcels and Zoning) store collected information in this program. All of the following department programs and maps can be customized.

C.S. Davidson has provided the Township with a program called PAVE. This is an excel spreadsheet program that stores road inventory information that helps to generate budgets in dollars and square footage. This program stores a municipalities liquid fuels list of road names, route and segment numbers, the length and width, type of surface, roadway classification, surface age and years, drainage conditions, traffic (ADT), types of road conditions (alligator cracking, longitude cracking, trans. cracking, rutting and patching) and a few other options that currently are not used. This information is linked into the Township's GIS program with additional information that has been gathered through inspections and road files that have been scanned by staff. Google street view is also linked. On site information is received by staff using a Trimble Unit. Most crew staff is trained on how to use this unit. Information is downloaded from the Trimble Unit automatically. After information is received the unit is given to Nathan Stone to download the information to the database. GIS is available for staff in the field to access if they have internet connections.

Each department collects different information. For examples: 1. The Highway Department would collect information on street signs. The inspector must stand by the sign. The day and time are automatically recorded. The inspector records their name, the condition of the sign, the type of post, MPH on speed limit signs, retro reflectivity, label type of sign, and an installation

date of a new sign, etc. Photos, videos, PDF files such as an ordinance and google street view can be linked to this program; 2. The Sanitary Sewer Department would collect information on manholes inspections with the date, time, address, who inspected, materials, pipes, laterals, pictures of the cover and down in the manhole, frame conditions, and comments of what work is needed. Plans, any televised videos, WinCan observations, cleanout inspections, and google street view can be linked. Each manhole has a unique identification number. The letter stands for the interceptor (Palomino, Fox, or Joint), the next number is the specific minor basin, and the next set of numbers is the number assigned to the manhole. This program can mark where repairs are needed. Manhole insert measurements can automatically be pulled from this information; 3. Stormwater information collected is on outfall and inlet inspections. Information gathered is stored in the GIS program and in MS4 books at the Township building. Televised lines and Google Street views can be linked; 4. The Water Department cannot be televised because it is a pressurized system. Information collected for this area is materials, sizes, age of pipe and lateral installation, date, time, inspector name, location, and number of turns to open a valve or hydrant. Photos and plans can also be linked. This program can also keep track of fire hydrants and curb boxes as to where to turn on and off a line. More information can be collected for this department over time. The SCADA system is currently used to store information on the well pumps and houses; 5. Individual lots and homes are accounted for under Parcels & Zoning. This helps to keep track of EDU's. Permit Manager is used to store all the information on permits and contact information. This information is linked to GIS by the parcel number. Information is automatically updated when new information is put into Permit Manager. Google Street view, Buffer areas, Right-of-Ways, Easements, Zoning Maps showing districts, and FEMA's 100 year Flood Zones are linked and automatically updated.

Other great opportunities that the Township provides are online and interactive maps that are available to the public. The Township has a trash collection map available on the website. This map explains who had trash collection that day and a reason why trash may not have been picked up. There is a map for fire hydrants and MS4 areas. Recently Nathan Stone mapped out the Family Fun Fest event by plotting and taking pictures of where every booth, game, and ride was located. Mr. Stone can create many forms with this GIS program.

Mr. Stone also explained the Township's auto dialer system. Information is pulled from a program called Crystal Reports to make these calls. These calls can be used to inform residents if they are delinquent, for boil water advisories, road closures, events being held, etc.

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

Respectfully submitted by: _____

Trena M. Hall, Township Secretary