

**DOVER TOWNSHIP  
BOARD OF SUPERVISORS MEETING  
MINUTES  
APRIL 24, 2017**

The Dover Township Board of Supervisors' Meeting for Monday, April 24, 2017, was called to order at 7:00 PM by Vice Chairperson Charles Richards in the Meeting Room of the Dover Township Municipal Building. Supervisors present were Matthew Menges, Stephen Parthree and Robert Stone. Chairperson Stephen Stefanowicz was absent with prior notice. Other Township Representatives in attendance were Laurel Oswalt, Township Manager; Michael Fleming, Township Public Works Director; Chalet Harris, Township Recreation Director; Charles Rausch, Township Solicitor; Terry Myers, Township Engineer, Cory McCoy, C.S. Davidson and Tiffany Strine, Township Secretary. There were twelve citizens present. This meeting is being recorded for the purpose of minutes only.

**Vice Chairman Richards stated that a work session was held prior to the beginning of this evening's Board meeting for the purposes of discussing Township personnel matters.**

A moment of silence was requested, followed by the reciting of the Pledge of Allegiance to the American Flag.

**APPROVAL OF THE BOARD OF SUPERVISORS' WORK SESSION MEETING  
MINUTES FOR APRIL 10, 2017**

**Motion** by R. Stone and seconded by M. Menges to approve the Board of Supervisors' Meeting Minutes for April 10, 2017, as amended and presented. **Passed** with 4 ayes

**APPROVAL OF THE BOARD OF SUPERVISORS' MEETING MINUTES FOR APRIL  
10, 2017**

**Motion** by R. Stone and seconded by M. Menges to approve the Board of Supervisors' Meeting Minutes for April 10, 2017, as amended and presented. **Passed** with 4 ayes

**TREASURER'S REPORT**

**Approval of Current Expenditures**

**Motion** by R. Stone and seconded by S. Parthree to approve the warrant total for April 13, 2017, in the amount of \$52,092.33, as presented. **Passed** with 4 ayes

**Motion** by R. Stone and seconded by S. Parthree to approve the warrant total for April 24, 2017, in the amount of \$199,109.29, as presented. **Passed** with 4 ayes

**Approve Resolution 2017-09 Recognizing Employees of the Dover Township**

Manager Oswalt presented Township personnel Janice K. Bender, Utility Billing Clerk and

Christine Myers, Administrative Clerk with Resolution 2017-09. Resolution 2017-09 recognizes the lifesaving actions of these two aforementioned Township employees during a resident's recent medical emergency.

## **INFORMATION ON EVENTS AND LOCAL ANNOUNCEMENTS**

**Vice Chairman Richards** – Vice Chairman Richards asked Mrs. Chalet Harris; Township Recreation Director, to make a few announcements regarding upcoming Dover Township recreation events. Dover Township and West Manchester Township Recreation will be working together to bring the community with Take Me Fishing. This is an interactive learning opportunity for children to bring a parent and learn how to fish at Pinchot State Park in the Conewago Day Use are. There are various Township organized bus trips coming up that include Cape May and Orioles and Red Sox Game.

**S. Parthree** – S. Parthree informed the public that the Dover Community Senior Center will be holding it's Show Days from May 11<sup>th</sup> thru May 31<sup>st</sup> for all of those interested.

## **PUBLIC COMMENT**

### **Travis Fatland – 3721 Kimberly Lane, Ashley Farms**

Mr. Fatland is seeking Board approval for a fencing waiver in a designated easement area. Mr. Fatland informed the Board that he has recently applied for a building permit for a fence, with the Township. Mr. Fatland informed the Board that he was declined as a result of a ten (10) foot drainage easement. Mr. Fatland is requesting a waiver in order to place his fence up to his property line; therefore, within a drainage easement area. The area in the back end of the yard located at 3721 Kimberly Lane is classified as a drainage easement area and contains a slight hill that lies on an incline to the surrounding neighbor's property. Mr. Fatland added that the fencing will be installed in a manner so that the panels of the fencing will have approximately one point five (1.5) to a two (2) centimeter gap between the bottom of the fencing panel and the ground to allow for normal water flow that may occur.

The Board and Township Engineer; Terry Myers, discussed the style and height of the proposed fencing. Mr. Myers was informed by Mr. Fatland that the fencing to be installed is a solid panel privacy fencing. Mr. Myers stated that since the fencing is a solid panel design, upon installation the home owner would not want to impede the flow of possible storm waters and suggested examining the area to determine the best possible remedy for the fencing to be installed.

M. Menges informed Mr. Fatland that approval of the waiver could be granted contingent upon the execution and incorporation of a Dover Township Fence License Agreement.

**Motion** by M. Menges and seconded by R. Stone to approve the waiver requested for the property located at 3721 Kimberly Lane, to erect the proposed fence herein stated in the current storm sewer easement area and contingent upon the approval of the Township Engineers assessment and guiding recommendation for the fencing, as presented. **Passed** with 4 ayes

### **Hamilton and Musser Presentation – Review of 201 Financial Audit**

Mr. James A. Krimmel from Hamilton and Musser; Certified Public Accounting Firm, presented a brief overview to the Board regarding the Township's most recent financial audit. Mr. Nicholas Shearer with Hamilton and Musser; Certified Public Accounting Firm, distributed the written copies of the 2016 financial audit to the Board members. Mr. Krimmel informed the Board that Hamilton and Musser planned and performed the Township audit of the financial statements of governmental activities, the business-type activities, the blended component units, each major fund and the aggregate remaining fund information of the Township for the year ending December 31, 2016. Some primary points addressed were regarding the Townships clean opinion and there were no exceptions to report on, Mr. Krimmel stated that this was a good clean report for the year.

### **ENGINEER'S REPORT by Township Engineer Terry Myers**

#### **Review 2016 Water System Improvements Change Order Number 5**

Mr. Myers informed the Board that the Main replacement project for 2016 is complete. All of the main has been successfully tested and placed into operation. Water Service replacements are also complete. Final street restoration, both lawns and streets, will be completed during this Spring season. A Certificate of Substantial Completion, covering all water mains, water services and appurtenances, has been issued. As provided for in the Performance Bond, the contractor is responsible to repair any defects resulting from defective or inferior materials or workmanship for a period of one (1) year from the date of final payment.

Mr. Myers is presenting the Board with a Change Order this evening; Change Order Number 5, in the amount of six hundred and ten dollars and zero cents (+\$610.00), for the Board's approval. The Change Order modifies the type of trench restoration that was agreed to at a meeting with the Contractor, Township Public Works Director, Township Water Crew Leader and C.S. Davidson, Inc.

**Motion** by M. Menges and seconded by S. Parthree to approve C.S. Davidson, Inc. Change Order Number 5 and the changes to the project restoration and to increase the overall contract cost in the amount of six hundred and ten dollars and zero cents ((\$610.00), as presented.

**Passed** with 4 ayes

### **Discuss and Review CDBG Applications**

The Township has received notice that the York County Planning Commission is receiving Community Development Block Grant (CDBG) applications for the next three (3) year grant cycle (2018, 2019 and 2020). Applications are due June of 2017. Eligible projects must benefit low to moderate income people. Mr. Myers supplied the Board with a mapping that shows the areas that automatically qualify as low to moderate income based areas collected from the 2010 Census and must primarily be infrastructure related. Manager Oswald stated that she has spoken with Township Water and Township Sewer Supervisors to discuss potential project suggestions.

Mr. Myers discussed a recent storm sewer pipe issue that was created and over looked during a developer's construction, in the area of Kimberly Drive. Mr. Myers stated that this issue was addressed and remedied. Mr. Myers would like to ask for Board approval this evening for Manage Oswalt to sign a Storm Sewer Easement Agreement for this location for future needs.

**Motion** by R. Stone and seconded by M. Menges to have Township Manager Oswalt sign a Storm Sewer Easement Agreement for the herein stated area, as presented. **Passed** with 4 ayes

### **SOLICITOR'S REPORT by Township Solicitor Charles Rausch**

#### **Discuss Agreement to Modify Subdivision and Land Development Plan**

Attorney Rausch informed the Board of a current request for the property located at 4051 Chapman Court and known as Lot 6 on a Final Subdivision Plan for Palomino Heights. The property is currently owned by J.G. Leasing and a home is planned to be built by Keystone Custom Homes. Keystone Custom Homes would like to move the placement of the house to be relocated from the wetlands area in order to install a desired basement for the potential buyers. The home would move from the north side of the property to the south side of the property, all of the necessary utilities or later expansion of any roadways were considered and addressed.

Mr. William Bridal with Keystone Custom Home Builders was present and available to address any questions or concerns from the Board.

**Motion** by R. Stone and seconded by S. Parthree to approve the Agreement to Modify Subdivision and Land Development Plans as specified for the property located at 4051 Chapman Court and to contain the appropriate language for the successor interest to J.G. Leasing as may be required, as presented. **Passed** with 4 ayes

### **MANAGER'S REPORT by Township Manager Laurel Oswalt**

#### **Golf Course Property Development Discussion**

Manager Oswalt informed the Board that Township Recreation Director Chalet Harris will be informing the Board of future plans proposed for the Golf Course Property's development. Mrs. Harris presented the Board with a plan designed by Land Studies, Inc. for the park and stream restoration at the new park. The proposed cost estimate covers engineering design, permitting and construction of the flood plain and stream work, pedestrian bridge crossing, landscape planting within the flood plain and an educational area.

Mrs. Harris noted that included with the Land Studies, Inc. proposal is an additional proposal from YSM, Landscape Architects. YSM, Landscape Architects is a York based company that holds a reputable work history within the area. Mrs. Harris would like to suggest to the Board to further work with YSM to have YSM generate a conceptual plan for the remainder of the park in which Land Studies, Inc. will too be partially participating in doing. YSM would build upon the concepts that Land Studies have introduced and help in assisting to be sure that the park will meet the needs of the Township with both active and passive recreation opportunities.

Mrs. Harris stated that she is currently researching grant possibilities and funding possibilities. Along with these areas of interest, Mrs. Harris stated that she will be approaching the youth sports programs that will benefit from the proposed new field spaces in hopes of pursuing large-scale fundraisers as well.

The Board reviewed the proposed plans presented. The Board raised questions regarding the installation location of road or roadway bypass around or through the proposed park plan area. Various layout options of the plan proposal were contemplated as a result. The Board sought Mr. Myers opinion in distance and adequacy details regarding the best placement for the proposed roadway. The Board feels to adequately progress in planning, a proper and adequate design for a primary purpose needs to be reached.

**Board consensus was reached to seek a second draft concept sketch plan from Township Engineer, Terry Myers for further consideration.**

### **Review and Discuss Draft List of Chesapeake Bay Pollution Reduction Plan Projects Under the New MS4 Permit**

Manager Oswalt stated that the Township was contacted by York County Planning regarding the project list for the new permit that is affiliated with Dover Township. This project will be individually based or conducted on a regional basis. Questions were raised and are in need of addressing. The Township was asked if the Township would be committed to administering the implementation of the individual projects. With regards to the regional projects, it was asked if the Township would be willing to lead the project through the implementation of landowner approvals, design, permitting construction and operative/maintenance. This may then include the Township providing periodic updates at the Consortium meetings as well.

Manager Oswalt provided the Board with projects that are included to be completed through this program. Manager Oswalt is seeking Board direction on this matter.

**Board consensus was reached and it was collectively determined to have the Township take initiative and the lead in pursuing the proposed Chesapeake Bay Pollution Reduction Plan Projects under the new MS4 Permit.**

### **Approve Resolution 2017-10 Public Works Week Proclamation**

Manager Oswalt presented the Board with Resolution 2017-10 Public Works Week Proclamation recognizing the importance of public works functions in our community. A luncheon will be held at the Township Wastewater Treatment Plant this year during this; week herein stated, for all Public Works employees.

**Motion** by M. Menges and seconded by R. Stone to approve Resolution 2017-10 recognizing and designating Public Works Week Proclamation 2017, as presented. **Passed** with 3 ayes and 1 nay per M. Menges

**Authorize PENNDOT to Perform a Traffic Study to Determine if Reduced Speed on South Salem Church Road is Warranted**

Manager Oswald briefed the Board on a letter forwarded to the Township from Representative Seth Grove's office from a Township resident on South Salem Church Road regarding speeding concerns on this state road. The Township was approached by the same resident in 2014 during a public meeting. At that time, the Township asked for Northern Regional to enforce the speed limit on the road at 40 MPH. Manager Oswald provided the Board with the resident's letter to PENNDOT, e-mail communication between Representative Grove's Office and Northern Regional, an excerpt from the Township meeting minutes from the meeting in 2014 and an accident history for the last three years.

The Board voiced opinions regarding the category of incidents that occurred in the area of concern. The majority of accidents that statistically occurred resulted from weather related and animal related strikes.

**Board consensus was reached and it was collectively determined that the Board feels tied as a lack of action per and wishes not to provide action on this matter.**

#### **Met-Ed Right of Way Authorization for New Poles Related to the Relocation for the Garage Project**

Manager Oswald provided the Board with a Right of Way Agreement from Met-Ed for the installation of new poles related to the relocation for the new Garage Expansion Project.

**Motion** by M. Menges and seconded by S. Parthree to approve the Met-Ed Right of Way Authorization for new poles related to the relocation for the new garage project expansion, as presented. **Passed** with 4 ayes

#### **Awarding of the Joint Line Painting Bid to D.E. Gemmill, Inc.**

Advertising and opening of the annual Joint Line Painting Bids was held by Lower Windsor Township this year. D.E. Gemmill, Inc. and Alpha were the only two bids received and came in very close on their bids. There was a difference of \$8.46. D.E. Gemmill, Inc. provided the lowest bid received and Manager Oswald would like to ask the Board for the approval to award the Joint Line Painting bid to D.E. Gemmill, Inc.

**Motion** by M. Menges and seconded by C. Richards to approve the awarding of the Joint Line Painting Bid to D.E. Gemmill, Inc., as presented. **Passed** with 4 ayes

#### **Authorization to have the Board Chair to Sign the Right of Way Agreement with the Rosengrant's for the Davidburg Turn Lane Project**

Manager Oswald stated that the Township has received the fifth of six Right of Ways needed from residents for a planned project. Mr. and Mrs. Rosengrant have executed their portion of their property's Right of Way Agreement. Manager Oswald would now like to ask the Board approval for the Board Chair to sign the Right of Way Agreement as well.

**Motion** by M. Menges and seconded by S. Parthree to approve the Board Chair to sign the Right

of Way Agreement with the Rosengrant's for the Davidsburg Turn Lane Project, the address being 3201 Jayne Lane, as presented. **Passed** with 4 ayes

**Authorization to Award the Low Bidder on the Bio Solids Disposal Bid for the Wastewater Treatment Plant to Ameri-Green Inc.**

**Motion** by M. Menges and seconded by S. Parthree to approve the authorization to award to the low bidder on the Bio Solids Disposal Bid for the Wastewater Treatment Plant to Ameri-Green Inc., as presented. **Passed** with 4 ayes

**OLD BUSINESS**

**None to note.**

**COMMENTS FROM THE BOARD**

**R. Stone** – R. Stone wanted to express his gratitude towards Township personnel in the recent research and effort given towards reviewing and potentially pursuing new insurance quotes for the Township.

**M. Menges** – M. Menges stated that he would like to have Manager Oswalt look into the posted speed limits on Fox Run Road and the reasoning for the two differentiating posted speed limits from one area of Fox Run Road to another portion of Fox Run Road.

**S. Parthree** – S. Parthree stated that he has contacted the Dover Heritage Senior Center and at this time there is no further development to report on concerning their proposed expansion project.

**C. Richards** – C. Richards informed the Board that the Dover Township Fire Department Chief has come to the Township and has asked the Township if we may loan one of the Township Fire Department Trucks to Lincoln Way Fire Department. Lincoln Way Fire Department will currently be down its two (2) pumper style trucks for the duration of one (1) week. Manager Oswalt has verified insurance coverage and Attorney Rausch will consolidate the proper agreement.

**Motion** by R. Stone and seconded by S. Parthree to approve to make and enter an agreement to loan the Dover Township Fire Department Pumper Truck, contingent upon the receipt of a Certificate of Acceptable Insurance, documentation verifying the operator of the Fire Department Pumper Truck necessary skills to operate the Pumper Truck, and the loan of the Pumper Truck is for no longer than the duration of two (2) weeks, as presented. **Passed** with 4 ayes

C. Richards added that the Dover Township Fire Department is currently updating their Fire Department Training Tower. The Fire Department has sought the necessary building permits to further proceed with the construction. C. Richards would like to suggest to the Board that the Township waive the fees for the building permit for the Fire Department.

**Motion** by C. Richards and seconded by M. Menges to approve the waiving of Dover Township

Building Permit fees for the Dover Township Fire Department's project for the reconstruction of the Dover Township Fire Department training tower, as presented. **Passed** with 4 ayes

**PUBLIC COMMENT**

**None to note.**

With no further business, the meeting was adjourned Vice Chairman Richards at 9:15 PM.

Respectfully submitted by: \_\_\_\_\_  
Tiffany Strine, Recording Township Secretary