

**DOVER TOWNSHIP
BOARD OF SUPERVISORS MEETING
MINUTES
DECEMBER 11, 2017**

The Dover Township Board of Supervisors' Meeting for Monday, December 11, 2017, was called to order at 7:00 PM by Chairperson Stephen Stefanowicz in the Meeting Room of the Dover Township Municipal Building. Supervisors present were Matthew Menges, Charles Richards and Robert Stone. Stephen Parthree was absent with prior notice. Other Township Representatives in attendance were Laurel Oswalt, Township Manager; Georgia Sprenkle, Township Zoning Officer; Michael Fleming, Township Public Works Director; Charles Rausch, Township Solicitor; Terry Myers, Township Engineer; Corey McCoy, C.S. Davidson and Tiffany Strine, Township Secretary. There were two citizens present. This meeting is being recorded for the purpose of minutes only.

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

Chairman Stefanowicz stated that an executive session was held prior to the beginning of this evening's Board meeting for the purposes of discussing Township personnel matters.

Chairman Stefanowicz 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.

Public Hearing and Intent to Adopt an Ordinance on Vacating Municipal Road in Dover Township

A Dover Township Hearing on vacating Municipal Road was opened by Township Chairman Stefanowicz at 7:02 PM. in the meeting room of the Dover Township Municipal Building.

Attorney Rausch stated that this Hearing has been advertised in the York Dispatch and the York Daily Record and appears on the agenda for the Board's consideration. Attorney Rausch announced that the Public Hearing being held is required to be able to vacate Municipal Road. This proposal is being made by Dover Township. The proposed ordinance will vacate a section of Municipal Road between the Township Municipal Building and the former Mid-Atlantic golf course now owned by Dover Township in order to combine two parcels. Plans for the implementation of a cul-de-sac are going to be implemented in the aforementioned area. Dover Township owns property on both sides of Municipal Road.

Attorney Rausch stated that any public comments or opinions from the Board of Supervisors and the public present are welcomed during this time.

With no comments from the public and no further business, Chairman Stefanowicz concluded the Hearing at 7:05 PM.

APPROVAL OF THE BOARD OF SUPERVISORS' MEETING MINUTES FOR

NOVEMBER 27, 2017

Chairman Stefanowicz stated that a correction was made to the November 27th, 2017 Board of Supervisors Meeting Minutes, page 1, paragraph 1, the inclusion of the Township Zoning Officer's attendance at the meeting.

Motion by C. Richards and seconded by R. Stone to approve the Board of Supervisors' Meeting Minutes for November 27, 2017, with the amended correction, as presented. **Passed** with 4 ayes

TREASURER'S REPORT**Approval of Current Expenditures**

Motion by M. Menges and seconded by C. Richards to approve the warrant total for November 30, 2017, in the amount of \$45,925.65 as presented. **Passed** with 4 ayes

Motion by M. Menges and seconded by C. Richards to approve the warrant total for December 11, 2017, in the amount of \$517,179.49 as presented. **Passed** with 4 ayes

INFORMATION ON EVENTS AND LOCAL ANNOUNCEMENTS

R. Stone – R. Stone announced to the public that the Dover School District will be holding an informational meeting on the building of their newly proposed school on January 9th, 2018. The public is encouraged to attend.

Chairman Stefanowicz – Chairman Stefanowicz announced that the Dover Area Middle School will be holding their Holiday Concert on December 14th, 2017. On December 19th, 2017, the Dover School Band students in grades Kindergarten thru Twelfth will be holding their Holiday Concert. The National Junior High Honor Society within the Dover School District held an Induction Ceremony for the new National Junior High Honor Society inductees, a special congratulation to these achievers.

Chalet Harris – Mrs. Chalet Harris announced to the Board and public that on January 6th, 2018, a Preschool Fair will be held from 10 AM until 2 PM at the Dover Community Building. On January 13th and 14th, 2018 the Dover Township Annual Fishing Show will be held at the Dover Community Building.

PUBLIC COMMENT**Chalet Harris, Dover Township Recreation Director on a Proposed New Event Sponsorship Program**

Mrs. Harris proposed to the Board, a new event sponsorship program. Mrs. Harris stated that she has been looking for new ideas to reach out to the community for support for the recreation department. In her findings, Mrs. Harris added that she had discovered that York Township has a sponsorship program in which people or entities receive benefits based on the donation amount in which that person or entity makes to the recreation department. Mrs. Harris created a draft

sponsorship program spreadsheet outlining sponsorship levels and rewards or benefits associated with each level.

The Board of Supervisors thanked Mrs. Harris for her efforts put forth for the great ideas that she has presented and issued their consensus to move forward with this new program.

ZONING OFFICER'S REPORT by Township Zoning Officer Georgia Sprenkle

PLAN 17-9 BUPP/MCNAUGHTON – WYNFIELD FINAL SUBDIVISION PLAN – 36 LOTS

Township Zoning Officer Georgia Sprenkle is seeking Board approval for Plan 17-9 regarding Bupp/McNaughton – Wynfield Final Subdivision Plan for 36 Lots located off of Bull Road, Dover Township. The phase being presented is the first phase of the final plan. Mr. Tray Elrod with Gordon Brown and Associates, presented the plan with the changes.

Motion by M. Menges and seconded by R. Stone for conditional approval of Plan 17-9 Bupp/McNaughton Plan for the Wynfield Final Subdivision Plan as amended subject to the following items contained in C. S. Davidson Inc.'s letter of August 3rd, 2017, 9.) Prior to final plan approval, a disk, in an electronic format compatible with the Township GIS system, should be provided (§ 22-501.2.A), 10.) A statement shall be added to the plan, along with the Engineer's/Surveyor's seal, signature, and date, certifying that he has been to the site and observed the present condition and that the plan indicates the actual condition of the site (§ 22-501.2.F), 11.) The legal and/or equitable Owner's notarized signatures must be added to the plan certifying concurrence with the plan (§ 22-501.2.H), 12.) Public Improvements Security will be required prior to final plan approval, 14.) The amount of land required to be provided for public recreational purposes for all residential subdivision or land development plans shall be a minimum of 0.025 acres per lot or dwelling unit. Dedication of recreation land or fees in-lieu of for each dwelling unit is required on all residential subdivisions, and all multifamily developments, regardless of whether private recreational facilities are also provided (§718), 15.) It should be verified that the proposed phasing of the stormwater management will not have an interim impact on downstream property owners and handwritten items added to the C. S. Davidson Inc.'s letter of August 3rd, 2017, 17.) Approval from Michael Fleming, Township Public Works Director, should be received prior to final plan approval, 18.) A temporary blow off detail shown be added to the plans, as presented. **Passed** with 4 ayes

ENGINEER'S REPORT by Township Engineer Terry Myers

APPROVAL OF NURSERY ROAD CULVERT CHANGE ORDER NUMBER 1, APPLICATION FOR PAYMENT NUMBER 2 (FINAL) CDBG REQUISITION NUMBER 2

Township Engineer; Mr. Terry Myers, informed the Board that the Nursery Road Culvert Replacement Project has been concluded and is presenting the Board of Supervisors with Change Order Number 1, Application for Payment Number 2 (Final) and CDBG Requisition Number 2. Contract closeout documents were prepared and then executed by the Contractor. The Nursery Road Culvert Contract Change Order Number 2 is adjusting the estimated quantities to actual

used quantities, in the amount of \$9,920.00. The Application for Payment Number 2 (Final) in the amount of \$12,402.51 is the amount that will be requisitioned for payment from CDBG funds.

Motion by R. Stone and seconded by C. Richards to approve the Nursery Road Culvert Change Order Number 1 in the amount of \$62,349.00, as presented. **Passed** with 4 ayes

Motion by C. Richards and seconded by M. Menges to approve the Nursery Road Culvert Application for Payment Number 2 (Final) in the amount of \$12,402.51, as presented. **Passed** with 4 ayes

Motion by C. Richards and seconded by M. Menges to approve the Nursery Road Culvert Application for Payment Number 2 (Final) in the amount of \$12,402.51, be requisitioned for payment from CDBG funds, as presented. **Passed** with 4 ayes

DANIELLE/WILLIPA DRIVE STREAM PROJECT SCHEDULE

Mr. Myers noted that the Board of Supervisors had discussed the Danielle/Willipa Drive Stream Project previously. The Township has received all the necessary easement documents from the affected property owners except for Ellis. The Ellis property is located downstream of the project and the property owner is not likely to sign the agreement. Upon authorization by the Township, the project will be shortened to remove the Ellis property which is located at the end of the proposed project and thus move forward with completion of the bidding documents. Mr. Myers provided two schedules; one being a May/June 2018 or June/July 2018 construction date. Option Number 2 was further discussed and contemplated due to extended time to allow for the area to possibly further dry out.

Board consensus was reached and collectively determined by the Board of Supervisors to select and pursue the Danielle/Willipa Stream Improvement Project Contract Schedule, Option Number 2, prepared and presented by Mr. Myers.

MANAGER'S REPORT by Township Manager Laurel Oswalt

ACCEPTANCE OF LOWEST BIDDERS OR REJECTION OF ALL BIDS FOR THE PUBLIC WORKS BUILDING ADDITION PROJECT

Manager Oswalt stated that the Board achieved consensus to move forward with revising the Public Works Building Addition Project and rebidding the Project. At this time, if this remains the objective, Board approval to bid the fuel island as a separate bid is needed.

The Board discussed the options available to or not to pursue the Public Works Building Addition Project. Monetary concerns were addressed and M. Menges stated that he will not vote for the project if the project will create a tax increase. It was also addressed that unforeseen costs could potentially be incurred during the progression of the project such as rock issues, fuel or tank leakage issues or etc. The project is proposed to proceed forward in phases. If the project were to be rebid, the garage portion would be pursued. Items such as the fuel island would be removed from the re-bid. R. Stone stated at this point in time, we need to focus

on the main needs and benefits of the project. Under this re-bid project, the office expansion and recreational portions were suggested to be withdrawn from the project. Efforts will be made to save monies and carry them over each year to use for future capital projects to include phase II of this original project.

Motion by M. Menges and seconded by C. Richards to reject the bids for the Public Works Building Application Project, as presented. **Passed** with 4 ayes

Motion by M. Menges and seconded by R. Stone to approve to advertise the bids for the Fuel Island Relocation Project solely, as presented. **Passed** with 4 ayes

APPROVAL AND AUTHORIZATION FOR THE CHAIR TO SIGN THE LABOR CONTRACT WITH THE TEAMSTERS LOCAL 776

Manager Oswalt informed the Board that the final Labor Contractor with the Teamsters Local 776 is ready for approval and signature.

Motion by M. Menges and seconded by R. Stone to approve authorization to have the chair sign the 2018-2021 Teamsters Union Contract, as presented. **Passed** with 4 ayes

APPROVAL OF A MEMORANDUM OF UNDERSTANDING AND ADDENDUM WITH THE YORK COUNTY PLANNING COMMISSION FOR IMPROVEMENTS TO THE EAST BERLIN AND SOUTH SALEM CHURCH ROAD TRAFFIC SIGNAL

Manager Oswalt presented a letter from the York County Planning Commission that explains the program which involves the management of congested lights and light timing. From the Township stance, the signal involved is located in Dover Township at the intersection of East Berlin and South Salem Church Roads. The signal is not actually maintained by Dover Township. Several years ago, West Manchester Township asked to have a signal installed with a realignment of a road in their Township. At that time Dover Township and West Manchester Township entered into an Intergovernmental Cooperation Agreement regarding its continued operation and maintenance. The aforementioned Agreement makes West Manchester Township responsible for the signal and Dover Township contributes to the cost each year. Therefore, the addendum was drafted to be adopted along with the approval of the Memorandum of Understanding.

Motion by C. Richards and seconded by R. Stone to approve the Memorandum of Understanding and Addendum with the York County Planning Commission for improvements to the East Berlin and South Salem Church Road traffic signal, as presented. **Passed** with 4 ayes

CONSIDERATION OF A PASSAGE OF A RESOLUTION OPPOSING HOUSE BILL 1620 WITH REGARD TO WIRELESS INDUSTRIES PLACEMENT OF ANTENNAE WITHIN TOWNSHIP RIGHT OF WAYS WITHOUT TOWNSHIP APPROVAL OR COMPENSATION

Motion by M. Menges and seconded by C. Richards to approve passage of Dover Township Resolution 2017-26, Opposing House Bill 1620 with regard to wireless industries placement of

antennae within Township Right of Ways without Township approval or compensation, as presented. **Passed** with 4 ayes

APPROVAL OF RE-BID OF SOME ITEMS ON MUNICI-BID FROM THE TOWNSHIP'S MUNICI BID PRIOR SALE

Motion by M. Menges and seconded by R. Stone to approve the re-bidding of some items on Muni-Bid from the Township's prior Muni-Bid sale, as presented. **Passed** with 4 ayes

APPROVAL OF ORDINANCE 2017-10 VACATING MUNICIPAL ROAD

Motion by C. Richards and seconded by R. Stone to approve Ordinance 2017-10, vacating Municipal Road, as presented. **Passed** with 4 ayes

OLD BUSINESS

None to note.

COMMENTS FROM THE BOARD

R. Stone – R. Stone presented the Board of Supervisors with an idea for the next Township Newsletter. R. Stone would like to have a break down of Dover Area Taxes represented in a currency form in the first available upcoming printing of the Township Newsletter in hopes of creating a better understanding of these funds for public knowledge.

C. Richards – C. Richards thanked the Township Public Works Director; Michael Fleming and the Township Sewer Crew Chief; Christopher Hamme for their hard work and good cooperation in a recent West Manchester Township sewer maintenance issue. C. Richards additionally extended a sincere thank you to the Township Public Works crews for there great efforts and job well done during the recent winter storm maintenance.

Chairman Stefanowicz – Chairman Stefanowicz announced that tonight's meeting will be the last Board of Supervisors Meeting for Board of Supervisor Matthew Menges. Chairman Stefanowicz thanked M. Menges for his commendable service to Dover Township.

M. Menges – M. Menges thanked the current Board of Supervisors for the last four years of service together for the time, the discussion, the comradery and the way in which the Board handles matters at hand along with the trust and teamwork for the betterment of the Township residents.

PUBLIC COMMENT

None to note.

With no further business, the meeting was adjourned by Chairman Stefanowicz at 8:50 PM.

Respectfully submitted by: _____

Tiffany Strine, Recording Township Secretary