DOVER TOWNSHIP
BOARD OF SUPERVISORS REORGANIZATION MEETING
MEETING MINUTES
JANUARY 2, 2018

The Dover Township Board of Supervisors’ Re-Organization Meeting for Tuesday, January 2, 2018, 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 Michael Cashman, Stephen Parthree, Charles Richards and Robert Stone. Other Township Representatives in attendance were Laurel Oswalt, Township Manager; Michael Fleming, Township Public Works Director and Tiffany Strine, Township Secretary. This meeting is being recorded for the purpose of minutes only.

FINAL BUSINESS FOR 2017

Approval of Final Expenditures

Motion by R. Stone and seconded by C. Richards to approve the warrant total for December 15, 2017, in the amount of $62,402.58, as presented. Passed with 5 ayes

Motion by R. Stone and seconded by C. Richards to approve the warrant total for December 26, 2017, in the amount of $53,654.57, as presented. Passed with 5 ayes

Motion by R. Stone and seconded by C. Richards to approve the warrant total for December 27, 2017, in the amount of $265,506.32, as presented. Passed with 5 ayes

Motion by R. Stone and seconded by C. Richards to approve the warrant total for December 28, 2017, in the amount of $2,072.00 (GENERAL BOND), as presented. Passed with 5 ayes

NOMINATIONS FOR THE 2018 SLATE OF OFFICERS

Supervisor S. Parthree asked for nominations for the position of Chairperson.

Nominated by C. Richards and seconded by R. Stone to have Stephen Stefanowicz serve as Chairperson of the Dover Township Board of Supervisors for 2018, as presented. Passed with 5 ayes.

At this point during the 2018 Board of Supervisors’ Re-Organization meeting, Chairman S. Stefanowicz resumed the nominations for the officer positions and conducted the rest of the meeting.

S. Stefanowicz opened nominations for the position of Vice Chairperson.
Nominated by S. Parthree and seconded by C. Richards to have Robert Stone serve as Vice Chairperson of the Dover Township Board of Supervisors for 2018, as presented. Passed with 5 ayes.

S. Stefanowicz opened nominations for the position of Assistant Secretary.

Nominated by S. Parthree and seconded by M. Cashman to have Charles Richards serve as Assistant Secretary of the Dover Township Board of Supervisors for 2018, as presented. Passed with 5 ayes.

The 2018 Slate of Officers for the Dover Township Board of Supervisors is accepted as follows:
- Chairperson – Stephen Stefanowicz
- Vice Chairperson – Robert Stone
- Assistant Secretary – Charles Richards

ESTABLISHED DEPARTMENT BOARD RESPONSIBILITIES

Chair Stefanowicz assigned the duties of liaison positions for 2018 as follows:
- Administration – Stephen Stefanowicz
- Police (Northern York County Regional Police) – Michael Cashman
- Highways – Charles Richards
- Water (Production & Distribution) – Robert Stone and Michael Cashman
- Sewer/Wastewater Treatment (Plant) – Stephen Stefanowicz
- Sewer (Township In-House) – Robert Stone
- Fire/Emergency Services & Dover Area Ambulance Club – Charles Richards
- Park/Recreation – Stephen Parthree
- Industrial/Commercial Development Committee – Stephen Parthree
- MS4 Stormwater – Robert Stone

TOWNSHIP VOTING DELEGATE FOR YORK ADAMS TAX BUREAU

Motion by C. Richards and seconded by S. Parthree to appoint Trena M. Hall as the Dover Township Representative, Stephen Stefanowicz as the alternate Dover Township Representative for the York Adams Tax Bureau Meetings, as presented. Passed with 5 ayes.

YORK COUNTY LOCAL ADVISORY COMMITTEE REPRESENTATIVE

Motion by R. Stone and seconded by S. Parthree to appoint Stephen Stefanowicz as the York County Local Government Advisory Committee Representative and Michael Cashman as the alternate, as presented. Passed with 5 ayes.
APPOINT PROFESSIONAL AND DEPARTMENTAL OFFICIALS

Motion by C. Richards and seconded by S. Parthree to appoint the Professional and Departmental Officials for 2018 as indicated:

- Township Manager – Laurel A. Oswalt
- Township Secretary – Tiffany Strine
- Township Treasurer – Trena M. Hall
- Township Engineer – C.S. Davidson/Terry A. Myers, P. E.
- Township Zoning Officer – Georgia A. Sprenkel
- Sewage Enforcement Officer – Eric Swiger
- Sewage Enforcement Officer Alternate – Keith Hunnings
- Township Fire Marshal – Glenn P. Jansen
- Township Emergency Management Officer – Anne Zarlenga

as presented, Passed with 5 ayes.

APPOINT LEGAL COUNSEL FOR BOARDS AND COMMISION

Motion by S. Parthree and seconded by R. Stone to reappoint the legal counsel for 2018 as follows:

1. Board of Supervisors – Charles A. Rausch, Esq.
2. Planning Commission – Blakey, Yost, Bupp & Rausch, LLP

as presented, Passed with 5 ayes.

APPROVE BANK DEPOSITORIES FOR 2018

Motion by M. Cashman and seconded by S. Parthree to approve the bank depositories and financial institutions for 2017 as listed: M & T Bank, BB & T Bank, Pennsylvania Local Government Investment Trust, Wealth Management, Fulton Bank, ACN Bank and Peoples Bank, as presented. Passed with 5 ayes.

NEW APPOINTMENTS/REAPPOINTMENTS OF BOARDS AND COMMISSION DISCUSSION

Motion by C. Richards and seconded by S. Parthree to authorize the following reappointments:

- Auditors – Katrina L. Delauter
- Planning Commission Reappointment – Eric Harlacher
- Sewer Authority Reappointment – Robert T. Stone
- Zoning Hearing Board Reappointment – Stephen R. Barkdoll

Passed with 5 ayes.

ACTION TO APPOINT REPRESENTATIVES FOR THE YORK COUNTY STORMWATER CONSORTIUM REGIONAL COMMITTEE
Motion by S. Parthree and seconded by M. Cashman to authorize the following reappointments:
    Board Representative – Michael Fleming
    Alternative – Robert Stone
as presented, Passed with 5 ayes.

APPROVAL OF RESOLUTIONS FOR 2018

Resolution 2018-01
Fee Schedule for 2018

Motion by S. Parthree and seconded by R. Stone to approve Resolution 2018-01 amending the fee schedule, as presented. Passed with 5 ayes.

Resolution 2018-02
Ratifying and Confirming the Appointment to the Dover Township Zoning Hearing Board

Motion by C. Richards and seconded by S. Parthree to approve Resolution 2018-02 ratifying and confirming the appointments to the Dover Township Zoning Hearing Board, as presented. Passed with 5 ayes.

2018 MEETING SCHEDULE

Board of Supervisors – January 8 and 22; February 12 and 26; March 12 and 26; April 9 and 23; May 14 and 28; June 11 and 25; July 9 and 23; August 13 and 27; September 10 and 24; October 8 and 22; November 12 and 26; December 10, 2018 at 7:00 PM. A work/executive session can be scheduled before and after each regular Board meeting at the Township Municipal Building. Notice will be posted at the Township Municipal Building if a meeting is canceled or rescheduled. Permission was granted to the Township Manager to cancel the first meeting of the month, if there is no business to be discussed.

Planning Commission – 1st Wednesday of each month at 7:00 PM – Township Municipal Building

Zoning Hearing Board – 3rd Wednesday of each month at 7:00 PM – Township Municipal Building

Sewer Authority – 4th Wednesday of each month at 7:00 PM, except the November meeting to be held on the 21st and the December meeting to be held on the 19th – Wastewater Treatment Plant

Codes Enforcement Board – at the call of the Chairperson

Industrial/Commercial Development Committee (ICDC) – 4th Wednesday of each month at 4:00 PM – Township Municipal Building

Agricultural Security Committee – at the call of the Chairperson
Motion by C. Richards and seconded by S. Parthree to approve and adopt the 2018 Meeting Schedule dates for the various Boards, the Authority, and the Committees, as presented. Passed with 5 ayes.

2018 TREASURER’S BOND
Motion by R. Stone and seconded by M. Cashman to establish the $1,000,000.00 Treasurer’s bond for 2018, as presented. Passed with 5 ayes.

VACANCY BOARD APPOINTMENT
Motion by R. Stone and seconded by S. Parthree to appoint W. Michael Hoffman to be the Resident at Large on the Vacancy Board with the Board of Supervisors for 2018, as presented. Passed with 5 ayes.

2018 MEETING, CONVENTION, SEMINAR ATTENDANCE AUTHORIZATION
Motion by S. Parthree and seconded by C. Richards to approve authorization for the 2018 meetings, conventions, and seminars attendance by the Supervisors, Township Manager, Township Administrative Assistant, Township Secretary, Treasurer, and other designees, as presented. Passed with 5 ayes.

2018 STATE CONVENTION VOTING DELEGATE
Motion by S. Parthree and seconded by C. Richards to appoint Manager Oswalt as the Voting Delegate at the 2018 State Convention, as presented. Passed with 5 ayes.

With no further business, Chair Stefanowicz adjourned the reorganization meeting at 8:05 PM.

Respectfully submitted by: __________________________

Tiffany Strine, Dover Township Secretary