

**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 RESPONSIBILTIES**

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 COMMISSION**

**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** – 1<sup>st</sup> Wednesday of each month at 7:00 PM – Township Municipal Building

**Zoning Hearing Board** – 3<sup>rd</sup> Wednesday of each month at 7:00 PM – Township Municipal Building

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

**Codes Enforcement Board** – at the call of the Chairperson

**Industrial/Commercial Development Committee (ICDC)** - 4<sup>th</sup> 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