

**DOVER TOWNSHIP
BOARD OF SUPERVISORS MEETING
MINUTES
JANUARY 22, 2018**

The Dover Township Board of Supervisors' Meeting for Monday, January 22, 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. There were nine 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.

**APPROVAL OF THE BOARD OF SUPERVISORS' MEETING MINUTES FOR
JANUARY 8, 2018**

Motion by R. Stone and seconded by S. Parthree to approve the Board of Supervisors' Meeting Minutes for January 8, 2018, as presented. **Passed** with 5 ayes

TREASURER'S REPORT

Approval of Current Expenditures

Motion by C. Richards and seconded by M. Cashman to approve the warrant total for January 22, 2018, in the amount of \$435,956.33 as presented. **Passed** with 5 ayes

Motion by C. Richards and seconded by M. Cashman to approve the warrant total for January 22, 2018, in the amount of \$10,629.73 (General Bond) as presented. **Passed** with 5 ayes

INFORMATION ON EVENTS AND LOCAL ANNOUNCEMENTS

Manager Oswalt – Manager Oswalt informed the Board of Supervisors and the Public present that the Township will be hosting the annual Ground Hog's Day Prognostication on February 2nd, 2018 at the Dover Community Park. The following day, Saturday, February 3rd, 2018 the Township will hold it's annual All-You-Can-Eat Pancake Breakfast at the Dover Community Building in honor of Ground Hog's Day.

PUBLIC COMMENT

None to note.

EMERGENCY MANAGEMENT COORDINATOR REPORT by EMC Anne Zarlenga

**APPROVE PROMULGATION FOR THE EMERGENCY OPERATIONS PLAN (EOP)
RESOLUTION 2018-07**

Anne Zarlenga; Dover Township EMA Coordinator, provided the Board with the 2018 Emergency Response Plan that included annual updated components. Ms. Zarlenga informed the Board that this plan was written on the County level with Dover Township specifications incorporated.

Motion by C. Richards and seconded by R. Stone to approve Promulgation for the Emergency Operations Plan, Resolution 2018-07, as presented. **Passed** with 5 ayes

REVIEW OF PROFESSIONAL CERTIFICATIONS

C. Richards presented Ms. Zarlenga with a Certification signifying a level of training that Ms. Zarlenga has completed for Emergency Management. The specified level of training that Ms. Zarlenga is being recognized for was obtained after sixty-two (62) hours of extensive training in the field.

The Board of Supervisors thanked Ms. Zarlenga for her valued time commitments and efforts in obtaining this new certification in Emergency Management.

SOLICITORS REPORT by Township Solicitor Charles Rausch**INCORRECT TRAFFIC FINE DISBURSEMENTS**

Attorney Rausch briefed the Board of Supervisors on recent updates regarding the incorrect traffic fine disbursements issue. A meeting regarding this matter will be scheduled in the near future with affected parties in this matter to determine the best collective approach to seek resolve.

Manager Oswald added that one representative from each affected municipality will be chosen to attend the meetings. Attorney Rausch will be attending on behalf of Dover Township.

Manager Oswald added that the incorrect traffic fine disbursement stemmed from a coding issue within the system, at the County level, that determined the distribution of the traffic fines in DUI offenses and the infractions involved with these DUI offenses.

ASSIGNMENT OF DEVELOPMENT AGREEMENT TERRA VISTA ASSOCIATES

Attorney Rausch provided the Board of Supervisors with documents regarding Terra Vista Associates. Attorney Rausch qualified that Terra Vista Associates has been sold. Therefore, assignment of development is necessary.

Attorney Rausch stated that the new developers will assume the current obligations of the former owner.

Manager Oswald informed the Board of Supervisors that the twenty-two (22) acre tract of land is currently leased for farming and that this certain tract of land, which is anticipated to be donated

to the Township in the future. Since this maybe the Township's soon; therefore, Manager Oswalt proposed the idea of advertising and leasing the tract of land for farm use until the Township would deem a specific use for the land should the land be donated to the Township.

Motion by R. Stone and seconded by S. Parthree to approve to advertise the twenty-two (22) acre tract of land specified herein known to be that of Terra Vista Associates and to have the Chairman sign the Assignment of Development Agreement for Terra Vista Associates, as presented. **Passed** with 5 ayes

ENGINEER'S REPORT by Township Engineer Terry Myers

NORTHWEST BYPASS UPDATE

Township Engineer, Mr. Terry Myers, informed the Board of Supervisors that the Township and C.S. Davidson, Inc. are working with the Dover Area School District and the Dover Highlands Apartments project owner to coordinate Traffic Studies and future planning for the potential extension of Intermediate Avenue northward, thru the School District Property and the Doovertowne Apartments Property (Dover Highlands, LLP) tying into Carlisle Road somewhere near Harmony Grove Road.

Mr. Myers presented the Board of Supervisors with a preliminary base map depicting the layout of Carlisle Road, Intermediate Avenue and Harmony Grove Road intersection for this project.

Traffic counts have been completed and TRG, Inc. is performing a level of service and capacity analysis on the square to determine where existing traffic conditions. A geometric review of the intersection is being completed to explore any possible short-term improvement that could be made and to access those levels of service.

The new Dover High School plans have been received and the new plans indicate that construction for the new Dover High School is anticipated to begin the summer of 2018. This information will be helpful in discussing the plan progress and anticipated schedules for the various projects.

Members of the public present voiced opinions on the proposed plans questioning road frontage.

It was expressed to the members of the public present that these plans are strictly preliminary and have yet to be solidified.

MANAGER'S REPORT by Township Manager Laurel Oswalt

ACCEPTANCE OF DEAN SMITH'S RESIGNATION FROM THE SEWER AUTHORITY

Manager Oswalt informed the Board of Supervisors that Mr. Dean Smith provided a letter of Resignation from the Sewer Authority to the Township and that Mr. Smith will be resigning from his position effective as of its acceptance.

Motion by R. Stone and seconded by M. Cashman to approve Mr. Dean Smith's resignation

from the Sewer Authority, as presented. **Passed** with 5 ayes

APPROVAL OF CORE DESIGN GROUP'S ADDITIONAL SERVICES CHANGE ORDER IN THE AMOUNT OF TWO THOUSAND FIVE HUNDRED (\$2,500.00) DOLLARS

Motion by C. Richards and seconded by S. Parthree to approve Core Design Group's Additional Services Change Order in the decreased amount of two thousand five hundred (\$2,500.00) dollars, as presented. **Passed** with 5 ayes

APPROVAL OF CORE DESIGN GROUP'S ADDITIONAL SERVICES CHANGE ORDER IN THE AMOUNT OF THIRTY THOUSAND (\$30,000.00) DOLLARS

Motion by C. Richards and seconded by S. Parthree to approve Core Design Group's Additional Services Change Order in the increased amount of thirty thousand (\$30,000.00) dollars, as presented. **Passed** with 5 ayes

APPROVAL OF SITE DESIGN CONCEPT'S ADDITIONAL SERVICES CHANGE ORDER IN THE AMOUNT OF TEN THOUSAND (\$10,000.00) DOLLARS

Motion by C. Richards and seconded by S. Parthree to approve Site Design Concept's Additional Services Change Order in the increased amount of ten thousand (\$10,000.00) dollars, as presented. **Passed** with 5 ayes

FLOOD STUDY AND LAND DEVELOPMENT UPDATE

Manager Oswalt informed the Board of Supervisors of two meeting that were held at the Township Municipal Office with neighboring municipalities regarding a Flood Study that is being performed and overall assessment to determine where flooding occurs along the creeks affecting Paradise, Washington, Warrington, West Manchester and Dover Townships. Pertinent information surrounding these studies will follow in the future.

Additionally, the County Representative, involved with the Transportation Alternative Program, was present during these meetings and had informed Manager Oswalt that the Fox Run Flood Plain Project status within the golf course property may be determined by PENNDOT by January 29th.

OLD BUSINESS

DISCUSS WIRELESS FACILITIES PROPOSAL

Board consensus was reached and collectively deemed to plan to schedule a future Board of Supervisors Work Session to discuss the wireless facilities proposal in further detail. This works session was also proposed to discuss the potential for the creation of an ordinance surrounding this matter.

COMMENTS FROM THE BOARD

R. Stone – R. Stone proposed to accept Mr. David Hogeman to the Sewer Authority. The Board of Supervisors feels that Mr. Hogeman will be a great asset to the Dover Township Sewer Authority.

Motion by R. Stone and seconded by S. Parthree to approve to appoint Mr. David Hogeman as a member of the Dover Township Sewer Authority in place of Mr. Dean Smith and to appoint Mr. Stephen Stefanowicz as a member of the Dover Township Sewer Authority in place of Dr. John Matthews, as presented. **Passed** with 5 ayes

R. Stone wished praise towards Waste Water Treatment Superintendent; Ms. Sophie Simon, on her recent accomplishments in being recognized in the Keystone Water Quality Magazine from the Pennsylvania Water Environment Association. The magazine recognized Women in Water and their professional water quality experience.

C. Richards – C. Richards thanked the Township Public Works Department for a great job during winter maintenance during the recent snow storms.

PUBLIC COMMENT

None to note.

With no further business, the meeting was adjourned by Chairman Stefanowicz at 8:45 PM.

Respectfully submitted by: _____
Tiffany Strine, Recording Township Secretary