

**DOVER TOWNSHIP
BOARD OF SUPERVISORS MEETING
MINUTES
APRIL 23rd, 2018**

The Dover Township Board of Supervisors' Meeting for Monday, April 23rd, 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 Robert Stone, Stephen Parthree and Charles Richards. Supervisor Michael Cashman was absent with prior notice. Other Township Representatives in attendance were Charles Rausch; Township Solicitor, Laurel Oswalt, Township Manager; Michael Fleming, Township Public Works Director; Township Zoning Officer; Georgia Sprenkel, and Township Secretary; Tiffany Strine. There were twelve 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 ANNOUNCED THAT A BOARD OF SUPERVISORS WORK SESSION WAS HELD PRIOR TO THIS EVENINGS REGULARLY SCHEDULED BOARD OF SUPERVISORS MEETING TO DISCUSS THE WIRELESS PROPOSAL

INFORMATION ON EVENTS AND LOCAL ANNOUNCEMENTS

Manager Oswalt – Manager Oswalt informed the Board of Supervisors and public present of upcoming Township functions. The first Music in the Park event will be held at Brookside Park. This event will feature various bands and styles of music on April 28th, 2018 from 10:00 am to 10:00 pm. Food Truck Vendors will be on site as well. The annual Take Me Fishing Event will be held at Pinchot State Park on May 17th, 2018 from 6 pm to 8 pm.

APPROVAL OF THE BOARD OF SUPERVISORS' MEETING MINUTES FOR APRIL 9TH, 2018

A revision was made to amend the April 9th, 2018, Board of Supervisors Minutes as follows; to amend Page three, to now state "The Township is applying for the maximum grant amount of two hundred and fifty thousand dollars and zero cents (\$250,000.00) which requires a fifty percent (50%) match of the DCNR amount of two hundred and fifty thousand dollars and zero cents (\$250,000.00)."

Motion by C. Richards and seconded by S. Parthree to approve the amended version of the Board of Supervisors' Meeting Minutes for April 9th, 2018, as 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 16, 2018, in the amount of \$416,819.78 as presented. **Passed** with 4 ayes

Motion by R. Stone and seconded by S. Parthree to approve the warrant total for April 20, 2018, in the amount of \$11,476.55 (2017 General Bond) as presented. **Passed** with 4 ayes

Motion by R. Stone and seconded by S. Parthree to approve the warrant total for April 23, 2018, in the amount of \$60,541.44 as presented. **Passed** with 4 ayes

PUBLIC COMMENT

Hamilton and Musser P.C. Presentation – Review of 2017 Annual Audit

Mr. James Krimmel from Hamilton and Musser, Certified Public Accounting Firm, presented a brief overview for the Board of Supervisors regarding the Township's most recent financial audit.

Mr. Nicholas Shearer with Hamilton and Musser, Certified Public Accounting Firm, distributed written copies of the 2017 financial audit.

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, 2017. The main thing to note was that the audit offers a clean opinion. Township staff was very helpful and continues to address any comments during the audit as needed.

ZONING OFFICER'S REPORT by Township Zoning Officer Georgia Sprenkel

Approve Plan 18-3, 2965 West Canal Road, Christopher Moul, Three Lot Subdivision, Agricultural Zone

Mr. David Hoffman with D. A. Hoffman Surveying, presented Plan 18-3 for 2965 West Canal Road, Christopher Moul, three lot subdivision. This is the final subdivision plan. Mr. Hoffman reviewed the overall outline of the subdivision plan for the Board of Supervisors and public present. The amount of land to be subdivided is an 8 acre parcel. The property is served by the public sewer and private wells. Dover Township Plan 18-3 has been reviewed by C.S. Davidson, Inc.

The following waiver requests are being requested: 1.) §22-501.2.D – North point oriented on top of plan sheet., 2.) §22-501.2.O – Locate wells and septic systems within 400', 3.) §22-704.B – Sufficient Right-of-Way and cartway widths to meet requirements of Table 22-7-1.

The following Subdivision and Land Development Ordinance comments are being requested: 1.) Prior to final plan approval, a disk in an electronic format compatible with the Township GIS system, should be provided (§22-501.2.A). A pdf of the plans should also be supplied to the Township for review at the Board of Supervisors meeting. 2.) 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) 3.) The legal and/or equitable Owner's signatures must be added to the plan certifying concurrence with the plan. (§22-501.2.H) 4.) The existing water service to the dwelling on proposed Lot #2 should be shown on the plans (§22-501.2.O). 5.) Verification shall be provided that the Planning Module for Land Development or Non-Building Waiver was approved by the Sewage Enforcement Officer and/or the Pennsylvania Department of Environmental Protection. (§22-502.2) 6.) A new deed should be prepared for Lot Number 2, the newly combined lot, and the residual Lot Number 1 and recorded with the plans so that the County Tax Map is changed.

Motion by R. Stone and seconded by C. Richards to approve Plan 18-3, 2965 West Canal Road, Christopher Moul, Three Lot Subdivision, Agricultural Zone, granting all requested waivers and including all conditions mentioned above. **Passed** with 4 ayes

Conditional Approval of Plan 18-1 Dover Area School District, Subdivision and Land Development Plan

Ms. Cheryl Love with the ELA, Group, Inc. presented recent updates to Plan 18-1, Dover Area School District, Subdivision and Land Development Plan. Ms. Love highlighted fully fenced above ground basins, safe pathways for student commutes, large scale parking area and others. Plans and meetings are in progress with the Department of Environmental Protection, York County Conservation District, Dover Township Public Works and etc.

An updated set of plans was presented to the Board of Supervisors and public present. C.S. Davidson has reviewed the current plans for the above referenced subdivision plan prepared by the ELA, Group Inc.

The Board of Supervisors was presented with six (6) waiver requests and twenty one (21) subdivision and land development ordinance comments. The Board collectively feels as though the list of comments at this current time prove lengthy and feel as though more time may prove suitable to aide in the completion of some of the comments prior to Board approval. It was noted that the Dover Township Public Works Director has not received the most current and recently updated set of plans for the Dover Area School District, Subdivision and Land Development Plan as of the date of this meeting and would like to request adequate time to review the plans properly.

R. Stone stated that he feels that he would like to have the Board and Township staff review the newly produced plans to the best of their abilities and in the most responsible manner and feels as though more time for this is needed.

Motion by C. Richards and seconded by S. Parthree to approve Dover Area School District, Plan 2018-01, Waiver Request number 6, §19-308.3.A.3 – Maximum permitted basin side slopes of 4:1, as presented. **Passed** with 4 ayes

Motion by S. Parthree and seconded by R. Stone to table a Conditional Approval of Plan 18-1, Dover Area School District, Subdivision and Land Development Plan until the next Board of

Supervisors Meeting, as presented. **Passed** with 4 ayes

ENGINEER'S REPORT by Township Engineer Terry Myers

Willapa Stream Improvements – Bid Award

Township Engineer, Mr. Terry Myers, stated that Bids for the Willapa Stream Improvements Project were opened on Thursday, April 19th, 2018 at 11:00 a.m. on the PENNBid website. Four (4) Bids were received and opened for this project. Mr. Myers provided the Board of Supervisors with a bid tabulation sheet. Flyway Excavating, Inc. is the apparent low bidder at seventy-seven thousand seven hundred fifty-five dollars and zero cents (\$77,755.00). Other bidders were Final Grade Excavation, LLC., Ecotone, Inc. and MacMor Construction. Mr. Myers stated that he recommends that the Township award the Bid to the apparent low bidder, Flyway Excavating, Inc. Mr. Myers noted that Flyway Excavating, Inc. is from the Lancaster area. Construction is anticipated to take place in June or July of 2018. Mr. Myers added that upon completion of the project, reimbursement of construction costs can be requested from the York County Stormwater Consortium.

Motion by R. Stone and seconded by C. Richards to approve the lowest responsible bidder of Flyway Excavating, Inc. for the Willapa Stream Improvements Project in the amount of seventy-seven thousand seven hundred fifty-five dollars and zero cents (\$77,755.00), as presented.

Passed with 4 ayes

MANAGER'S REPORT by Township Manager Laurel Oswalt

Posting and Advertising Weight Restrictions on Bridge No.426, Rohlers Church Road

Manager Oswalt stated that C.S. Davidson, Inc. has completed and provided a bridge inspection on Township Bridge Number 426, Rohlers Church Road Bridge. This bridge has been posted and an ordinance to advertise the weight restriction has been sent by the Township Secretary to the local newspaper for publishing. Board approval will be sought during the early May 2018 Dover Township Board of Supervisors meeting, to approve Ordinance 2018-02, reducing the weight restriction on Rohlers Church Road, Bridge Number 426.

Reject Bid Proposal Forms for the 2018 Road Projects from the Following Firms Due to Reasons Listed:

- a. Kinsley Materials – Failed to Provide 10% Bid Bond**
- b. Martin Paving – Failed to Provide Design for Seal Coat Application**
- c. Hammaker East – Failed to Provide Design for Seal Coat Application**

Motion by R. Stone and seconded by C. Richards to reject the following Bid Proposal Forms for the 2018 Road Projects from the following firms due to reasons herein stated: a.) Kinsley Materials – Failed to Provide 10% Bid Bond, b.) Martin Paving – Failed to Provide Design for Seal Coat Application, c.) Hammaker East – Failed to Provide Design for Seal Coat Application, as presented. **Passed** with 4 ayes

Award Road Work Materials Bid

The Dover Township Public Works Director, Mr. Michael Fleming, proposed the following awarding of road work and material bids to the following vendors. Mr. Fleming provided the Board of Supervisors with a detailed bid tabulation of these bids.

- a. Paving – Award to Shiloh Paving, Items 1, 2, & 3 Only in the amount of \$418,761.00
- b. Seal Coat – Award to Stewart & Tate, Items 1A and 1B in the amount of \$116,080.00
- c. Aggregate – Award to Vulcan Materials Item A1 through A14 in the amount of \$18,867.50
- d. SUPERPAVE Paving Materials – Award to York Materials Group Item B1 through B5 in the amount of \$120,050.00
- e. Cold Patch – Award to Stewart and Tate, Item C in the amount of \$5,212.50
- f. Flowable Backfill – no bid.

Motion by C. Richards and seconded by R. Stone to award the Road Work Materials Bid as follows: a.) Paving – Award to Shiloh Paving, Items 1, 2, & 3 Only in the amount of \$418,761.00, b.) Seal Coat – Award to Stewart & Tate, Items 1A and 1B in the amount of \$116,080.00, c.) Aggregate – Award to Vulcan Materials Item A1 through A14 in the amount of \$18,867.50, d.) SUPERPAVE Paving Materials – Award to York Materials Group Item B1 through B5 in the amount of \$120,050.00, e.) Cold Patch – Award to Stewart and Tate, Item C in the amount of \$5,212.50, f.) Flowable Backfill – no bid, as presented. **Passed** with 4 ayes

PUBLIC WORKS DIRECTOR'S REPORT by Michael Fleming

Accept Public Works Garage Construction Testing and Inspection

Mr. Fleming informed the Board of Supervisors that he has obtained three quotes regarding professional services to provide Construction Material Testing and Inspection Services. The project will consist of 35,491 square feet of spread footings, cast in place concrete and pre-engineered building components and various visits by the firm. Site work is to include earthmoving, utilities and paving. ECS Mid Atlantic, LLC, C.S. Davison and Hillis-Carnes Engineering Associates. Mr. Fleming is currently in favor of a not to exceed price quote.

Upon receipt of the professional services bids for the Public Works Garage Construction Testing and Inspection, it was Mr. Fleming's recommendation to accept the bid from ECS Mid-Atlantic, LLC. Mr. Fleming stated that this firm adequately provided what was requested by the Township. The amount of the bid from ECS Mid-Atlantic, LLC totaled \$21,500.00.

Motion by S. Parthree and seconded by R. Stone to approve the bid for professional services for the Public Works Garage Construction Testing and Inspection from ECS Mid-Atlantic, LLC in the amount of \$21,500.00, as presented. **Passed** with 4 ayes

Discuss Community Center Roof Repairs

Mr. Fleming informed the Board of Supervisors that Ream Roofing did not complete roof repairs in 2017. Repairs have or will begin as soon as weather permits this year. The Township is requesting to pay for the repairs in the amount of sixty-three thousand seven hundred fifty dollars

and zero cents (\$63,750.00) out of the General Fund Account. This particular fund has a sum of money in the amount of one hundred thousand (\$100,000.00) set aside for the generator. Mr. Fleming added that due to the current work load, it is unlikely that the Township will have the generator completed this year.

Motion by S. Parthree and seconded by C. Richards to approve the funds from the General Fund Account previously deemed for a new generator, to be utilized for the repairs needing to be made to the Dover Township Community Building roof this year, as presented. **Passed** with 4 ayes

OLD BUSINESS

None to note.

COMMENTS FROM THE BOARD

S. Parthree – S. Parthree informed the Board of Supervisors that the new senior center project is still moving forward and that the Board of Directors for the senior center is considering a large donation from a resident, Mr. Don Zeigler. The Board of Directors is also currently considering unforeseen costs regarding the possible location of a new senior center near Providence Place in Dover.

PUBLIC COMMENT

None to note.

With no further business, the meeting was adjourned by Chairman Stefanowicz at 9:40 PM.

Respectfully submitted by:

Tiffany Strine, Recording Township Secretary