

**DOVER TOWNSHIP  
BOARD OF SUPERVISORS MEETING  
MINUTES  
June 25<sup>th</sup>, 2018**

The Dover Township Board of Supervisors' Meeting for Monday, June 25<sup>th</sup>, 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 Michael Cashman. Supervisor Charles Richards was absent with prior notice. Other Township Representatives in attendance were Charles Rausch; Township Solicitor, Terry Myers; Township Engineer, Laurel Oswalt, Township Manager; Michael Fleming, Township Public Works Director; Georgia Sprenkel; Township Zoning Officer and Tiffany Strine; Township Secretary. There were five 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 EXECUTIVE SESSION WAS HELD PRIOR TO THIS EVENINGS REGULARLY SCHEDULED BOARD OF SUPERVISORS MEETING TO DISCUSS TOWNSHIP PERSONNEL MATTERS**

**INFORMATION ON EVENTS AND LOCAL ANNOUNCEMENTS**

Manager Oswalt informed the Board of Supervisors and public present of upcoming Township functions. The Dover Township Annual "Take Me Fishing" Event hosted at Gifford Pinchot State Park in the Conewago Day Use Area has been rescheduled due to rain and will now be held June 28<sup>th</sup>, 2018 from 6:00 PM to 8:00 PM and is free to the public. June 25<sup>th</sup>, 2018 is the kick-off date for the Dover Township Summer Playground and Summer Preschool Programs at various Township park locations. Dover Township will be hosting a Summer Concert on July 7<sup>th</sup>, 2018, Summer Concert "Much Ado About Nothing" by Orange Mite Shakespeare at the Dover Township Community Park, beginning at 6:00 PM. Dover Township will be hosting a second Summer Concert on July 8<sup>th</sup>, 2018, Summer Concert KJO's Two Beat Dames at the Dover Township Community Park beginning at 6:00 PM. Dover Township's Old-Fashioned Carnival will be held on July 25<sup>th</sup>, 2018 from 4:00 PM to 8:00 PM at Brookside Park. A Public Night Sky Viewing will be held on July 27<sup>th</sup>, 2018 at 8:00 PM at Lehr Park.

M. Cashman stated that Mount Zion Off Road will be hosting an Open House event on July 20<sup>th</sup>, 2018 from 5:00 PM to 9:00 PM. The event will host food truck vendors, live music, a petting zoo for children and more. M. Cashman invited the public to come out to the event and enjoy!

**APPROVAL OF THE BOARD OF SUPERVISORS' MEETING MINUTES FOR MAY 29<sup>TH</sup>, 2018**

**Motion** by S. Parthree and seconded by R. Stone to approve the Board of Supervisors' Meeting

Minutes for May 29<sup>th</sup>, as presented. **Passed** with 4 ayes

## **TREASURER'S REPORT**

### **Approval of Current Expenditures**

**Motion** by R. Stone and seconded by M. Cashman to approve the warrant total for June 6<sup>th</sup>, 2018, in the amount of \$81,307.93 as presented. **Passed** with 4 ayes

**Motion** by R. Stone and seconded by M. Cashman to approve the warrant total for June 15<sup>th</sup>, 2018, in the amount of \$127,740.50 as presented. **Passed** with 4 ayes

**Motion** by R. Stone and seconded by M. Cashman to approve the warrant total for June 18<sup>th</sup>, 2018, in the amount of \$10,566.00 as presented. **Passed** with 4 ayes

**Motion** by R. Stone and seconded by M. Cashman to approve the warrant total for June 25<sup>th</sup>, 2018, in the amount of \$207,608.98 as presented. **Passed** with 4 ayes

## **PUBLIC COMMENT**

### **Mr. Stanley Baldwin – 2600 Emig Mill Road, Dover, Pennsylvania**

Mr. Baldwin stated that he is a long time Dover Township resident residing at 2600 Emig Mill Road since 1964. Mr. Baldwin stated that the intersection lying near his home, consisting of Mayfield Drive and Emig Mill Road, is a cause for concern due to numerous traffic related violations happening at this location. Mr. Baldwin is requesting a four-way stop be incorporated within this area or another possible means for speed control. Mr. Baldwin feels as though there are numerous accidents that occur and would like some action for resolve if possible.

### **Mr. Keith Peterson – 2411 Brooklyn Road, Dover, Pennsylvania**

Mr. Peterson stated that he is a resident residing at 2411 Brooklyn Road. Mr. Peterson stated that he has been in contact with Manager Oswald regarding his property and surrounding construction over the past months. Mr. Peterson added that his property is located near a retention pond and creek and that during recent storms, flooding of his property was a concern due to the lack of debris clean up in the nearby creek and retention pond. Mr. Peterson is requesting a time-line in which these areas will be addressed with proper means.

Manager Oswald stated that the Township is awaiting funding for this project area. Three (3) grants were applied for by Dover Township, as well as a fourth being applied for in July of 2018. Manager Oswald stated that she is awaiting the arrival of engineering plans to then be more able to discuss the plan of action for the location and area needing addressed. Manager Oswald added that the Township Garage Project is to be substantially complete by mid-December of this year.

## **SOLICITOR'S REPORT by Attorney Charles Rausch**

### **Review of Dover Letter Agreement, Dover Highlands, LP and Dover School District**

Attorney Rausch stated during the last Board of Supervisors meeting, the Dover Township Board of Supervisors approved the second revised Letter Agreement from Dover Highlands, LP involving Dover Township and the Dover Area School District regarding the intent to create an agreement of understanding between all three of these parties relating to the potential extension of Intermediate Drive in Dover Township from West Canal Road to Route 74. Attorney Rausch stated that Dover Highlands, LP has requested to make some amendments to the Letter Agreement regarding the need for the Intermediate Avenue access for their development clarified within the preliminary plan as well as commitment from the Dover School District.

**Motion** by R. Stone and seconded by S. Parthree to approve the revised Letter Agreement from Dover Highlands, LP involving Dover Township and the Dover Area School District, as presented. **Passed** with 4 ayes

### **Fox Creek Estates Update**

Attorney Rausch briefed the Board of Supervisors on recent updates regarding Fox Creek Estates. Attorney Rausch stated that he has not heard back regarding the surety with Fox Creek Estates.

### **County Fines Disbursement Issue**

Attorney Rausch briefed the Board of Supervisors on recent updates regarding the incorrect traffic fine disbursements issue. The County has now rescinded going forward with their previous reimbursement plan. After a solicitors meeting in which representatives from each effected municipality was held, it was decided that a meeting be scheduled in September amongst the solicitors to decipher the next possible plan of action. Attorney Rausch will provide updates as provided.

### **ZONING OFFICER'S REPORT by Township Zoning Officer Georgia Sprenkel**

#### **Approve Plan 18-2 Dover Area Animal Hospital – Land Development Plan – Expansion of the Existing Dover Area Animal Hospital**

Mr. Eric Johnston presented the Land Development Plan and Subdivision Plan for the Dover Area Animal Hospital located at 5030 Carlisle Road. The Dover Area Animal Hospital is looking to combine several parcels and proposed for approval, an expansion of the animal hospital itself to improve their operations and make their services more efficient. The Preliminary/Final Land Development Plans were then presented to the Board Supervisors.

C. S. Davidson has reviewed the Land Development and Subdivision Plans for the Dover Area Animal Hospital Expansion and they were prepared by Johnston & Associates, Inc.

The following waiver requests are needed and are listed as follows: 1.) §19-301.11: Rain garden facility within setback lines and rip-rap discharge within 10' of property line., 2.) §19-

308.3.A.2: Minimum top width of basin embankments shall be 8 feet. 3.) §19-308.3.A.3: Maximum permitted side slopes for basins shall be 4 horizontal to 1 vertical. 4.) §19-308-3.A.7: Any above ground stormwater facility must be surrounded by a chain link fence of not less than 4 feet in height. 5.) §22-1102.C: Registered landscape architect certification of landscape plan. 6.) §22-1103: Screen and buffer plantings adjacent to Agricultural zone lands.

**Motion** by S. Parthree and seconded by R. Stone to approve the waiver requests associated with Plan 18-2 Dover Area Animal Hospital as follows: 1.) §19-301.11: Rain garden facility within setback lines and rip-rap discharge within 10' of property line., 2.) §19-308.3.A.2: Minimum top width of basin embankments shall be 8 feet. 3.) §19-308.3.A.3: Maximum permitted side slopes for basins shall be 4 horizontal to 1 vertical. 4.) §19-308-3.A.7: Any above ground stormwater facility must be surrounded by a chain link fence of not less than 4 feet in height. 5.) §22-1102.C: Registered landscape architect certification of landscape plan. 6.) §22-1103: Screen and buffer plantings adjacent to Agricultural zone lands., as presented.

**Passed** with 4 ayes

**Motion** by R. Stone and seconded by S. Parthree to approve the final subdivision Plan 18-2 Dover Area Animal Hospital, 5030 Carlisle Road, creating one lot, as presented. **Passed** with 4 ayes

**Motion** by R. Stone and seconded by M. Cashman to approve the final land development Plan 18-2 Dover Area Animal Hospital, 5030 Carlisle Road, with the following open items as follows: 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.) 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.), 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. The Registered Landscape Architects' seal, signature and date shall be added to the landscaping plan. (§22-501.2.F), 3.) All legal and/or equitable Owners' notarized signatures must be added to the plan certifying concurrence with the plan. (§22-501.2.H), 5.) Recording information for all existing and proposed easements and rights-of-way and the purpose for which the easements and rights-of-way have been established should be added. The proposed stormwater easement shall be labeled and dimensioned. A dimension for the length along Carlisle Road is needed. 7.) Approval of the layout/design of water, sanitary, and storm systems is needed from the Public Works Director and Township Staff. 8.) Approval of the stormwater management plan in accordance with Part 10 requirements and the Dover Township Stormwater Management Ordinance shall be obtained from the Township Engineer. (§22-502.8). 9.) Public improvement security shall be provided prior to final plan approval. (§602.1). 10.) We recommend providing a legend on the plans which clearly shows the intent of the proposed hatched areas which are shown. It is still unclear what the hatching along the southern building expansion is intended to refer to, as presented. **Passed** with 4 ayes

**Re-Approval of Plan 17-10, 2727 Grandview Avenue – Land Development Plan – Dunkin Donuts**

**Motion** by R. Stone and seconded by M. Cashman to re-approve Plan 17-10 for 2727 Grandview Avenue, Land Development Plan for Dunkin Donuts, as presented. **Passed** with 4 ayes

### **ENGINEERS'S REPORT by Township Engineer Terry Myers**

#### **Davidsburg Road/Tower Drive Penn DOT Permit Agreement**

Mr. Myers informed the Board of Supervisors that the Penn DOT Highway Occupancy Permit has been issued. The Highway Occupancy Permit comes with thirty-five (35) conditions. Most of these conditions will be the responsibility of the Developer's Contractor (Abel Construction) prior to and during the construction period. Since the Highway Occupancy Permit's conditions are Dover Township's responsibility and Dover Township has no contractual relationship with Abel Construction, the Developer's Attorney is putting together an Agreement between Dover Township and Abel Construction which will transfer the responsibility for the appropriate conditions over to the Contractor. Construction is anticipated for late July of 2018.

**Motion** by S. Parthree and seconded by R. Stone to approve the Davidsburg Road/Tower Drive Penn DOT Permit Agreement on improvements, as presented. **Passed** with 4 ayes

#### **Conewago Road Culvert Replacement**

As a result of recent significant storms, the existing stone culvert across Conewago Road at Fish and Game Road suffered significant damage. Subsequently the road has been reduced to one lane. The Township Public Works Director has requested that C.S. Davidson, Inc. assist the Township in possibly obtaining an Emergency Pennsylvania Department of Environmental Protection Permit to repair/replace the culvert. The necessary documents along with a request for an Emergency Permit was submitted to the Pennsylvania Department of Environmental Protection Agency. The project will include sixty (60) LF of new seventy-two (72") RCP with new precast concrete end walls on both the upstream and downstream ends. The Township solicitor had agreed that the project can proceed on an emergency basis and that formal bidding procedures can be waived.

C.S. Davidson, Inc. will assist the Township Public Works Director with the required plans, specifications and contract documents, to obtain three (3) quotes for the project.

**Motion** by S. Parthree and seconded by R. Stone to proceed forward with the proposed emergency permitting for the Conewago Road Culvert Replacement and upon approval, obtain the necessary quotes to make the emergency replacement, as presented. **Passed** with 4 ayes

### **MANAGER'S REPORT by Township Manager Laurel Oswalt**

#### **Approval of Resolution No. 2018-18 Adopting and Amending all Administrative Job Descriptions**

**Motion** by R. Stone and seconded by S. Parthree to table Approval of Resolution No. 2018-18, Adopting and Amending all Administrative Job Descriptions, as presented. **Passed** with 4 ayes

### **Cohen Law Group Cable Franchise Consortium Negotiations**

Manager Oswalt provided a proposed agreement with Cohen Law to negotiate our Cable Franchise Renewal with Comcast. Manager Oswalt stated that last month the Township received notice from Comcast that the Township is approaching the end of the ten-year (10) term. Manager Oswalt has spoken to municipal managers regarding their communities' desire to move forward to negotiate as a group once again, the following municipalities have agreed to participate: Manchester, Manheim, Springettsbury, West Manchester and Windsor Townships. Other Townships that have been notified and that may be interested in participating are given until July 31<sup>st</sup>, 2018 to respond. If Dover Township chose to participate, Dover Township would receive a minimum twenty percent (20%) reduction in price.

**Motion** by R. Stone and seconded by S. Parthree to approve to participate in the Cohen Law Group Cable Franchise Consortium, as presented. **Passed** with 4 ayes

### **Acceptance of Marlin Hovis' Resignation from the Dover Township Code Board**

**Motion** by S. Parthree and seconded by R. Stone to accept Mr. Hovis's resignation from the Dover Township Code Board, as presented. **Passed** with 4 ayes

### **Approve Change Order No. 2 in the Amount of \$3,580.00 - ECI Construction**

**Motion** by R. Stone and seconded by S. Parthree to approve Change Order No. 2 in the Amount of \$3,580.00, as presented. **Passed** with 4 ayes

### **Approve Midstate Mechanical and Electrical Payment Request No. 2 in the Amount of \$216.00**

**Motion** by R. Stone and seconded by S. Parthree to approve Midstate Mechanical and Electrical Payment Request No. 2 in the Amount of \$216.00 as presented. **Passed** with 4 ayes

### **Approve ECI Construction, LLC Payment Request No. 1 in the Amount of \$321,133.04**

**Motion** by R. Stone and seconded by S. Parthree to approve ECI Constructions, LLC Payment Request No. 1 in the Amount of \$321,133.04, as presented. **Passed** with 4 ayes

### **Approve Rodney B. Smith Plumbing Payment Request No. 1 in the Amount of \$5,303.70**

**Motion** by R. Stone and seconded by S. Parthree to approve Rodney B. Smith Plumbing Payment Request No. 1 in the Amount of \$5,303.70, as presented. **Passed** with 4 ayes

### **PUBLIC WORKS GARAGE PROJECT**

**Approve Change within Contract with PWI on Disposal of Old Fuel Site Controller, Terminal and Tank Monitoring System**

**Motion** by M. Cashman and seconded by R. Stone to approve changes within the Contract with PWI on Disposal of Old Fuel Site Controller, Terminal and Tank Monitoring System, as presented. **Passed** with 4 ayes

### **MS4 Update**

#### **“Safe Drinking Water” Public Education Stormwater Management Seminar**

A Public Education Stormwater Management Seminar is going to be held, Tuesday, September 18<sup>th</sup>, 2018 from 6:30 P.M. to 7:30 P.M. at Manchester Township located at 3200 Farm trail Road in York, Pennsylvania.

### **OLD BUSINESS**

**None.**

### **COMMENTS FROM THE BOARD**

**S. Parthree** – S. Parthree informed the Board of Supervisors that the Senior Center is no longer pursuing the idea of moving to the Providence Place location. The Senior Center is now pursuing a parcel of land near Mack’s Ice Cream Shoppe.

**R. Stone** – R. Stone informed the Board of Supervisors that he attended the MS4 Local Government Committee Meeting on May 31<sup>st</sup>. The next Sewer Authority Meeting is to be held Wednesday, June 27<sup>th</sup>, 2018.

**M. Cashman** – M. Cashman stated the Northern York County Police Department is awaiting a Final Draft for the new Police Department Contract.

### **PUBLIC COMMENT**

**None to note.**

With no further business, the meeting was adjourned by Chairman Stefanowicz at 9:10 PM and the Board of Supervisors entered an Executive Session to discuss Township personnel matters.

Respectfully submitted by: \_\_\_\_\_  
Tiffany Strine, Recording Township Secretary