

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

The Dover Township Board of Supervisors' Meeting for Monday, July 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 Charles Richards and Michael Cashman. Other Township Representatives in attendance were Charles Rausch; Township Solicitor, Terry Myers; Township Engineer, Laurel Oswalt, Township Manager; Michael Fleming, Township Public Works Director; Anne Zarlenga, Township Emergency Management Coordinator; Georgia Sprenkel; Township Zoning Officer and Tiffany Strine; Township Secretary. There were six 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 JUNE 25TH, 2018

Motion by R. Stone and seconded by M. Cashman to approve the Board of Supervisors' Meeting Minutes for June 25th, 2018, as presented. **Passed** with 5 ayes

INFORMATION ON EVENTS AND LOCAL ANNOUNCEMENTS

Manager Oswalt informed the Board of Supervisors and public present of upcoming Township functions. A Public Night Sky Viewing will be held on July 27th, 2018 at 8:00 PM at Lehr Park. Dover Township will be hosting another Summer Concert on August 12th, 2018, Summer Concert Spring Garden Band at the Dover Township Community Park beginning at 6:00 PM. Dover Township will be hosting a Back to School Movie Night; Disney's Coco, on August 25th, 2018, at the Dover Township Lehr Park, beginning at Dusk.

Chairman Stefanowicz stated that the Dover School District will be holding a ground-breaking ceremony on August 14th, 2018 at 5:00 PM. The ground breaking will be held at the current Dover Area Intermediate School.

TREASURER'S REPORT

Approval of Current Expenditures

Motion by S. Parthree and seconded by C. Richards to approve the warrant total for July 3rd, 2018, in the amount of \$259.22 as presented. **Passed** with 5 ayes

Motion by S. Parthree and seconded by C. Richards to approve the warrant total for July 6th, 2018, in the amount of \$384,017.75 as presented. **Passed** with 5 ayes

Motion by S. Parthree and seconded by C. Richards to approve the warrant total for July 12th, 2018, in the amount of \$56,675.34 as presented. **Passed** with 5 ayes

PUBLIC COMMENT

Mr. David Dennis – 3128 Galaxy Road Dover, Pennsylvania

Mr. Dennis stated that he is a resident residing at 3128 Galaxy Road, Dover, Pennsylvania. Mr. Dennis stated that he would like to make known the many issues he has experienced at his home in Dover Township due to the use of fireworks. Mr. Dennis stated that with the recent changes regarding the allowing of various types and use of specific types of fireworks has created many problems.

Attorney Rausch stated that he is aware of many local complaints regarding the recent changes made to the permitted buying and selling and permitted use of various kinds of fireworks. Attorney Rausch stated that this change in law was made at the Pennsylvania legislative level and that the new law reflects specific guidelines in which someone possessing fireworks must abide by regarding their use. The matter can not be changed at the local Township level; therefore, individuals should seek their State Representatives and register a complaint regarding this matter.

Mr. Jim Forry – 760 Butter Road, Dover, Pennsylvania

Mr. Forry stated that he is a resident residing at 760 Butter Road, Dover, Pennsylvania. Mr. Forry stated that he was present with his father; Mr. Forry Senior, this evening and wanted to speak on his father's behalf regarding his father's property. Mr. Forry stated that his father purchased a building lot on Prospect Avenue that underwent a reverse subdivision off of Grandview Avenue. The reverse subdivision was completed by a Mr. Jefferey Kauffman and was later sold in three (3) different lots. Mr. Forry Senior recently entered into an agreement to sell a lot on Prospect Avenue. Mr. Forry Junior added that during the sale of this lot, the owners had learned that a sewer line ran underneath the property from Grandview Avenue, under the rear of the home and then to Mr. Forry Seniors lot on Prospect Avenue, connecting at the street. Mr. Forry Junior stated that his father and himself were informed that they cannot build a home on this lot due to the sewer line placement; therefore, losing the sale of the lot on Prospect Avenue. Mr. Forry stated that this particular lot was approved to be subdivided and that there was paperwork on file indicating that the sewer was connected from Grandview Avenue to Prospect Avenue. Mr. Forry feels as though the subdivision should not have been approved without showing the sewer lines.

Attorney Rausch stated that the reverse subdivision that occurred with this land was only made to join lots of land together. No development was proposed at the time so there was no need for the utilities to be noted on the plan.. Attorney Rausch stated that an issue may have occurred during the transaction of land from the former owner to Mr. Forry Senior, where as an easement should have been added to the agreement regarding the sewer line in question. Attorney Rausch added that the issue isn't that the lot is not buildable, the issue is that building cannot occur over a sewer lateral. A Right-Of-Way should have been reserved by the seller at the time of the sale

of the aforementioned land. The property was transferred without this needed Right-Of-Way.

Mr. Forry Junior stated that he would like Dover Township to bear the costs to move the sewer line.

Chairman Stefanowicz stated that Board of Supervisors would like time to review the facts to reach a decision.

Mr. Shawn Platts – Dover Borough Halloween Parade

Mr. Platts; Dover Borough Fire Company, informed the Board of Supervisors of the upcoming annual Dover Borough Fire Company Halloween Parade to be held on October 7th, 2018 at 3:00 PM. Mr. Platts is asking the Board to waive the fee for the Dover Borough Halloween Parade Permit and for the Board to kindly donate to their function.

Motion by C. Richards and seconded by S. Parthree to approve the fee waiver for the Dover Borough Fire Company's Parade and Assembly Permit Application for the Dover Borough Halloween Parade and to approve authorization of a donation to the Dover Borough Fire Company in the amount of fifteen hundred dollars (\$1,500.00) for the event, as presented.
Passed with 5 ayes

EMERGENCY MANAGEMENT COORDINATOR'S REPORT

Presentation of the 2017 Annual Report

Ms. Zarlenga provided the Board of Supervisors with copies of the 2017 Annual Emergency Coordinator Report. The report includes information regarding EOP and Plans, Staff Updates, Safety and Security Upgrades, Meetings, Trainings, Community and Education Events, Special Needs Population Updates, TMI Drill, Goals Met and Goals to be achieved in the upcoming year.

SOLICITOR'S REPORT by Attorney Charles Rausch

Discuss Radio Equipment Distribution Agreement

Attorney Rausch stated he received a Radio Equipment Distribution Agreement from Ms. Zarlenga for his review. Dover Township leases two (2) radios, a base radio and a portable radio. These radios are leased from the County. The County is asking Dover Township to sign a lease for use of the equipment for a one-year period for the cost of one (\$1.00). After the one-year period, the Township would then own the equipment. During the lease of the equipment, the County maintains the equipment. If purchased after one year, the Township will be responsible for the maintenance and programming of the equipment. The Board of Supervisors and Manager Oswalt agreed, if the Township does not purchase the equipment being leased, the cost to purchase new equipment at the close of the agreement would be costlier to the Township.

Motion by M. Cashman and seconded by R. Stone to approve the Radio Equipment Distribution Agreement, as presented. **Passed** with 5 ayes

County Fines Disbursement Issue

Attorney Rausch briefed the Board of Supervisors on recent updates regarding the incorrect traffic fine disbursements issue. Paradise Township; an over paid municipality, has decided to acknowledge the debt collected and is looking towards the creation of a repayment plan to the necessary parties adversely affected. Dates regarding the Paradise Township repayment plan meeting will be provided when available.

ENGINEERS'S REPORT by Township Engineer Terry Myers

Approve Willapa Stream Improvements Application for Payment No. 1 in the Amount of \$29,448.00

Mr. Myers informed the Board of Supervisors that the Willapa Stream Improvement Project is now complete, and the final clean-up and restoration is currently being performed. An application for payment was provided. The Application for Payment No. 1 in the Amount of \$29,449.00 was submitted to the Township.

Motion by C. Richards and seconded by S. Parthree to approve the Willapa Stream Improvements Application for Payment No. 1 in the Amount of \$29,448.00, as presented.
Passed with 5 ayes

Conewago Road Culvert Replacement Status Update

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 has been granted an Emergency Pennsylvania Department of Environmental Protection Permit to repair/replace the culvert. This permit is valid for a period of sixty (60) days and was issued on June 27th, 2018. After a necessary PNDI search, the search indicated a possible presence of the Indiana Bat, which is an endangered species and therefore trees can only be removed between November 15th and March 31st unless a Bat Emergence Survey is completed. Quotes are being pursued for the survey. Contractors will be sought to perform the necessary excavating and building work needed.

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 C. Richards to approve Resolution No. 2018-18, Adopting and Amending all Administrative Job Descriptions, as presented. **Passed** with 5 ayes

Consideration of a Request to be a Sponsor of the State of the County

Manager Oswalt stated that the State of the County Event was discussed by the York County Economic Alliance during a Township Industrial Commercial Development Committee Meeting during the month of July. The State of the County is being held in the Dover Area High School

and YCEA has inquired with Dover Township in asking if the Township would like to consider a sponsorship, which would allow for attendance at the event.

Motion by R. Stone and seconded by S. Parthree to approve the request to be a Sponsor of the State of the County, as presented. **Passed** with 5 ayes

Authorize the Sale of the 1998 Chevorlet S10 Pick Up Truck

Motion by R. Stone and seconded by S. Parthree to authorize the sale of the 1998 Chevorlet S10 Pick Up Truck, as presented. **Passed** with 5 ayes

PUBLIC WORKS GARAGE PROJECT

Approve Change Order with ECI – Change Order No. 3 – For Extra Fire Hydrant in the Amount of \$7,173.00

Motion by R. Stone and seconded by M. Cashman to approve Change Order No with ECI, Change Order No. 3 for an extra fire hydrant in the amount of \$7,173.00, as presented. **Passed** with 5 ayes

Approve Midstate Mechanical Payment Request No. 3 in the Amount of \$216.00

Motion by M. Cashman and seconded by C. Richards to approve Midstate Mechanical Payment Request No. 3 in the amount of \$216.00, as presented. **Passed** with 5 ayes

Approve Additional Services Authorization – Site Design Concepts – Rock Excavation Quantities – Estimate of \$3,500.00

Motion by R. Stone and seconded by M. Cashman to approve Additional Services authorization, Site Design Concepts, Rock Excavation Quantities, estimate amount of \$3,500.00, as presented. **Passed** with 5 ayes

Deny Change Order Request for Rodney B. Smith Plumbing Contractor – Liquidated Damages

Motion by C. Richards and seconded by S. Parthree to deny Change Order Request for Rodney B. Smith Plumbing Contractor, Liquidated Damages, as presented. **Passed** with 5 ayes

MS4 Update

“Safe Drinking Water” Public Education Stormwater Management Seminar

A Public Education Stormwater Management Seminar is going to be held, Tuesday, September 18th, 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

Chairman Stefanowicz – Chairman Stefanowicz stated that he would like to extend ideas regarding a public comment made during the June 25th, 2018 Dover Township Board of Supervisors Meeting. Chairman Stefanowicz spoke regarding a concerned residents request for Dover Township to look into speed control measures regarding Dover Township roadways consisting of Mayfield Drive and Emig Mill Road. Chairman Stefanowicz suggested looking further into means of installing a four (4) way – stop or rumble strips in this specific location.

Public Works Director; Mr. Michael Fleming, added that the Township understands residents' concerns surrounding the intersection of topic and feels as though the Township needs to look at all the circumstances involved prior to taking further action. There are various criteria an intersection must meet in order to obtain various means of traffic control.

COMMENTS FROM THE BOARD

S. Parthree – S. Parthree informed the Board of Supervisors that the Industrial Commercial Development Committee is moving forward with a Business Association. The first Business Association Meeting is to be held September 20th, 2018 at the Dover Valley Restaurant. There will be potentially 30 local businesses invited to the initial Kick-Off meeting. S. Parthree extended invitation to all Board Members as well.

S. Parthree reported that the Senior Center is looking to construct a new facility on a lot located on Donwood Drive in Dover Township. S. Parthree added that there is also a possibility for the construction of an Urgent Care Facility in an adjoining lot on Donwood Drive.

S. Parthree added that he would like to recognize the local business known as Dave's Shoe Repair. Dave's Shoe Repair will be going out of business after 53 years of service. A Resolution of Service will be presented in his honor at a later date.

C. Richards – C. Richards reported that the Dover Township Volunteer Fire Department had recent inspections. It was reported that the Fire Departments fire hoses will need to be replaced.

R. Stone – R. Stone revisited the Public Comment from the Forry's from 760 Butter Road, Dover, Pennsylvania. R. Stone asked for further information available regarding their comment. Attorney Rausch stated that he can supply any information that he may have regarding the aspects of the concern in question with the Prospect Road property.

M. Cashman – M. Cashman stated that he attended a Promotional Ceremony for the Northern York County Police Department. M. Cashman stated that the event was very special and had a strong sense of unity. M. Cashman will be attending this year's annual National Night Out. M. Cashman will be presenting the Northern York County Regional Police Department with a plaque from all municipalities served, in recognition of their service to those communities.

PUBLIC COMMENT

None to note.

With no further business, the meeting was adjourned by Chairman Stefanowicz at 9:30 PM.

Respectfully submitted by: _____
Tiffany Strine, Recording Township Secretary