

**DOVER TOWNSHIP
BOARD OF SUPERVISORS MEETING
MINUTES
OCTOBER 22nd, 2018**

The Dover Township Board of Supervisors' Meeting for Monday, October 22nd, 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 Stephen Parthree Charles Richards and Michael Cashman. Supervisor Robert Stone 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; Georgia Sprengel; Township Zoning Officer, Terry Myers; Township Engineer, Cory McCoy; C. S. Davidson, Tiffany Strine; Township Secretary and Mackenzie Adams; Township Billing Clerk. There were seven 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 stated that an Executive Session was held on October 17th, 2018 to for the purposes of personnel matters.

Chairman Stefanowicz stated that a Work Session was held prior to the beginning of this evening's Board meeting for the purposes of discussing Aerial Fire Lanterns.

Chairman Stefanowicz stated that an Executive Session was held prior to the beginning of this evening's Board meeting for the purposes of discussing Personnel Matters and a Potential Acquisition of Real Estate.

APPROVAL OF THE BOARD OF SUPERVISORS' WORK SESSION MEETING MINUTES FOR SEPTEMBER 24TH, 2018

Motion by S. Parthree and seconded by M. Cashman to approve the Board of Supervisors' Work Session Meeting Minutes for September 24th, 2018, as presented. **Passed** with 4 ayes

APPROVAL OF THE BOARD OF SUPERVISORS' MEETING MINUTES FOR SEPTEMBER 24TH, 2018

Motion by M. Cashman and seconded by S. Parthree to approve the Board of Supervisors' Meeting Minutes for September 24th, 2018, as presented. **Passed** with 4 ayes

APPROVAL OF THE BOARD OF SUPERVISORS' BUDGET WORK SESSION MEETING MINUTES FOR OCTOBER 8th, 2018

Motion by M. Cashman and seconded by S. Parthree to approve the Board of Supervisors' Meeting Minutes for October 8th, 2018, as presented. **Passed** with 4 ayes

TREASURER'S REPORT

Approval of Current Expenditures

Motion by S. Stefanowicz and seconded by M. Cashman to approve the warrant total for October 4th, 2018, in the amount of \$348,474.56 as presented. **Passed** with 4 ayes

Chairperson Stefanowicz inquired upon a large charge from Middle Department Inspection Agency for inspections for the Dover Area School District New High School Construction Project listed on the October 9th, 2018 Warrant. The funds for the inspections required for the Dover Area School District New High School Construction Project were included within their Dover Township issued building permit. All inspections for the proposed upcoming two (2) year construction project on this evenings October 19th, 2018 warrant to be paid in full, in advance. Chairperson Stefanowicz does not agree with paying the funds for two-years' worth of inspections, so far in advance, due to possible unforeseen circumstances.

Chairperson Stefanowicz added that he would like this matter looked into prior to the approval of the October 9th, 2018 warrant regarding Middle Department Inspection Agency inspection costs in the amount of four-hundred twenty-three thousand six hundred sixty-six dollars and zero cents (\$423,666.00). It was suggested to research the contract with Middle Department Inspection Agency prior to approval.

Motion by S. Stefanowicz and seconded by M. Cashman to table the warrant total for October 9th, 2018, in the amount of \$553,710.20 as presented. **Passed** with 4 ayes

Motion by S. Stefanowicz and seconded by M. Cashman to approve the warrant total for October 19th, 2018, in the amount of \$145,248.02 (Liquid Fuels) as presented. **Passed** with 4 ayes

Motion by S. Stefanowicz and seconded by M. Cashman to approve the warrant total for October 22nd, 2018, in the amount of \$217,843.26 as presented. **Passed** with 4 ayes

Motion by S. Stefanowicz and seconded by M. Cashman to approve the warrant total for October 22nd, 2018, in the amount of \$830,859.74 (2017 General Bond) as presented. **Passed** with 4 ayes

Information on Events and Local Announcements

Manager Oswalt informed the Board of Supervisors and public present of information on events and local announcements. Dover Township will be holding its Annual Halloween Trunk or Treat Event on October 27th, 2018 from 11:00 A.M. to 4:00 P.M at Lehr Park.

Chairperson Stefanowicz informed the Board of Supervisors and the public present that the Dover High School Band will be holding a gathering of various bands, in the form of a show, on October 27th, 2018 from 6:00 P.M. TO 9:00 P.M.

PUBLIC COMMENT

Matt Forry – 3600 Rock Creek Drive

Not present. Mr. Myers is looking into Mr. Forry's inquiry regarding his property at 3600 Rock Creek Drive and updates will be provided when applicable.

Jamie Schlesinger – PFM Bond Discussion

Mr. Jamie Schlesinger; Director with PFM Financial Advisors, LLC, was present to discuss a bond proposal for the future borrowing being made by Dover Township and the Sewer Authority. Mr. Schlesinger presented the Board of Supervisors with a Financial Analysis for the Township of Dover prepared by himself and Mr. Wes Hall. Dover Township is in need of additional unforeseen funds due to the new Dover Township Garage Building Expansion Project. Mr. Schlesinger presented the next steps within the process to acquire the bond funding for an estimated additional two million dollars (\$2,000,000.00) necessary for Dover Township. Mr. Schlesinger presented a Municipal Market Update and a Preliminary Financing Schedule.

The Board of Supervisors thanked Mr. Schlesinger for his time and efforts.

ZONING OFFICER'S REPORT by Township Zoning Officer Georgia Sprenkel

Approve Plan 18-6 Hilton Avenue Partners – 4 Lot Subdivision

Mr. David Hoffman; with D.A. Hoffman Surveying, presented Plan 18-6 Hilton Avenue Partners, LLC – FSP (#18-06) Engineer's Project No. 1619.3.08.27. Plan 18-6 Hilton Avenue Partners, LLC is being presented tonight for waiver requests only. C.S. Davidson, Inc. has reviewed the Hilton Avenue Partner, LLC Final Subdivision Plan, dated June 12th, 2018, prepared by D. A. Hoffman Surveying. The waiver requests being made are as follows: 1.) §22-501.2.P – Delineate and show wetlands. 2.) §22-502.4 – Traffic Impact Study.

Mr. Myers voiced potential concern with the waiver request for a Traffic Impact Study. The applicant is dividing lots into smaller parcels and the selling the lots without full consideration of the uses or on any major traffic improvements that will likely need completed. Thus missing the opportunity to collect funds from the buyers to aid with these improvements.

Motion by S. Parthree and seconded by C. Richards to approve the following waiver for Plan 18-6 Hilton Avenue Partners, LLC-FSP, 4-Lot Subdivision, 1.) §22-501.2.P – Delineate and show wetlands. **Passed** with 4 ayes

Motion by C. Richards and seconded by M. Cashman **to deny** the following waiver for Plan 18-6 Hilton Avenue Partners, LLC-FSP, 4-Lot Subdivision, 2.) §22-502.4 – Traffic Impact Study, as presented. **Passed** with 4 ayes

Approve Plan 18-4 Norma's Ridge – East Canal Road

Mr. David Hoffman; with D.A. Hoffman Surveying, presented Plan 18-4 Norma's Ridge Land

Development Plan, Engineer's Project No. 1619.3.14.07. Plan 18-4 is being presented tonight for waiver requests only. C.S. Davidson has reviewed the Norma's Ridge Land Development Plan dated April 13, 2018, prepared by Johnston & Associates. The waiver requests being made are as follows: 1.) §19-301.11 Stormwater management facilities within building setbacks. 2.) §19-304 Permit design engineer to complete Environmental Impact Assessment. 3.) §22-720.3 Meet water quality requirements in lieu of providing post development volume reduction.

Motion by C. Richards and seconded by M. Cashman to approve the following waivers for Plan 18-4 Norma's Ridge, East Canal Road, 1.) §19-301.11 Stormwater management facilities within building setbacks. 2.) §19-304 Permit design engineer to complete Environmental Impact Assessment. 3.) §22-720.3 Meet water quality requirements in lieu of providing post development volume reduction., as presented. **Passed** with 4 ayes

Approve Resolution 2018-24 Plan Revision for New Land Development for Hilton Avenue Partners LLC

Motion by C. Richards and seconded by S. Parthree to approve Resolution 2018-24 Plan Revision for New Land Development for Hilton Avenue Partners LLC, as presented. **Passed** with 4 ayes

Plan 18-6 Approval for the Dover Township Secretary to Sign the Hilton Avenue Partners LLC Planning Module

Motion by M. Cashman and seconded by S. Parthree to approve the Dover Township Secretary to sign Plan 18-6, Hilton Avenue Partners LLC Planning Module, as presented. **Passed** with 4 ayes

SOLICITOR'S REPORT by Attorney Charles Rausch

Approval of Agreement for Brian A. and Michelle R. Harkins of 3250 Staunton Avenue

Motion by M. Cashman and seconded by S. Parthree to approve the Agreement for Brian A. and Michelle R. Harkins of 3250 Staunton Avenue, as presented. **Passed** with 4 ayes

Approval of Paradise Township Agreement

Attorney Rausch informed the Dover Township Board of Supervisors that the Paradise Township Agreement is the annuity agreement between Paradise Township and Dover Township for the repayment of misplaced County fine funds.

Motion by C. Richards and seconded by S. Parthree to approve the Paradise Township Agreement, as presented. **Passed** with 4 ayes

ENGINEER'S REPORT by Township Engineer Terry Myers

Willapa Stream Improvements Project – Approval of Change Order No. 1 in the amount of (-\$750.00)

Motion by C. Richards and seconded by S. Parthree to approve Willapa Stream Improvements Project Change Order No. 1 in the amount of (-\$750.00), as presented. **Passed** with 4 ayes

Willapa Stream Improvements Project – Approval of Change Order No. 2 in the amount of (+\$950.00)

Motion by C. Richards and seconded by S. Parthree to approve Willapa Stream Improvements Project Change Order No. 2 in the amount of (\$950.00), as presented. **Passed** with 4 ayes

Willapa Stream Improvements Project – Approval of Application of Payment No. 3 Final – In the Amount of \$7,062.75

Motion by S. Parthree and seconded by M. Cashman to approve Willapa Stream Improvements Project Application of Payment No. 3 Final – in the amount of \$7,062.75 subject to the completion of a gate as requested and the execution of the close out documents, as presented. **Passed** with 4 ayes

MANAGER'S REPORT by Township Manager Laurel Oswalt

Approval of the 2019 SPCA Housing Agreement

Motion by C. Richards and seconded by M. Cashman to approve the 2019 SPCA Housing Agreement, as presented. **Passed** with 3 ayes 1 nay per S. Parthree

Approval of the Advertisement of the 2019 Budget

Motion by M. Cashman and seconded by C. Richards to approve the advertisement of the 2019 Budget, as presented. **Passed** with 4 ayes

Recognition of the Completion of Matt McWilliams and Mackenzie Adams Probationary Period

Approval of the Radio Equipment Distribution Agreement Amendment

Manager Oswalt informed the Board of Supervisors that in July of 2018, the County presented Dover Township with an agreement to take over the maintenance of the EMA Radio and Base. The original document/agreement was provided to the Board of Supervisors for their information. Dover Township has now been provided with an amended version of the agreement that extends the warranty on Item B.1. by an additional year and Item B.7. was added excluding any warranty on all radio accessories after October 17th, 2018.

Motion by M. Cashman and seconded by C. Richards to approve the Radio Distribution Agreement Amendment, as presented. **Passed** with 4 ayes

NEW PUBLIC WORKS GARAGE UPDATE(S)

Approve Payment Application ECI No. 4 in the Amount of \$760,100.79

Motion by C. Richards and seconded by S. Parthree to approve ECI Application for Payment No. 4 in the amount of \$760,100.79, as presented. **Passed** with 4 ayes

Approve Payment Application R. B. Smith Plumbing No. 4 in the Amount of \$66,268.80

Motion by M. Cashman and seconded by S. Parthree to approve R. B. Smith Plumbing Application for Payment in the amount of \$66,268.80, as presented. **Passed** with 4 ayes

Approval of ECI Change Order No. 6 in the Amount of \$7,500.00 and Approval of a Time Extension of four (4) Days

Motion by C. Richards and seconded by S. Parthree to approve ECI Change Order No. 6 in the Amount of \$7,500.00 and Approval of a Time Extension of four (4) Days to be added to the November 15th, 2018 Deadline, as presented. **Passed** with 4 ayes

Approval of ECI Change Order No. 7 in the Amount of \$43,514.00 and Approval of a Time Extension of seven (7) Days

Motion by S. Parthree and seconded by M. Cashman to approve ECI Change Order No. 7 in the Amount of \$43,514.00 and Approval of a Time Extension of seven (7) Days to be added to the November 15th, 2018 Deadline, as presented. **Passed** with 4 ayes

Approval of Midstate Electrical Change Order No. 3 in the Amount of \$14,548.00

Motion by S. Parthree and seconded by M. Cashman to approve Midstate Electrical Change Order No. 3 in the Amount of \$14,548.00, as presented. **Passed** with 4 ayes

Approval of Midstate Electrical Change Order No. 4 in the Amount of \$4,801.00

Motion by S. Parthree and seconded by M. Cashman to approve Midstate Electrical Change Order No. 4 in the Amount of \$4,801.00, as presented. **Passed** with 4 ayes

Approval or Denial of Additional Time Extension Request from ECI

Motion by S. Parthree and seconded by C. Richards to **deny** an additional time extension request from ECI, as presented. **Passed** with 4 ayes

Approval of Midstate Electrical Application for Payment No. 6 in the Amount of \$861.97

Motion by M. Cashman and seconded by S. Parthree to approve Midstate Electrical Application for Payment No. 6 in the Amount of \$861.97, as presented. **Passed** with 4 ayes

Approval of Midstate Mechanical Application for Payment No. 2 in the Amount of \$64,331.13

Motion by C. Richards and seconded by M. Cashman to approve Midstate Mechanical Application for Payment No. 2 in the Amount of \$64,331.13, as presented. **Passed** with 4 ayes

Core Design Group Meeting Regarding New Garage Construction Painting

Manager Oswalt informed the Board of Supervisors that a meeting was recently held between Dover Township personnel and Core Design Group personnel to resolve a pending issue regarding the need for a remedy due to an error in the construction of the New Garage Project. The error was made with regards to areas of the newly constructed Garage Project and will now be painted by Core Design Group at their expense, approximately in the amount of twenty-four hundred (\$2,400.00) dollars.

There was further discussion about two (2) other additional paint options that would create having the New Garage Construction Building partially painted in other interior areas. Option A – Paint Interior and Exterior of Wash Bay with CMU Block Filler and Two Coats of Dover White at \$12,000.00. Option B – Paint Only the Gray CMU that divides the Garage Bays and 2 Coats of Dover White at \$9,250.00

Board consensus was reached, and it was collectively determined to not pursue the additional two (2) additional options at this time due to financial means.

MS4 Update

None to note.

Other Business

Letter from Representative Seth Grove's Office Regarding Priority of State Road Improvements within Dover Township

A letter from State Representative Seth Grove's Office regarding the priority of State Road Improvements within Dover Township was provided to the Board of Supervisors. A list is to be generated, consisting of state roads that need to be paved or otherwise improved, in order to reply to Representative Grove's request.

M. Fleming offered some of his examples of state roads that need improved. M. Fleming offered the following suggestions for roadways needing improvement: 1.) Carlisle Road and Church Road Traffic Signalization, 2.) Traffic Circle near Hake's Store, 3.) Intersection of Bull Road and Nursery Road Relating to Complaints, 4.) Big Mount Road and Pine Hill Road Relating to Complaints, 5.) Colonial Road Regarding Paving.

The Intersection of Hilton Avenue and Bull Road was suggested to be added to the listing of state roads needing improved.

A stacked listing of the priority state roadways, needing improved within Dover Township, will be drafted and submitted to Representative Seth Grove.

COMMENTS FROM THE BOARD

None to note.

PUBLIC COMMENT

None to note.

With no further business, the meeting was adjourned by Chairman Stefanowicz at 9:45 PM.

Respectfully submitted by: _____
Tiffany Strine, Recording Township Secretary