

**DOVER TOWNSHIP
INDUSTRIAL COMMERCIAL DEVELOPMENT COMMITTEE
MINUTES
OCTOBER 24TH, 2018**

The Dover Township Industrial Commercial Development Committee (I/CDC) meeting for October 24th, 2018, was brought to order at 4:00 PM by Chairperson Kim Hogeman in the Meeting Room of the Dover Township Municipal Building. Committee members present were Shane Patterson, Charles Benton, Darryl Wagner, Ashley Spangler Jr. and Brian Caden. *Ashley Spangler Sr, John Popovich and Kathy Herman were absent with prior notice.* Township Representatives in attendance were Stephen Parthree; Township Supervisor, Laurel Oswalt, Township Manager; Tiffany Strine, Township Secretary and Katina Wagner; Township Receptionist. There were no members of the public present. This meeting has been recorded for minute purposes only.

CALL TO ORDER

Chairperson K. Hogeman conducted the Industrial Commercial Development Committee Meeting.

APPROVAL OF THE INDUSTRIAL COMMERCIAL DEVELOPMENT COMMITTEE MINUTES FOR AUGUST 22ND, 2018

Motion by B. Caden and seconded by C. Benton to approve the August 22nd, 2018, Industrial/Commercial Development Committee meeting minutes, as presented. **Passed** with 5 ayes

APPROVAL OF THE INDUSTRIAL COMMERCIAL DEVELOPMENT COMMITTEE MINUTES FOR SEPTEMBER 18TH, 2018 SPECIAL MEETING

Motion by B. Caden and seconded by C. Benton to approve the September 18th, 2018, Industrial/Commercial Development Committee meeting minutes for a Special Meeting, as presented. **Passed** with 5 ayes

PUBLIC COMMENT

None to note.

ACTION ITEMS DISCUSSION:

- A. Business Association
 - a. Next Meeting Action Items
 - i. Discussion Continuation/Education Topic

Manager Oswalt state that she feels that for the next Business Association Meeting, the group should possibly set core functions of the Business Association meetings rather than an education topic. The core functions being: 1.) How Often the Business Association will Meet, 2.) What Days to Meet, 3.) Quarterly, Monthly, Bi-Monthly, 4.) Are there more Individuals that would like to be more Involved, 5.) Cost for Breakfast.

The Industrial/Commercial Development Committee decided to formalize the core functions during the next Business Association Meeting.

It was suggested to keep the Business Association meeting to an hour time frame. The next agenda for the Business Association meeting will detail the location of the Dover Union Fire Department as the venue, on November 14th, 2018 from 7:30 to 9:00 AM. A buffet style breakfast will be served from 7:30 to 8:00 AM, the Business Meeting to commence at 8:00 AM.

S. Patterson encouraged to allot the necessary time for networking amongst attendees of the Business Association meeting.

C. Benton added that this being the second Business Association meeting, C. Benton stated that a brief summary of the Association and goals for the Association should be provided to the group. This aspect will be helpful to those who are newly attending the meeting.

A welcoming message and introduction will be provided, along with a brief overview of the last Business Association Meeting. An acknowledgement of ICDC members present and Board Supervisors will be given.

The welcome message will then be followed by introductions around the table from attendees. The core functions will then be discussed.

Lastly, an activity reviewing the Dover Top Eight from the last meeting will be provided. The Dover Top Eight is a list of attributes attendees of the first meeting felt were important to them, in choosing Dover: 1.) Rural/Agricultural Atmosphere Topics, 2.) Infrastructure Investments (Roads, Water, Sewer), 3.) Emergency Services (Regional Police Location, Live-In Volunteer Fire Department Response, Dover Ambulance/Medic 98), 4.) Recreational Opportunities (Programs,

Events, Parks, Etc.), 5.) Population/Demographics/78% Residential), 6.) Rich in Non-Profit/Volunteer Organizational (Life Path, New Hope, Dover Food Bank, Dover Women of Today, Dover Historical Society, YMCA, Heritage Senior Center, Dove Library, Youth Organizations), 7.) Diversity within the Business Population, 8.) DASD Workforce Development/Tech Programs. Any conversation regarding these topics will then be encouraged to be expressed as well.

S. Patterson stated that as the third Business Association meeting will be approached in the future, the Business Association should then try to deem attendees that would be interested in leading the next meeting.

Suggestion cards will be provided to attendees at the conclusion of the Business Association meeting.

It was noted that there are other businesses that may prove beneficial to invite to the Business Association as well. B. Caden and S. Patterson stated that they would be able to help contact some new businesses to invite to upcoming Business Association meetings.

B. Caden stated that he will contact the local businesses, Harvest Moon and the Crafty Basket.

C. Benton stated that he will contact Moodz Hair Salon.

Weaver's Meats and Botterbusch Jewelers will be contacted as well to determine possible interest.

B. Next Meeting Action Items

a. Date of the Next Meeting

- i. Manager Oswalt informed the Industrial/Commercial Development Committee that she has reached out to the Dover Union Fire Department. Individuals that prepare large even style meals at the Borough Fire Department stated that they are able to prepare a breakfast for the next Business Association Meeting; however, the Dover Borough Fire Department has limited availability regarding possible dates available to do so.

November 14th, 2018 from 7:30 AM to 9:00 AM is the available date at the Dover Union Fire Department. Manager Oswalt informed the Industrial/Commercial Development Committee that the breakfast

being provided would be a buffet style breakfast and would include sausage, potatoes, egg, coffee, bread and a fruit cup. The meal will be cafeteria style in structure.

S. Patterson stated that a breakfast buffet at the Dover Borough Fire Department is a great idea.

Industrial/Commercial Development Committee consensus was reached, and it was collectively determined to hold the next Business Association Meeting on November 14th, 2018 from 7:30 AM to 9:00 AM at he Dover Borough Fire Department.

It was also noted that the Dover Borough Union Department may not be a location that will be available moving forward for future Business Association meetings in which a breakfast meal would be supplied. This aspect, with regards to future planning, will be due to individuals retiring from positions that prepare meals for events at the Dover Union Fire Department.

The Industrial/Commercial Development Committee discussed possible volunteer facilitators for the upcoming Business Association meeting. Due to I/CDC member scheduling conflicts and the limited date availability of a venue within the time frame warranted, I/CDC member volunteer facilitation may not be possible.

D. Wagner stated that he is willing to volunteer his time where needed to help the Business Association thrive.

S. Parthree stated that he feels that a Dover Township Board of Supervisor member presence should be included and that he will reach out amongst his fellow Board members for possible attendance and the possibility to help facilitate the upcoming Business Association meeting.

It is still the Industrial/Commercial Development members hopes that by initiating a local Business Focus Group, in time, the group will develop into a Business Association and will be operated by the members themselves.

OTHER BUSINESS

DEVELOPMENT UPDATES FROM THE DOVER TOWNSHIP ZONING OFFICER

Ms. Sprenkel was absent, with prior notice for this evenings meeting.

Manager Oswalt informed the Industrial/Commercial Development Committee on updates with local development within Dover Township.

A large lot of land at the intersection of Bull Road and Hilton Avenue has been subdivided into some smaller lots of land. After this subdivision was made, a land development plan was submitted for one of the lots of land for an Apple Outdoor Supply Wholesale Facility. This facility will possibly encompass a ten (10) truck dock with wholesale supplies for the outdoor shed, window and play area industry. A traffic study will need to be provided for additional lot subdivision.

The next Industrial/Commercial Development Committee is scheduled to be held November 28th, 2018.

The Industrial/Commercial Development Committee discussed the date of the December I/CDC meeting. It was noted amongst the I/CDC members that with the holidays and potential conflicts regarding personal schedules during the holidays, the re-scheduling of the December I/CDC meeting should be determined.

I/CDC consensus was established, and it was collectively decided to reschedule the I/CDC monthly meeting for December to now be held on December 19th, 2018.

The meeting was adjourned at 4:45 PM by Chairperson K. Hogeman.

Respectfully submitted by: _____

Tiffany Strine, Recording Township Secretary