

**DOVER TOWNSHIP
BOARD OF SUPERVISORS REORGANIZATION MEETING
MEETING MINUTES
JANUARY 7, 2019**

The Dover Township Board of Supervisors' Re-Organization Meeting for Tuesday, January 2, 2019, 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 Michael Cashman, Stephen Parthree, Charles Richards and Robert Stone. Other Township Representatives in attendance were Laurel Oswalt, Township Manager; Michael Fleming, Township Public Works Director and Mackenzie Adams, Township Billing Clerk. This meeting is being recorded for the purpose of minutes only.

FINAL BUSINESS FOR 2018

Approval of Final Expenditures

Motion by C. Richards and seconded by S. Parthree to approve the warrant total for December 5, 2018, in the amount of \$820.76, as presented. **Passed** with 5 ayes.

Motion by C. Richards and seconded by S. Parthree to approve the warrant total for December 14, 2018, in the amount of \$425,236.68 (BOND), as presented. **Passed** with 5 ayes.

Motion by C. Richards and seconded by S. Parthree to approve the warrant total for December 17, 2018, in the amount of \$165,856.44, as presented. **Passed** with 5 ayes.

Motion by C. Richards and seconded by S. Parthree to approve the warrant total for December 27, 2018, in the amount of \$231,744.36, as presented. **Passed** with 5 ayes.

Motion by C. Richards and seconded by S. Parthree to approve the warrant total for January 2, 2019, in the amount of \$3,325.27 (LIQUID FUELS), as presented. **Passed** with 5 ayes.

NOMINATIONS FOR THE 2019 SLATE OF OFFICERS

Supervisor S. Parthree asked for nominations for the position of Chairperson.

Nominated by R. Stone and seconded by C. Richards to have Stephen Stefanowicz serve as Chairperson of the Dover Township Board of Supervisors for 2019, as presented. **Passed** with 5 ayes.

At this point during the 2019 Board of Supervisors' Re-Organization meeting, Chairman S. Stefanowicz resumed the nominations for the officer positions and conducted the rest of the meeting.

S. Stefanowicz opened nominations for the position of Vice Chairperson.

Nominated by S. Parthree and seconded by C. Richards to have Robert Stone serve as Vice Chairperson of the Dover Township Board of Supervisors for 2019, as presented. **Passed** with 5 ayes.

S. Stefanowicz opened nominations for the position of Assistant Secretary.

Nominated by R. Stone and seconded by S. Parthree to have Charles Richards serve as Assistant Secretary of the Dover Township Board of Supervisors for 2019, as presented. **Passed** with 5 ayes.

The 2019 Slate of Officers for the Dover Township Board of Supervisors is accepted as follows:

- Chairperson – Stephen Stefanowicz
- Vice Chairperson – Robert Stone
- Assistant Secretary – Charles Richards

ESTABLISHED DEPARTMENT BOARD RESPONSIBILTIES

Chair Stefanowicz assigned the duties of liaison positions for 2019 as follows:

- Administration – Stephen Stefanowicz/ Robert Stone
- Police (Northern York County Regional Police) – Michael Cashman
- Highways – Charles Richards
- Water (Production & Distribution) – Robert Stone and Michael Cashman
- Sewer/Wastewater Treatment (Plant) – Stephen Stefanowicz
- Sewer (Township In-House) – Robert Stone
- Fire/Emergency Services & Dover Area Ambulance Club – Charles Richards
- Park/Recreation– Stephen Parthree
- Industrial/Commercial Development Committee – Stephen Parthree
- MS4 Stormwater – Robert Stone

TOWNSHIP VOTING DELEGATE FOR YORK ADAMS TAX BUREAU

Motion by R. Stone and seconded by M. Cashman to appoint Trena M. Hall as the Dover Township Representative, Stephen Stefanowicz as the alternate Dover Township Representative for the York Adams Tax Bureau Meetings, as presented. **Passed** with 5 ayes.

YORK COUNTY LOCAL ADVISORY COMMITTEE REPRESENTATIVE

Motion by S. Parthree and seconded by R. Stone to appoint Stephen Stefanowicz as the York County Local Government Advisory Committee Representative and John McLucas, Township Zoning Officer, as the alternate, as presented. **Passed** with 5 ayes.

APPOINT PROFESSIONAL AND DEPARTMENTAL OFFICIAL

Motion by M. Cashman and seconded by S. Parthree to appoint the Professional and Departmental Officials for 2019 as indicated:

- Township Manager – Laurel A. Oswalt
- Township Secretary– Tiffany A. Strine
- Township Treasurer – Trena M. Hall
- Township Engineer – C.S. Davidson/Terry A. Myers, P. E.
- Township Zoning Officer – John T. McLucas
- Sewage Enforcement Officer – Eric Swiger
- Sewage Enforcement Officer Alternate – Keith Hunnings
- Township Fire Marshal – Glenn P. Jansen
- Township Emergency Management Officer – Anne Zarlenga

as presented, **Passed** with 5 ayes.

APPOINT LEGAL COUNSEL FOR BOARDS AND COMMISSION

Motion by C. Richards and seconded by S. Parthree to reappoint the legal counsel for 2019 as follows:

1. Board of Supervisors – Charles A. Rausch, Esq.
2. Planning Commission – Blakey, Yost, Bupp & Rausch, LLP

as presented, **Passed** with 5 ayes.

APPROVE BANK DEPOSITORIES FOR 2019

Motion by R. Stone and seconded by M. Cashman to approve the bank depositories and financial institutions for 2019 as listed: M & T Bank, BB & T Bank, Pennsylvania Local Government Investment Trust, Wealth Management, ACN Bank and Peoples Bank, as presented. **Passed** with 5 ayes.

NEW APPOINTMENTS/REAPPOINTMENTS OF BOARDS AND COMMISSION DISCUSSION

Motion by S. Parthree and seconded by R. Stone to authorize the following reappointments:

- Planning Commission – Wayne Hoffman, Brian Kimball, Anthony Pinto
- Planning Commission Alternates – Justin Bigham, Michael Curley
- Sewer Authority – David Hogeman
- Zoning Hearing Board – Phillip R. Brown
- Codes Enforcement Board – Michael Boritz

Passed with 5 ayes.

ACTION TO APPOINT REPRESENTATIVES FOR THE YORK COUNTY STORMWATER CONSORTIUM REGIONAL COMMITTEE

Motion by S. Parthree and seconded by M. Cashman to authorize the following reappointments:
Board Representative – Michael Fleming
Alternative – Robert Stone
as presented, **Passed** with 5 ayes.

APPROVAL OF RESOLUTIONS FOR 2019

Resolution 2019-01 Fee Schedule for 2019

Changes addressed were delete #4 from page one, delete 1st sentence of #3 on page three, and on page 11, change the rec fee to \$2,200.00 per dwelling unit.

Motion by R. Stone and seconded by C. Richards to approve Resolution 2019-01 with changes addressed, as presented. **Passed** with 5 ayes.

Resolution 2019-02 Ratifying and Confirming the Appointment to the Dover Township Zoning Hearing Board

Motion by R. Stone and seconded by S. Parthree to approve Resolution 2010-02 ratifying and confirming the appointments to the Dover Township Zoning Hearing Board, as presented.
Passed with 5 ayes.

2019 MEETING SCHEDULE

Board of Supervisors – January 14 and 28; February 11 and 25; March 11 and 25; April 8 and 22; May 13 and 28; June 10 and 24; July 8 and 22; August 12 and 26; September 9 and 23; October 14 and 28; November 11 and 25; December 9, 2018 at 7:00 PM. A work/executive session can be scheduled before and after each regular Board meeting at the Township Municipal Building. Notice will be posted at the Township Municipal Building if a meeting is canceled or rescheduled.

Planning Commission – 1st Wednesday of each month at 7:00 PM – Township Municipal Building

Zoning Hearing Board – 3rd Wednesday of each month at 7:00 PM – Township Municipal Building

Sewer Authority – 4th Wednesday of each month at 7:00 PM, except the November meeting to be held on the 20th and the December meeting to be held on the 18th – Wastewater Treatment Plant

Codes Enforcement Board – at the call of the Chairperson

Industrial/Commercial Development Committee (ICDC) – 4th Wednesday of each month at 4:00 PM – Township Municipal Building

Agricultural Security Committee – at the call of the Chairperson

Motion by C. Richards and seconded by S. Parthree to approve and adopt the 2019 Meeting Schedule dates for the various Boards, the Authority, and the Committees, as presented. **Passed** with 5 ayes.

2019 TREASURER’S BOND

Motion by R. Stone and seconded by M. Cashman to establish the \$1,000,000.00 Treasurer’s bond for 2019, as presented. **Passed** with 5 ayes.

VACANCY BOARD APPOINTMENT

Motion by M. Cashman and seconded by R. Stone to appoint W. Michael Hoffman to be the Resident at Large on the Vacancy Board with the Board of Supervisors for 2019, as presented. **Passed** with 5 ayes.

2019 MEETING, CONVENTION, SEMINAR ATTENDANCE AUTHORIZATION

Motion by S. Parthree and seconded by R. Stone to approve authorization for the 2019 meetings, conventions, and seminars attendance by the Supervisors, Township Manager, Township Administrative Assistant, Township Secretary, Treasurer, and other designees, as presented. **Passed** with 5 ayes.

2019 STATE CONVENTION VOTING DELEGATE

Motion by R. Stone and seconded by M. Cashman to appoint Secretary Tiffany A. Strine as the Voting Delegate at the 2019 State Convention, as presented. **Passed** with 5 ayes.

With no further business, Chair Stefanowicz adjourned the reorganization meeting at 8:50 PM.

Respectfully submitted by: _____

Mackenzie Adams, Recording Secretary