

**DOVER TOWNSHIP**  
**BOARD OF SUPERVISORS MEETING**  
**MEETING MINUTES**  
**APRIL 22<sup>nd</sup>, 2019**

The Dover Township Board of Supervisors' Meeting for Monday, April 22<sup>nd</sup>, 2019, was called to order at 7:00 PM by Vice Chairperson Robert Stone in the Meeting Room of the Dover Township Municipal Building. Supervisors present were Stephen Parthree, Charles Richards and Michael Cashman. Stephen Stefanowicz was absent with prior notice. Other Township Representatives in attendance were Charles Rausch; Township Solicitor, Terry Myers; Township Engineer, Cory McCoy; C.S.Davidson, Laurel Oswalt, Township Manager; John McLucas, 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.

**APPROVAL OF THE BOARD OF SUPERVISORS' MEETING MINUTES FOR APRIL 8<sup>TH</sup>, 2019**

**Motion** by C. Richards and seconded by S. Parthree to approve the Board of Supervisors' Meeting Minutes for April 8<sup>th</sup>, 2019, as presented. **Passed** with 4 ayes

**TREASURER'S REPORT**

**Approval of Current Expenditures**

**Motion** by S. Parthree and seconded by M. Cashman to approve the warrant total for April 12<sup>th</sup>, 2019, in the amount of \$31,160.63 as presented. **Passed** with 4 ayes

**Motion** by S. Parthree and seconded by M. Cashman to approve the warrant total for April 22<sup>nd</sup>, 2019, in the amount of \$206,906.04 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. Manager Oswalt announced that all Dover Township Easter Egg Hunts have been postponed until April 27<sup>th</sup>, 2019 due to weather conflicts. The Dover Township annual Brookside Music Fest in the park will be held on April 27<sup>th</sup>, 2019 as well. There will be a great variety of music, food trucks and kids' activities.

**PUBLIC COMMENT**

**Hamilton & Musser, Certified Public Accountants – Review of 2018 Annual Dover Township Audit**

Mr. James Krimmel from Hamilton and Musser, Certified Public Accounting Firm, presented a brief overview for the Board of Supervisors regarding the Township's most recent financial audit.

Mr. Nicholas Shearer with Hamilton and Musser, Certified Public Accounting Firm, distributed written copies of the 2018 financial audit.

Mr. Krimmel informed the Board that Hamilton and Musser planned and performed the Township audit of the financial statements of governmental activities, the business-type activities, the blended component units, each major fund and the aggregate remaining fund information of the Township for the year ending December 31, 2018. Mr. Krimmel stated that the audit offers a clean opinion.

### **ZONING OFFICER'S REPORT by Township Zoning Officer John McLucas**

#### **Plan 19-2 Faire Wynd Re-Subdivision**

Mr. Doug Parkins, Builder with E.G. Stoltfuz Homes and Mr. Andrew Miller with Gordon Brown and Associates, Inc. presented Plan 19-2, Faire Wynd Phase III – Final Re-subdivision, Preliminary-Final Subdivision Plan, Engineer's Project No. 1619.3.06.27. C. S. Davidson Inc. has reviewed the Faire Wynd Phase III – Final Re-subdivision, Preliminary-Final Subdivision Plan, dated April 22<sup>nd</sup>, 2019, prepared by Gordon L. Brown and Associates, Inc. The subdivision and land development ordinance waiver requests being made are 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). 2.) All legal and/or equitable Owners' notarized signatures must be added to the plan certifying concurrence with the plan (§ 22-501.2.H) Separate Notary Statements shall be provided for each lot.

**Motion** by M. Cashman and seconded by S. Parthree to grant conditional approval of Plan 19-2, Faire Wynd Phase III – Final Re-subdivision, Preliminary-Final Subdivision Plan, subject to the following items being completed: 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.) All legal and/or equitable Owners' notarized signatures must be added to the plan certifying concurrence with the plan (§ 22-501.2.H) Separate Notary Statements shall be provided for each lot., as presented. **Passed** with 4 ayes

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

#### **Discuss Baker Road Bridge**

Mr. Myers informed the Board of Supervisors that Dover Township received a letter from NTM, a subconsultant, of whom performed the hydraulic and hydrology report for the Baker Road Bridge. NTM is requesting Letters of Consistency for the Stormwater Ordinance and for the Floodplain. Mr. Myers stated the possible concerns regarding floodplain and flooding for surrounding properties. Meetings were held last fall and it was deemed very difficult to make improvements in the specific location of the Baker Road Bridge to improve the flooding

situation. Baker Road Bridge is a bridge that runs between West Manchester and Dover Township, York County owns the bridge. Dover Township has concerns regarding the fact that the Baker Road Bridge is a one lane bridge and that it is causing flooding. Dover Township is in hopes that when the new bridge is put into place that less flooding would occur; however, to do such, it has been recommended that the bridge be replaced at four times the size of the current bridge.

Mr. Myers stated that he wished to explain the request being made. Mr. Myers stated that he has made an attempt to contact the subconsultant that has performed the Hydraulic and Hydrology Report because he would like to view the report to confirm that there will be no adverse effect on the floodplain. Dover Township received documents of notification pertaining to Act 14, an application to obtain the Pennsylvania Department of Environmental Protection permits to place the bridge and to obtain local comment. The local comment involves floodplain and stormwater reviews. The local comment will be made by means of a letter. C.S. Davidson will be drafting the necessary local comments within the letter. Mr. Myers stated that the letter will list concerns regarding the capacity underneath the bridge and how the capacity has not been increased and will therefore not resolve or aid in flooding issues.

**Board consensus was reached, and it was collectively determined to have C.S. Davidson draft the necessary document, on behalf of the Dover Township Board of Supervisors, to the County for consideration with regards to the Baker Road Bridge project.**

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

##### **Awarding of Janitorial RFP**

Manager Oswalt stated that she has reached out to obtain the references for the lowest contract bidder. Manager Oswalt stated that she has not yet heard back from any of the references at the present time.

The Board of Supervisors collectively agreed that they would like to have references obtained prior to a final decision.

**Motion** by S. Parthree and seconded by C. Richards to **TABLE** the awarding of the Janitorial RFP, as presented. **Passed** with 4 ayes

##### **Approval of the Appointment of Kathy Herman as a Member of the Industrial/Commercial Development Committee**

**Motion** by S. Parthree and seconded by C. Richards to appoint Kathy Herman as a member of the Industrial/Commercial Development Committee, as presented. **Passed** with 4 ayes

##### **Approval of the MOU Dover Township Emergency Management**

**Motion** by M. Cashman and seconded by S. Parthree to approve the MOU between Dover Township Emergency Management and Goldsboro Borough Emergency Management as

presented. **Passed** with 4 ayes

### **Public Works Garage Update**

#### **Approval of ECI Change Order No. 17 in the Amount of \$1,715.00**

**Motion** by C. Richards and seconded by S. Parthree to approve ECI Change Order No. 17 in the amount of \$1,715.00, as presented. **Passed** with 4 ayes

### **MS4 Update**

None to note.

### **Old Business**

#### **Wireless Communications Ordinance Draft 2**

**Motion** by C. Richards and seconded by M. Cashman to advertise and place before the York County Planning Commission, the Dover Township Wireless Communication Ordinance Draft 2, as presented. **Passed** with 4 ayes

#### **Dover Area YMCA Expansion Project**

The Board of Supervisors revisited the Old Business topic regarding the Dover Area YMCA Expansion Project.

The land in which the Dover Area YMCA is inquiring to purchase, cannot be sold by Dover Township. The land was dedicated to Dover Township must remain a public park space. This may create a hardship in that Dover Township cannot sell the land because it was dedicated to Dover Township. It was discussed to implement an Easement and that the Dover Area YMCA then obtain a variance.

**Board consensus was reached, and it was collectively determined to move forward with the development of such an agreement to implement an Easement with the Dover Area YMCA and for the Dover Area YMCA to obtain a variance.**

### **COMMENTS FROM THE BOARD**

**C. Richards** – C. Richards announced that the new Dunkin has opened. C. Richards added that the demolitions on Pine Road appear to be going well.

**S. Parthree** – S. Parthree stated that Dunkin has opened and Dover Township Recreation Director, Mrs. Chalet Harris, has posted the opening to the Dover Township Recreation Facebook Page and has gotten a wonderful following.

### **PUBLIC COMMENT**

**None to note.**

With no further business, the meeting was adjourned by Vice Chairman Stone at 8:15 PM.

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