

**DOVER TOWNSHIP**  
**BOARD OF SUPERVISORS MEETING**  
**MEETING MINUTES**  
**MAY 13<sup>th</sup>, 2019**

The Dover Township Board of Supervisors' Meeting for Monday, May 13<sup>th</sup>, 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 Stephen Parthree, Robert Stone, Charles Richards and Michael Cashman. Township Representatives in attendance were Charles Rausch; Township Solicitor, Laurel Oswalt, Township Manager, Michael Fleming; Township Public Works Director and Tiffany Strine; Township Secretary. There were two 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 announced that an Executive Session was held prior to the regular Board of Supervisors meeting for this evening to discuss Township personnel matters.

**APPROVAL OF THE BOARD OF SUPERVISORS' MEETING MINUTES FOR APRIL 22<sup>ND</sup>, 2019**

**Motion** by S. Parthree and seconded by R. Stone to approve the Board of Supervisors' Meeting Minutes for April 22<sup>nd</sup>, 2019, as presented. **Passed** with 5 ayes

**TREASURER'S REPORT**

**Approval of Current Expenditures**

**Motion** by R. Stone and seconded by M. Cashman to approve the warrant total for May 13<sup>th</sup>, 2019, in the amount of \$412,648.70 as presented. **Passed** with 5 ayes

**Motion** by R. Stone and seconded by M. Cashman to approve the warrant total for May 13<sup>th</sup>, 2019, in the amount of \$2,640.18 (2017 Bond) as presented. **Passed** with 5 ayes

**Motion** by R. Stone and seconded by M. Cashman to approve the warrant total for May 13<sup>th</sup>, 2019, in the amount of \$46,008.90 (Liquid Fuels) as presented. **Passed** with 5 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 the next Joint Comprehensive Plan meetings will be held May 14<sup>th</sup>, 2019 from 6:00PM to 8:00PM at the Dover Township Community Building and May 15<sup>th</sup>, 2019 from 6:00PM to 8:00PM at the Dover Elementary School. The Dover Township Open House will be held May 17<sup>th</sup>, 2019. The Ribbon Cutting ceremony will be held at 4:45PM with the Open House to follow from 5:00PM to 7:00PM.

## **PUBLIC COMMENT**

### **Mr. Kreg Landis – Dover Township Resident, 3520 Fox Run Road**

Mr. Kreg Landis is a Dover Township Resident residing at 3520 Fox Run Road. Mr. Landis stated that he is present tonight to discuss accidents that have been occurring consistently on a portion of Fox Run Road. Mr. Landis stated that speed is an issue on a portion of Fox Run Road and Mr. Landis has reached out to the Northern York County Regional Police Department. Mr. Landis stated that he would like to see some means for resolve. The area of concern is along a corner on Fox Run Road on the North Bound side of the roadway. The corner of concern is posted with a twenty miles per hour speed limit. Mr. Landis suggested the installation of a guiderail to help with the issue of concern.

Manager Oswalt stated that a previous guiderail that had been installed in this area was removed in 2014. Manager Oswalt stated that the guiderail was removed at that time due to a study completed by LTAP; also know as the Pennsylvania Department of Transportation Local Technical Assistance Program. The guiderail was not warranted by an engineer at this time due to the fact that it was deemed that the guiderail was to keep the traffic in the roadway only because the danger of being outside of the roadway was greater. No engineering study was completed to warrant the installation of the guiderail at that time, so the previously installed guiderail was removed due to liability reasonings.

### **Mr. James Landis – Previous Owner of 3520 Fox Run Road, currently a resident of Manchester Township residing at 55 Lincoln Place**

Mr. Landis stated that he is the previous owner of 3520 Fox Run Road and had resided in that home for forty years. Mr. Landis stated that he initially had the previous guiderails installed due to the high rate of accidents that have occurred on the same portion of Fox Run Road as previously stated by Mr. Kreg Landis. Mr. Landis would like something to be done to help with the continuously occurring accidents on the aforementioned portion of Fox Run Road. Mr. Landis would like to see something done to help prevent repetitive accidents in this location.

**The full Board of Supervisors informed both Mr. Kreg Landis and Mr. James Landis that they would like to research and look into the matter further to seek resolve.**

## **SOLICITOR'S REPORT by Township Solicitor Charles Rausch**

### **Approval of Zeigler Deed in Lieu of Condemnation**

**Motion** by R. Stone and seconded by S. Parthree to approve the Zeigler Deed in Lieu of Condemnation, as presented. **Passed** with 5 ayes

### **Approval of Resolution Authorizing Transfer of Parcel 37-A**

**Motion** by R. Stone and seconded by S. Parthree to approve Resolution No. 2019-10 Authorizing the Transfer of Parcel 37-A, as presented. **Passed** with 5 ayes

**Approval of Senior Center Deed**

**Motion** by R. Stone and seconded by S. Parthree to approve the Senior Center Deed, as presented. **Passed** with 5 ayes

**Update on Fountain Rock/Lexon Surety Matter**

Attorney Rausch provided an update regarding the Fountain Rock/Lexon Surety Matter. Attorney Rausch stated that the representative for Lexon Surety performed a walk thru of the areas of Fountain Rock with the Township Engineer to see what work must yet be completed. A report is to then be constructed with the details of work to be done and costs to be incurred. Further details will be provided when present.

**MANAGER'S REPORT by Township Manager Laurel Oswalt****Approve Resolution No. 2019-09 Issuing a Proclamation regarding Public Works Week**

**Motion** by S. Parthree and seconded by R. Stone to approve Resolution No. 2019-09 Issuing a Proclamation regarding Public Works Week, as presented. **Passed** with 5 ayes

**Discussion Regarding a Proposed Right to Know Law Resolution from West Easton Borough Council**

Manager Oswalt provided a copy of an e-mail and sample resolution that was provided from a small municipality within Pennsylvania whom wanted to spread the word on the passing of a resolution that would then be submitted onto the legislature on the abusive nature of some Right to Know requests.

Manager Oswalt added that this may prove a positive idea to help prevent abuse of the Right to Know law.

**Board consensus was reached, and it was collectively determined to have Township Solicitor Charles Rausch review the draft Resolution and supply the necessary additional wording to help suit the needs of Dover Township.**

**Discuss Melvin and Tyann James of 1884 Ashcombe Drive Real Estate Tax Issue**

Manager Oswalt informed the Board of Supervisors that Melvin and Tyann James, Dover Township residents residing at 1884 Aschombe Drive, had reached out to Manager Oswalt regarding a discrepancy that has now occurred for the second time with regards to the James' Real Estate Taxes. The James's are being charged with an additional fee due to their Real Estate Tax payment arriving late. The necessary proof was provided by the James's and Manager Oswalt would like the Board to waive the additional late fees for this matter in the amount of \$3.81.

**Motion** by M. Cashman and seconded by C. Richards to waive the amount of \$3.81 so that Dover Township Tax Collector Kristine Keener can collect the lesser amount due for the James

of 1884 Aschombe Drive, as presented. **Passed** with 5 ayes

### **Public Works Garage Update**

#### **Approval of Clair Mar Drive Barrier**

Dover Township Public Works Director Mr. Michael Fleming informed the Board of Supervisors that after a recent fire and personal injury within the Laurel Manor development, Mr. Fleming was asked to look into why a rock barrier exists between the development and the older portion of Clair-Mar Drive. It was noted that this rock barrier presents conflicts for emergency response time. Mr. Fleming added that the approved subdivision and land development depicts this area being an open area and with it ultimately being a dedicated cul-de-sac at the end of the older portion of Clair Mar Drive.

Mr. Fleming stated that he has been in contacts with the Dover Township Engineer and the Developer regarding this matter. Mr. Fleming stated that this issue is of strong concern for public safety and emergency response.

**Motion** by C. Richards and seconded by S. Parthree to approve the issuance of a letter requesting the developer to move the rock barrier from the cul-de-sac on Clair Mar Drive by June 1<sup>st</sup>, 2019, as presented. **Passed** with 5 ayes

#### **Approval of 3290 Cardinal Lane Stormwater**

Mr. Fleming informed the Board of Supervisors of a stormwater issue located on the property of 3290 Cardinal Lane that he was made aware of. There is a stormwater pipe in place that should be the equivalent of twenty-four inches in diameter, the current pipe is eighteen inches in diameter. This specific address receives a substantial amount of stormwater run off from many surrounding areas. After heavy recent storms, the pipe has now lifted from the ground and is improperly functioning thus creating substantial problems in other areas for this property. Mr. Fleming is seeking Board insight as to if the private pipe should be fixed by the property owner or if the Board of Supervisors would like the Township to take on the necessary repair of the pipe and needed maintenance.

**Board consensus was reached, and it was collectively determined to have Mr. Fleming inform the property owners of 3290 Cardinal Lane that the pipe is the possession and responsibility of the homeowner. In addition, the proper end-wall should be installed and maintained, and the pipe should be upsized to the necessary size depicted on the original subdivision plans.**

#### **Thomas Dabblers Property Stormwater Issues**

Mr. Fleming had a stormwater issue brought to his attention and provided images regarding the stormwater issues with the property of Thomas Dabblers located at 4844 Clair Mar Drive. Mr. Fleming stated that Mr. Dabblers' property is surrounded by wetlands and during recent storms, Mr. Dabblers' property has suffered substantial flooding as a result of the storms.

Manager Oswalt stated that it appears that a swale was present on the property at one time and may have been filled in on Mr. Dabblers' property, thus creating more of a stormwater issue.

**Board consensus was reached, and it was collectively determined that the responsibility of such a stormwater issue is the property owner's.**

### **Approval of Road Work Material Bids**

Mr. Fleming presented the annual Road Work Material Bids results for approval to the Board of Supervisors.

**Motion** by C. Richards and seconded by S. Parthree to approve the proposal from E. K. Services for an estimated cost of \$80,868.00 for Item 2, street cuts on PennDOT and Dover Township Roads as a result of water or sewer projects, as presented. **Passed** with 5 ayes

**Motion** by C. Richards and seconded by S. Parthree to approve the proposal from E. K. Services for an estimated cost of \$348,417.40 for the 1A, B & C for the paving of Rohlers Church Road, as presented. **Passed** with 5 ayes

**Motion** by C. Richards and seconded by S. Parthree to approve the proposal from York Building Products for Crushed Aggregates Items A1 through A14 at a delivered cost of \$19,610.00 for aggregate, SUPERPAVE mixtures, cold patch and flowable fill, as presented. **Passed** with 5 ayes

**Motion** by C. Richards and seconded by S. Parthree to approve the proposal from York Materials Group for SUPERPAVE Items B1 through B5 for an estimated delivered cost of \$130,675.00 as presented. **Passed** with 5 ayes

Mr. Fleming noted that Dover Township received no bidders for items C and D and that the price is typically below the bid thresholds and that no further action is needed at this time.

### **Rejection of Two Bid Proposals**

Mr. Fleming recommended rejection of the Materials bids from Kinsley Materials and Hei-Way LLC due to the failure to provide a ten percent bid bond as required.

**Motion** by S. Parthree and seconded by R. Stone to reject the Materials bids from Kinsley Materials and Hei-Way LLC due to the failing of providing the necessary ten percent bid bond required, as presented. **Passed** with 5 ayes

### **New Public Works Garage**

#### **Approval of ECI Change Order NO. 18 in the Amount of \$1,077.00**

**Motion** by R. Stone and seconded by M. Cashman to approve ECI Change Order No. 18 in the

amount of \$1,077.00, as presented. **Passed** with 5 ayes

**Approval of ECI Change Order NO. 19 in the Amount of \$17,553.00**

**Motion** by R. Stone and seconded by M. Cashman to approve ECI Change Order No. 19 in the amount of \$17,553.00, as presented. **Passed** with 5 ayes

**Approval of ECI Change Order NO. 20 in the Amount of \$5,375.00**

**Motion** by R. Stone and seconded by M. Cashman to approve ECI Change Order No. 20 in the amount of \$5,375.00 as presented. **Passed** with 5 ayes

**Approval of ECI Change Order NO. 21 in the Amount of \$1,301.00**

**Motion** by R. Stone and seconded by M. Cashman to approve ECI Change Order No. 21 in the amount of \$1,301.00, as presented. **Passed** with 5 ayes

**Approval of ECI Change Order NO. 22 in the Amount of \$1,283.00**

**Motion** by R. Stone and seconded by M. Cashman to approve ECI Change Order No. 22 in the amount of \$1,283.00, as presented. **Passed** with 5 ayes

**Approval of Payment Application NO. 12 to Midstate Mechanical in the Amount of \$2,597.39**

**Motion** by S. Parthree and seconded by R. Stone to approve Payment Application No. 12 to Mdistate Mechanical in the amount of \$2,597.39, as presented. **Passed** with 5 ayes

**Approval of Payment Application NO. 8 to Midstate Electrical in the Amount of \$42.79**

**Motion** by S. Parthree and seconded by R. Stone to approve Payment Application No. 8 to Midstate Electrical in the amount of \$42.79, as presented. **Passed** with 5 ayes

**MS4 Update**

None to note.

**Old Business**

**Awarding of the Janitorial Contract and Alternate Parks**

**Motion** by R. Stone and seconded by C. Richards to award the Dover Township Janitorial and Alternate Parks Contract to Mint Condition, as presented. **Passed** with 5 ayes

**COMMENTS FROM THE BOARD**

**C. Richards** – C. Richards informed the Board of Supervisors that a fireman was injured during a recent structure fire in West Manchester Township but is healing well. C. Richards noted that the Dover Township Fire Department live-in firemen are dwindling, and recruitment needs are in great demand. C. Richards added that the annual TMI drill that was recently held went very well.

**S. Stefanowicz** – S. Stefanowicz would like to thank Dover Township Building Codes Officer; Maureen App, for the building permits reports that she provides to the Board of Supervisors. S. Stefanowicz extended a job well done to Mr. Tony Biese; Dover Township Wastewater Treatment Plant Superintendent, for the recent educational tours Mr. Biese and his staff provided to local school students.

**M. Cashman** – M. Cashman noted that the Northern York County Regional Police Department may be acquiring North Codorus Township in terms of police force coverage. If such acquisition occurs, this may possibly lessen costs to all municipalities covered by the Northern York County Regional Police Department, details will follow when present.

#### **PUBLIC COMMENT**

**None to note.**

With no further business, the meeting was adjourned by Vice Chairman Stone at 8:45 PM.

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