

**DOVER TOWNSHIP  
BOARD OF SUPERVISORS MEETING  
MEETING MINUTES  
JUNE 24<sup>TH</sup>, 2019**

The Dover Township Board of Supervisors' Meeting for Monday, June 24<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 and Michael Cashman. Dover Township Supervisor Charles Richards was present via a telephone-conference call. Township Representatives in attendance were Charles Rausch; Township Solicitor, Laurel Oswalt, Township Manager, Terry Myers; Township Engineer, Cory McCoy; C.S. Davidson, Inc., John McLucas, Township Zoning Officer; Michael Fleming; Township Public Works Director and Tiffany Strine; Township Secretary. There were six 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. The Executive Session was regarding Dover Township personnel.

**APPROVAL OF THE BOARD OF SUPERVISORS' WORK SESSION MEETING  
MINUTES FOR MAY 28<sup>th</sup>, 2019**

**Motion** by R. Stone and seconded by S. Parthree to approve the Board of Supervisors' Meeting Minutes for June 24<sup>th</sup>, 2019, as presented. **Passed** with 5 ayes

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

**Motion** by R. Stone and seconded by S. Parthree to approve the Board of Supervisors' Meeting Minutes for June 24<sup>th</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 June 7<sup>th</sup>, 2019, in the amount of \$437,155.27 as presented. **Passed** with 5 ayes

**Motion** by R. Stone and seconded by M. Cashman to approve the warrant total for June 24<sup>th</sup>, 2019, in the amount of \$253,529.55 as presented. **Passed** with 5 ayes

**Motion** by R. Stone and seconded by M. Cashman to approve the warrant total for June 24<sup>th</sup>, 2019, in the amount of 1,920.03 **2017 Bond**, as presented. **Passed** with 5 ayes

**Motion** by R. Stone and seconded by M. Cashman to approve the warrant total for June 24<sup>th</sup>, 2019, in the amount of \$581,934.22 **2018 Bond** 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 on July 10<sup>th</sup>, 2019 a Public Night Sky Viewing will be held at Lehr Park at 9:00PM. July 11<sup>th</sup>, 2019 Dover Township will be holding its Movie in the Park event at Lehr Park at Dusk. The movie for July 11<sup>th</sup>, 2019 is Mary Poppins Returns. July 14<sup>th</sup>, 2019 Dover Township will be offering an Essential Oils 101 Class at the Log House from 2:00PM to 4:00PM. July 14<sup>th</sup>, 2019 the Dover Township Annual Summer Concert Series will be held at the Dover Community Park at 6:00PM, the band Tall in the Saddle will be performing. July 18<sup>th</sup>, 2019 Dover Township will be holding another Movie in the Park event at Lehr Park at Dusk. The movie for July 18<sup>th</sup>, 2019 is Lego Movie 2. July 19<sup>th</sup>, 2019 the Dover Township Annual Summer Concert Series will be held at the Dover Community Park at 6:00PM, Shakespeare in the Park A Midsummer Night's Dream will be performed by Orange mite Shakespeare Company. July 24<sup>th</sup>, 2019 is Dover Township's Old-Fashioned Carnival at Brookside Park from 4:00PM to 8:00PM. July 31<sup>st</sup>, 2019 Dover Township will be offering a Back to School Essential Oils Class at the Log House from 6:30PM to 8:00PM.

S. Parthree announced that Dover Township will be hosting a bus trip to Washington D.C. this upcoming weekend. S. Parthree added that there are currently seats still available and encouraged anyone to join!

### **PUBLIC COMMENT**

#### **Mr. Jim Markel and Amanda Moyer – Members of Dover United Methodist Church of Christ**

Mr. Jim Markel is a member of the Dover United Methodist Church of Christ. Ms. Amanda Moyer is also a member of the Dover United Methodist Church of Christ. Mr. Markel and Ms. Moyer were present this evening to seek rental waiver fees for the Dover Township Brookside Park Dance Hall that the Dover United Methodist Church utilizes once a year on an annual basis. After discussions with long standing members of their church, Mr. Markel and Ms. Moyer informed the Board of Supervisors that they believe that there was, at one time, an established agreement between the Dover United Methodist Church and Bob Hoffman to be able to utilize Brookside Park facilitates free of charge. Mr. Markel stated that no agreements could be uncovered.

S. Parthree inquired with Manager Oswalt if she had any knowledge of such an agreement.

Manager Oswalt stated that she was unaware of such an agreement at this time.

Mr. Markel stated that they would like to ask the Board of Supervisors for reimbursement of the monies paid for this past year's rental of the Dance Hall at Brookside Park. Mr. Markel stated that they are still in search of any documents regarding an agreement between the Dover United

Methodist Church and Bob Hoffman regarding this matter.

S. Parthree inquired with C. Richards as to his thoughts.

C. Richards stated that he would like to honor the one-time annual rental fee for the Dover United Methodist Church as they are members of the Dover community. C. Richards added that he feels if there is an agreement, the agreement should still be located to honor the arrangements properly.

**Motion** by S. Parthree and seconded by M. Cashman to grant a waiver of the rental fees for the Dover United Methodist Church for the use of the Dance Hall at Brookside Park, as presented.

**Passed** with 5 ayes

### **Rachel Dohn and Matthew Dohn – 3742 Kimberly Lane, Dover**

Rachel and Matthew Dohn are Dover Township residents residing at 3742 Kimberly Lane, Dover. A Dover Township permit application was recently submitted by the Dohn's for the installation of a fence on their property within the Ashley Farms Subdivision. After research, it was discovered that there is a ten foot portion of a Stormwater Easement located on their property. The Dohn's are proposing the installation of a six foot vinyl fence to be installed on their property, this fence will rest within the Stormwater Easement.

Dover Township Building Code Enforcement Officer; Mrs. Maureen App, had spoken with the Dohn's and discussed other possible options. After such discussions, the permit had to be rejected.

Rachel and Matthew Dohn are requesting a Fence Waiver. The Dohn's are aware of the special conditions that must be met in the event that the Stormwater Easement needs to be utilized.

Dover Township Solicitor Charles Rausch informed the Board of Supervisors and the Dohn's that an official agreement between the Dohn's and Dover Township will need to be fulfilled. Attorney Rausch added that the said agreement will include the necessary obligations that must be met. The Dohn's were in agreement with this process.

**Motion** by R. Stone and seconded by C. Richards to approve a Fence Waiver Agreement for the property located at 3742 Kimberly Lane, Dover, as presented. **Passed** with 5 ayes

R. Stone, along with the full Board of Supervisor, welcomed the Dohn's to Dover Township!

### **Mr. Shawn Platts – Dover Borough Annual Halloween Parade**

Mr. Shawn Platts is a member of the Dover Borough Fire Department. Mr. Platts was present this evening to seek the Dover Township Board of Supervisors approval for the waiving of fees associated with the Dover Township Parade Permit for the Dover Borough Fire Department. Mr. Platts also inquired with the Dover Township Board of Supervisors as to if Dover Township would like to donate to the Annual Dover Borough Halloween Parade.

**Motion** by C. Richards and seconded by S. Parthree to approve a fee waiver for the Dover Borough Fire Department's Parade and Assembly Permit Application for use regarding the Dover Borough Halloween Parade in the amount of forty-five dollars (\$45.00) and to approve authorization of a donation to the Dover Borough Fire Department in the amount of fifteen hundred dollars (\$1,500.00) for the Dover Borough Halloween Parade, as presented. **Passed** with 5 ayes

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

#### **Canal Road/Intermediate Avenue Turning Lane**

Township Engineer; Mr. Terry Myers, informed the Board of Supervisors of recent updates regarding the turning lane project at Canal Road and Intermediate Avenue. Meetings were held with the Dover Area School District and the Dover Area School District's engineer. During these meetings, the Dover Area School District and the Dover Area School District's engineer inquired if Dover Township was interested in having the proposed turning lane analyzed and possibly extended to cover the additional traffic from the proposed Northwest Bypass project. ELA Group, the Dover Area School District's engineer, calculated the costs of Dover Township's Share of the turning lane project to be \$17, 810.00. ELA Group is also asking if Dover Township would like the additional length included in the project which would include an additional commitment. Mr. Myers noted the additional traffic will require the one hundred fifty (150) feet east bound turning lane to be extended an additional twenty-five (25) feet.

Mr. Myers agreed with the figures proposed to be paid by Dover Township, except for the proposed contingency fee that was calculated based on the total project.

**Board consensus was reached, and it was collectively determined that Dover Township will agree to pay only the additional twenty-five (25) feet of turning lane and associated project costs. Dover Township will agree to pay for the cost as bid with regards to the twenty-five-foot turning lane extension and associated project costs. The associated project costs are to include the 14.3 percent for mobilization and for traffic control. If there are assisted utility relocation costs, Dover Township would pay the appropriate 14.3 percent regarding this matter.**

Manager Oswalt was requested to respond to the ELA Group and the Dover Area School District, of the Board of Supervisors consensus regarding the Canal Road/Intermediate Avenue Turning Lane Project.

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

#### **Approval of Plan 17-7 – Reserve at Copper Chase – 2900 Emig Mill Road**

Dover Township Zoning Officer Mr. John McLucas informed the Board of Supervisors that the Reserve at Copper Chase is seeking re-approval for their plan, Plan 17-7. Copper Chase Apartments LLC, Reserve at Copper Chase, Preliminary Final Land Development Plan, Dover Township, York County, Engineer's Project No. 1619.3.18.23, Dover Township Review No. PL-2017-07.

The following Subdivision and Land Development Ordinance comments are being requested:

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.) A statement shall be added to the plan, along with the Engineer's /Surveyor's seal, signature, and date, certifying that he has been to the site and observed the present condition and that the plan indicates the actual condition of the site, §22-501.2.F, 3.) The legal and/or equitable Owner's notarized signatures must be added to the plan certifying concurrence with the plan §22-501.2.H, 4.) Approval of the sanitary sewer design will need to be obtained from the Dover Township Sewer Authority §22-502.3, 5.) Approval of the layout/design of water, sanitary, and storm systems is needed from the Public Works Director and Township Engineer, 6.) Approval of the stormwater management plan in accordance with Part 10 requirements and the Dover Township Stormwater Management Ordinance shall be obtained from the Township Engineer §22-502.8, 7.) Public improvement security shall be established prior to final plan approval §602.1, 8.) An erosion and sediment pollution control plan approved by the York County Conservation District and all required permits shall be provided §22-602.4, 9.) The amount of land required to be provided for public recreational purposes for all residential subdivision or land development plans shall be a minimum of 0.025 acres per lot or dwelling unit. Dedication of recreation land or fees in-lieu of for each dwelling unit is required on all residential subdivisions, and all multi-family developments, regardless of whether private recreational facilities are also provided §22-718.

**Motion** by R. Stone and seconded by M. Cashman to **Re-approve** Plan 2017-07, Reserve at Copper Chase, Preliminary/Final Land Development Plan, granting all requested waivers including all conditions mentioned and noted above, as presented. **Passed** with 5 ayes

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

##### **Approve Resolution No. 2019-12 Regarding the Right to Know Law**

Solicitor Rausch stated he recommended tabling this motion due to necessary language needing to be updated in the draft Resolution No. 2019-12, that was currently provided.

**Motion to table** Resolution No. 2019-12 until the next meeting by S. Parthree and seconded by R. Stone, as presented. **Passed** with 5 ayes

##### **Approval of Resolution No. 2019-13 Recognizing the Service of Jacob Peterman to Dover Township**

**Motion** by C. Richards and seconded by S. Parthree to approve Resolution No. 2019-13 recognizing the service of Jacob Peterman to Dover Township, as presented. **Passed** with 5 ayes

##### **Approval of DEP Grant Agreement for the Cohen Property Located at 3038 Honey Run Drive**

Dover Township has been assisting the Cohen residents with seeking and obtaining help from Federal and State government entities for the rehabilitation of streambank degradation on the

Cohen's property, located at 3038 Honey Run Drive. A program that helps individual property owners is funded through the USDA at seventy-five percent (75%) with a twenty-five percent (25%) match from DEP. This program will assist the Cohen's. The necessary funds are available for the Cohen's; however, in order for the funding to be made available to the resident, Dover Township (local municipality) will need to serve as the project sponsor. The full Board of Supervisors collectively agreed to serve as the project sponsor during a Board of Supervisors Meeting in November of 2018. The Cohen's had acknowledged to absorb any expenses incurred by Dover Township regarding this matter. The designated project has been designed and the necessary permits are in the process of being acquired. The Board of Supervisors authorization is being sought to proceed with the agreement with The Pennsylvania Department of Environmental Protection to pursue the remaining balance of the funding for this work.

**Motion** by R. Stone and seconded by M. Cashman to approve the DEP Grant Agreement for the Cohen Property located at 3038 Honey Run Drive, Dover, as presented. **Passed** with 5 ayes

### **Recognition of Michael Ladds' Completion of his Probationary Period**

**The full Board recognized and acknowledged Michael Ladds' completion of his probationary period at Dover Township.**

### **PUBLIC WORKS GARAGE REPORT by Township Manager Laurel Oswalt and Township Public Works Director Michael Fleming**

#### **Approval of Midstate Electrical Payment Application No. 7 in the Amount of \$1,736.28**

**Motion** by R. Stone and seconded by M. Cashman to approve Midstate Electrical Payment Application No. 7 in the amount of \$1,736.28, as presented. **Passed** with 5 ayes

#### **Approval of ECI Payment Application No. 8 in the Amount of \$266,392.61**

**Motion** by M. Cashman and seconded by S. Parthree to approve ECI Payment Application No. 8 in the amount of \$266,392.61, as presented. **Passed** with 5 ayes

#### **Approval of ECI Payment Application No. 9 in the Amount of \$315,541.61**

Mr. Fleming noted that \$48,320.00 will remain in retainage to complete dirt work within rain gardens, parking space and sealing paving joints.

**Motion** by R. Stone and seconded by S. Parthree to approve ECI Payment Application No. 9 in the amount of \$315,541.61 subject to holding the \$48,320.00 that will remain in retainage to complete dirt work within rain gardens, parking space and sealing paving joints, as presented. **Passed** with 5 ayes

### **PUBLIC WORKS DIRECTOR'S REPORT by Township Public Works Director Michael Fleming**

#### **Approval of Sale of Items on MUNICIBID**

Mr. Fleming informed the Board of Supervisors of the following items that Dover Township would like to release for sale on MUNICIBID: 1.) Playground Equipment, Swings and Slide located at the Dover Community Park. 2.) LANDA OHW 4-3000 Power Washer, 3.) Aluminum Toolbox – 12”x87”x16” High, 4.) Chain Link Fence and Attachments, 5.) Chevrolet Pickup Truck Tailgate and Bumper.

**Motion** by R. Stone and seconded by S. Parthree to approve the sale of the following items on MUNICIBID: 1.) Playground Equipment, Swings and Slide located at the Dover Community Park. 2.) LANDA OHW 4-3000 Power Washer, 3.) Aluminum Toolbox – 12”x87”x16” High, 4.) Chain Link Fence and Attachments, 5.) Chevrolet Pickup Truck Tailgate and Bumper, as presented. **Passed** with 5 ayes

### **Approval of Biosolids Disposal Contract Change with AMERIGREEN**

The current Biosolids Disposal Contract includes a one (1) year extension, the Dover Township Sewer Engineer Buchart Horn and the Wastewater Treatment Plant Superintendent Mr. Tony Biese would like to accept the one (1) year extension being offered. The one (1) year extension being offered includes a cost increase and the cost increase is provided on a Change Order supplied by AMERIGREEN, being provided to the Board of Supervisors this evening.

**Motion** by R. Stone and seconded by S. Parthree to approve the Biosolids Disposal Contract Change with AMERIGREEN, as presented. **Passed** with 5 ayes

### **MS4 Update**

None to note.

### **Old Business**

#### **Mr. Kregg Landis – Dover Township Resident – Fox Run Road Curve**

Mr. Fleming provided the Board of Supervisors with a report from the Northern York County Regional Police Department from May 30<sup>th</sup>, 2019. Mr. Fleming has also provided a Curve Speed Study from September 24<sup>th</sup>, 2014. After reviewing all the necessary materials, Mr. Fleming, C. Richards and Manager Oswalt had met to discuss the material and the next potential steps. Mr. Fleming, C. Richards and Manager Oswalt felt that the four (4) crashes over the past five (5) years did not constitute an increase as compared to studies that were done previously. C. Richards would like to consider high friction surface treatment in a future budget since a portion of the last reportable crashes involved a wet road surface.

S. Stefanowicz stated that he had met with Mr. Kregg Landis at his property. S. Stefanowicz stated that he appreciated the information Mr. Fleming presented. S. Stefanowicz stated that he felt that specific measurements generated could potentially warrant the installation of a guide rail, as preferred by Mr. Landis.

Mr. Fleming stated that the studies provided did not meet the warrants for the installation of a guide rail, for the specific roadway being discussed. Shoulder criteria and surrounding drop-off measurements did not meet the criteria of the warrant to have a guide rail installed, thus potentially leaving room for error.

After further discussion, it was deemed to have Mr. Fleming look into means for resolve, through the application of high friction surface material. Mr. Fleming was to contact the property owner with regard to this course of action.

### **Mr. Gustavo Santiago – Dover Township Resident – Speed on Nittany**

Mr. Fleming has been looking into concerns voiced from a concerned resident regarding the high speed of travel on Nittany Drive within Dover Township. Speed studies were performed by the Northern York County Regional Police Department. Mr. Fleming informed the Board of Supervisors that eighty-five percent (85%) of motorists are traveling below the twenty-five miles per hour (25mph) posted speed limit. On average, most vehicles were traveling an average of twenty-two miles per hour (22mph). Mr. Fleming added that one main issue in the area is high density housing and parking is at a minimum.

Chairman Stefanowicz thanked Mr. Fleming for his work in this matter. Chairman Stefanowicz added that he feels that the studies reveal the reliable figures and at this time, with a combined eighty-five percent (85%) of motorist traveling below the posted speed limit, there is nothing further to be done at this time in this location.

Mr. Fleming stated that he will speak with Mr. Landis and Mr. Santiago regarding their concerns and the Board of Supervisors comments.

### **COMMENTS FROM THE BOARD**

**R. Stone** – R. Stone announced the Dover Township Monthly Sewer Authority Meeting is to be held Wednesday, June 26<sup>th</sup>, 2019 and informed the public to please attend.

### **PUBLIC COMMENT**

**None to note.**

With no further business, the meeting was adjourned by Chairman Stefanowicz at 8:30 PM.

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