

**DOVER TOWNSHIP
BOARD OF SUPERVISORS MEETING
MEETING MINUTES
AUGUST 26TH, 2019**

The Dover Township Board of Supervisors' Meeting for Monday, August 26th, 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, 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 was 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 a Work Session and an Executive Session were held prior to the regular Board of Supervisors meeting for this evening. The Work Session held was regarding Northern Regional Manning and the Executive Session held was regarding Real Estate potential acquisition and Township personnel matters.

APPROVAL OF THE BOARD OF SUPERVISORS' WORK SESSION MEETING MINUTES FOR JULY 22ND, 2019

Motion by S. Parthree and seconded by R. Stone to approve the Board of Supervisors' Work Session Meeting Minutes for July 22nd, 2019, as presented. **Passed** with 5 ayes

APPROVAL OF THE BOARD OF SUPERVISORS' MEETING MINUTES FOR JULY 22ND, 2019

Motion by R. Stone and seconded by M. Cashman to approve the Board of Supervisors' Meeting Minutes for July 22nd, 2019, as presented. **Passed** with 5 ayes

TREASURER'S REPORT

Approval of Current Expenditures

Motion by C. Richards and seconded by S. Parthree to approve the warrant total for August 6th, 2019, in the amount of \$145,576.47 as presented. **Passed** with 5 ayes

Motion by C. Richards and seconded by S. Parthree to approve the warrant total for August 14th, 2019, in the amount of \$613,601.25 as presented. **Passed** with 5 ayes

Motion by C. Richards and seconded by S. Parthree to approve the warrant total for August 23rd, 2019, in the amount of \$29,555.01 **2018 General Bond**, as presented. **Passed** with 5 ayes

Motion by C. Richards and seconded by S. Parthree to approve the warrant total for August 23rd, 2019, in the amount of \$4,578.10 **2017 Bond** as presented. **Passed** with 5 ayes

Motion by C. Richards and seconded by S. Parthree to approve the warrant total for August 23rd, 2019, in the amount of \$424,041.15 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 September 22nd, 2019 an Essentials Oils 101 class will be held at the Dover Township Log House from 2PM to 4PM. On September 25th, 2019 an Essentials Oils – Pets class will be held at the Dover Township Log House from 6:30PM to 8PM. On September 14th thru September 16th, 2019 a Bus Trip will be hosted by Dover Township on a New York City Overnight trip. On September 21st, 2019, Dover Township will be hosting a Bus Trip to Sunfest in Ocean City, Maryland. The next Dover Township Comprehensive Plan meeting, for the Final Review of the plan, will be held on September 10th, 2019 at the Dover Community Building from 6PM to 8PM and on September 12th, 2019 at Dover Area Elementary School from 6PM to 8PM.

M. Fleming announced that a Semi-Annual Stormwater Seminar on Rain Barrels will be held on September 18th, 2019, at 6:30PM, at the West Manchester Township Municipal Office.

PUBLIC COMMENT

None to note.

ZONING OFFICER'S REPORT by Township Zoning Officer John McLucas

Approval of Plan 19-1 Dawson, 2 Lot Subdivision, 5530 Harmony Grove Road

Ms. Tammy Dawson – 2880 School House Road, Dover, PA

Ms. Tammy Dawson is a resident of Dover residing at 2882 School House Road. Ms. Dawson would like to transfer lands from her mother to herself and Ms. Dawson is in need of a waiver for the minimum lot size of transfer. The waiver is needed due to the premise that it conjoins two non-conforming lots of land. Plan 19-1 includes Subdivision and Land Development Ordinance waivers provided by the Dover Township Zoning Hearing Board. The following waivers are being requested: 1.) The location map, for the purpose of locating the property being subdivided, providing its relationship to adjoining properties, all developments, significant streets, streams, municipal boundaries, zoning boundaries, and growth boundary lines, and shall be drawn to a scale of not less than 1"=1,000 feet. The map shall extend 5,000 feet on either side of the property. This information may be provided on an 11"x17" sheet, in addition to the location map shown on the plan. (§22-501-2.a), 2.) Existing contours shall be provided a 2' when <10% or 5' when > 10% (§22-501.2.R). The applicant is requesting the waiver of this section., 3.) Where a Subdivision abuts or contains an existing street or inadequate width, the developer shall provide sufficient additional right of way and cart way widths to meet the following standards (§22-704.b). The applicant is requesting a waiver of this section. 4.) The

available and required safe site stopping distances including slope and speed limit, in accordance with Penn DOT requirements, shall be provided on the plan for the existing driveways (§22-708.2). The applicant is requesting a waiver of this section.

Motion by R. Stone and seconded by M. Cashman to approve the following waivers for Plan 19-1 Dawson, 2-Lot Subdivision, 1.) The location map, for the purpose of locating the property being subdivided, providing its relationship to adjoining properties, all developments, significant streets, streams, municipal boundaries, zoning boundaries, and growth boundary lines, and shall be drawn to a scale of not less than 1"=1,000 feet. The map shall extend 5,000 feet on either side of the property. This information may be provided on an 11"x17" sheet, in addition to the location map shown on the plan. (§22-501-2.a), 2.) Existing contours shall be provided a 2' when <10% or 5' when > 10% (§22-501.2.R). 3.) Where a Subdivision abuts or contains an existing street or inadequate width, the developer shall provide sufficient additional right of way and cart way widths to meet the following standards (§22-704.b). 4.) The available and required safe site stopping distances including slope and speed limit, in accordance with Penn DOT requirements, shall be provided on the plan for the existing driveways (§22-708.2). **Passed** with 5 ayes

It was noted that a new deed was created and will be supplied to Dover Township and to the proper County officials.

Motion by R. Stone and seconded by M. Cashman to approve Plan 19-1, Dawson 2-Lot Subdivision, 5530 Harmony Grove Road, as presented. **Passed** with 5 ayes

ENGINEER'S REPORT by Cory McCoy with C. S. Davidson

A report was provided.

Nothing to note.

MANAGER'S REPORT by Township Manager Laurel Oswalt

Establishment of October 31st, 2019 from 6:00PM to 8:00PM as Trick or Treat for Dover Township

Motion by C. Richards and seconded by S. Parthree to approve October 31st, 2019 from 6:00PM to 8:00PM as Trick or Treat for Dover Township, as presented. **Passed** with 5 ayes

Approval of the Animal Control Services Contract

Motion by R. Stone and seconded by M. Cashman to approve the Animal Control Services Contract, as presented. **Passed** with 5 ayes

Approval of the Fire Department Training Exercises on the Golf Course Property

Dover Township has been contacted by the Dover Township Fire Department to inquire upon utilizing the Dover Township Golf Course Property on September 21st and September 22nd,

2019. The two dates listed will provide an in-depth training regarding Extrication. Rescue efforts and techniques used in various rescue situations. The two-day training will focus on a broad spectrum of scenarios involving passenger vehicles, heavy equipment and commercial vehicles.

C. Richards stated that the Dover Township Fire Department will be training their own Fire Department and surrounding Fire Departments during this two-day training course as well.

Motion by M. Cashman and seconded by C. Richards to approve the Dover Township Fire Department Training Exercise on the Dover Township Golf Course property, as presented. **Passed** with 5 ayes

Approval of the Joint Comprehensive Plan CDBG Grant Amendment to Afford More Time to the Project

Manager Oswalt informed the Board of Supervisors that the amendment being proposed will extend the timeframe for the Joint Comprehensive Plan project until the end of December 2019.

Motion by C. Richards and seconded by S. Parthree to approve the Joint Comprehensive Plan CDBG Grant Amendment to afford more time to the project, as presented. **Passed** with 5 ayes

Discussion Regarding YCPC Correspondence on House Bill 103

Manager Oswalt informed the Board of Supervisors that State Legislators are proposing to make a change that would allow family members to have an unlimited amount of building lots that they can create without the subdivision process. The York County Planning Commission is showing concerns with this proposal, as the proposal takes away all powers from the Zoning Ordinance that are currently in place.

The full Board of Supervisors agreed to move forward with having Manager Oswalt draft a letter of concern to Pennsylvania State Representative Seth Grove and Pennsylvania Senator Mike Regan regarding House Bill 103.

Discuss Penn Waste Contract

Manager Oswalt informed the Board of Supervisors that the term of the Penn Waste contract was for three (3) years with the possibility of two (2) one-year extensions at the same term and rates provided. July 1st of 2020 the current terms of the Penn Waste contract will expire.

Dover Township reached out to Penn Waste to inquire if Penn Waste would hold the current pricing for the upcoming contract and Penn Waste stated that they would not hold the current pricing.

Manager Oswalt stated that Dover Township will be bidding the Dover Township Waste Contract in 2020. Manager Oswalt stated that she had inquired with Penn Waste for ideas of pricing for the next year and to include pricing for brush collection services. The consideration of implementing brush collection services with the Dover Township Waste contractor services

and contract would mean that Dover Township personnel would no longer practice this service, and thus this matter will then help aid in time that Dover Township staff can concentrate their work efforts in other necessary areas. Dover Township personnel would still provide leaf collection services.

The full Board of Supervisors collectively agreed to discuss the option of offering brush collection services to residents by way of the Dover Township waste contractor at a later date.

Approval of Resolution No. 2019-15 Adopting a Policy for the Mercantile/Business Privilege Collection Agency

York Area Tax Bureau collects Mercantile/Business Privilege Tax for various communities and would like to instrument a uniform policy for municipalities, pending certain conditions. Without the proposed policy and currently, the only process available to the York Area Tax Bureau is by means of an appeal to the specified Township as a Taxing Authority which requires formal hearings. By means of implementing the adoption of Resolution No. 2019-15, a consistent policy with all member municipalities would be instilled and the delinquent matters would be able to be resolved more readily.

Motion by C. Richards and seconded by S. Parthree to approve Resolution No. 2019-15 Adopting a Policy for the Mercantile/Business Privilege Collection Agency, as presented.
Passed with 5 ayes

Approval of Resolution No. 2019-16 Creating and Adopting a Floating Part-Time Administrative Position Job Description

Motion by R. Stone and seconded by M. Cashman to approve Resolution No. 2019-16 Creating and Adopting a Floating Part-Time Administrative Position Job Description, as presented.
Passed with 5 ayes

PUBLIC WORKS GARAGE REPORT by Township Public Works Director Michael Fleming

Approval of Sale of Additional Items on MUNICIBID

Mr. Fleming informed the Board of Supervisors that the following Dover Township property has received the necessary reserved bid price for sale and consists of the following items for Board of Supervisors approval: B.) Delta Aluminum Toolbox in the amount of \$53.00, C.) Dewalt Cordless Electric Leaf Blower in the amount of \$98.00, D.) Playground Swings in the amount of \$245.00, E.) Tailgate for Chevy Truck in the amount of \$272.00, F.) Rear Bumper for Chevy Truck in the amount of \$361.20, G.) Ingersoll Rand Air Compressor in the amount of \$400.00, H.) Valve Exerciser in the amount of \$1,000.00, I.) Chain Link Fencing in the amount of \$1,201.00, J.) Landa Power Washer in the amount of \$1,350.00, K.) Composite Playground Structure in the amount of \$2,350.00.

Mr. Fleming informed the Board of Supervisors that the following Dover Township property has

not received the necessary reserved bid prices for sale or has received no bids and consists of the following items for Board of Supervisors rejection: A) Barn Structure received a \$5.00 bid and is to be rejected, L.) Telephone System received no bids and is to be rebid, M.) Clubhouse and Driving Range received no bids and is to be rebid, N.) Milkshed received no bids and is to be rebid, O.) Unfinished Driving Range received no bids and is to be rebid.

Mr. Fleming added that the 2006 Elgin Streetsweeper bid is to be rejected. The 2006 Elgin Streetsweeper received a bid in the amount of \$15,200.00 which was lower than Dover Township's reserve bid and Dover Township should accept an offer from West Manheim Township in the amount of \$22,500.00.

Motion by R. Stone and seconded by M. Cashman **to approve the sale** of the following items on MUNICIPAL BID and are as follows: B.) Delta Aluminum Toolbox in the amount of \$53.00, C.) Dewalt Cordless Electric Leaf Blower in the amount of \$98.00, D.) Playground Swings in the amount of \$245.00, E.) Tailgate for Chevy Truck in the amount of \$272.00, F.) Rear Bumper for Chevy Truck in the amount of \$361.20, G.) Ingersoll Rand Air Compressor in the amount of \$400.00, H.) Valve Exerciser in the amount of \$1,000.00, I.) Chain Link Fencing in the amount of \$1,201.00, J.) Landa Power Washer in the amount of \$1,350.00, K.) Composite Playground Structure in the amount of \$2,350.00. **and to reject and rebid** the following items on MUNICIPAL BID: A) Barn Structure, L.) Telephone System, M.) Clubhouse and Driving Range, N.) Milkshed, O.) Unfinished Driving Range, **and to accept** West Manheim Township's bid for the 2006 Elgin Streetsweeper in the amount of \$22,500.00 as presented.
Passed with 5 ayes

Discuss Stormwater Issues on Pinchtown Road

Mr. Fleming informed the Board of Supervisors that Mr. Terry Myers, Manager Oswald and himself have visited the property of Pinchtown Road where stormwater issues are present. Mr. Fleming stated that Dover Township has been looking into installing a 15" plastic pipe to help with the excess flows of water. Prior to the placement of the proposed pipe, a Pennsylvania One Call was performed by Dover Township and the Pennsylvania One call prompted inquiry from effected property owners, the Deardorff's.

C. Richards noted that the adjacent property owner had built two berms that hindered the directions and flows of stormwater in this location. Due to the installation of the berms, the stormwater has affected the natural flows of water and is trapping water between the roadway and the Glatfelter property.

M. Fleming added that with the Second-Class Township Code, §23.20 provides Dover Township the right to enter private property to drain water from the roadway on to private land. By the installation of the proposed pipe and the removal of the berms currently in place, the problems of the stormwater and proper drainage in this area will be alleviated. The roadway is being undermined and destroyed due to the excess flows of water in this location. Per the York County Conservation District, the implementation of the proposed stormwater pipe will be installed to run along the natural grass line swale that flows thru the property.

Mrs. Susan Deardorff – 4561 Dairy Road, Dover, PA

Mrs. Deardorff is a resident of 4561 Dairy Road and is the property owner of the farmlands that is being affected by the stormwater runoff, as a tangent of the installation of the berms that have been put into place by the neighboring property owned by the Glatfelter's. Mrs. Deardorff addressed her concerns to Manager Oswald that she was not made aware of the proposal to install a drainage pipe. Mrs. Deardorff stated that she does not agree with the installation of the proposed pipe and that she feels the best means to solve the stormwater issues being presented in this location are to have the neighboring properties berms removed. Mrs. Deardorff added that she has resided on Dairy Road for over thirty years and that over this time period, the berms were not always present and until the installation of the berms, there was never a stormwater issue.

C. Richards added that more than the removal of the berms is needed within this location to help ease the storm water issues and to prevent further damages.

Attorney Rausch stated that the Glatfelter property owners should be notified of the issues present and be given the necessary amount of time to correct the issues, thus the removal of the berms. Attorney Rausch stated that these are two separate issues and that the implementation of the necessary pipe is necessitated and that the removal of the berm is also to be addressed.

R. Stone agreed to notify the Glatfelter's with regards to these matters and to additionally provide possible resources for the Glatfelter's to seek resolve for their storm water means.

Board consensus was reached, and it was collectively determined to follow suit and install the proposed pipe and to provide the Glatfelter's with a thirty (30) day notice to remove the berm they have installed with regards to relocation of storm water.

Discuss Stormwater Issues in Brownstone Manor

Mr. Fleming stated that Brownstone Manor, Phase II includes a swale PDC-1 that has not been installed as designed and now residents within Brownstone Manor are experiencing storm water issues. Mr. Fleming stated that he would like to request that the developer and or the Brownstone Manor Homeowner's Association install the swale as designed within the next thirty (30) days. By the installation of the swale as designed, this will then hopefully reduce the storm water issues that the residents are experiencing.

Mr. Myers informed the Board of Supervisors that there is a note on the plan that states that Brownstone Manor Homeowners Association should be responsible for the maintenance of the storm water ponds, underground storm water piping and the overland drainage swales outside of the right of ways.

R. Stone suggested providing the Brownstone Manor Homeowners Association with a thirty (30) day notice to have the storm water issues addressed and to correct the design that is creating the storm water issues.

Board consensus was reached, and it was collectively determined to have a letter issued to Brownstone Manor Homeowners Association with a thirty (30) day notice to have the

storm water issue addressed and to correct the design that is creating the storm water issues.

Approval of Payment Application No. 9 from Midstate Electrical in the Amount of \$22,994.44

Motion by M. Cashman and seconded by C. Richards to approve payment application No. 9 from Midstate Electrical in the Amount of \$22,994.44, as presented. **Passed** with 5 ayes

Approval of Payment Application No. 13 from Midstate Mechanical I in the Amount of \$10,260.67

Motion by M. Cashman and seconded by C. Richards to approve payment application No. 13 from Midstate Electrical in the Amount of \$10,260.67, as presented. **Passed** with 5 ayes

MS4 Update

None to note.

Old Business

None to note.

COMMENTS FROM THE BOARD

R. Stone – R. Stone informed the Board of Supervisors and public present that the monthly Sewer Authority meeting is to be held Wednesday, August 28th, 2019 at 7PM at the Wastewater Treatment Facility and to please attend.

C. Richards – C. Richards stated that he has attend the Annual Dover Township Roads Tour with Dover Township Roads and Highways Superintendent; Mr. Gerald Lighty, Dover Township Public Works Director; Mr. Michael Fleming and Dover Township Manager Laurel Oswalt. C. Richards stated that the annual trip is made to help aid in developing the Dover Township Highway Budget recommendations.

S. Parthree – S. Parthree stated that he was approached by the Senior Center to utilize a Dover Township backhoe to dig pits for their infiltration testing for their new building.

Board consensus was reached, and it was collectively determined to not allow the use of a Dover Township backhoe for the Senior Center's new building's infiltration testing.

PUBLIC COMMENT

None to note.

With no further business, the meeting was adjourned by Chairman Stefanowicz at 8:50 PM.

Respectfully submitted by: _____
Tiffany Strine, Recording Township Secretary