

**DOVER TOWNSHIP
BOARD OF SUPERVISORS MEETING
MEETING MINUTES
NOVEMBER 25, 2019**

The Dover Township Board of Supervisors' Meeting for Monday, November 25th, 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 Stefanowicz, Robert Stone, Stephen Parthree, Michael Cashman and Charles Richards. 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; Michael Fleming; Township Public Works Director; Chalet Harris, Township Parks and Recreation Director; and Katina Wagner, Township Receptionist. There were three 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 stated that a Work Session meeting with CS Davidson was held prior to the beginning of this evening's Board Meeting regarding the Log House.

APPROVAL OF THE BOARD OF SUPERVISORS' MEETING MINUTES FOR OCTOBER 28, 2019.

Motion by R. Stone and seconded by M. Cashman to approve the Board of Supervisors' Meeting Minutes for October 28, 2019, as presented. **Passed** with 5 ayes

TREASURER'S REPORT

Approval of Current Expenditures

1. Warrant dated 11/12/19 in the amount of \$423,078.18
2. Warrant dated 11/25/19 in the amount of \$322,995.99
3. Warrant dated 11/25/19 in the amount of \$48,320.00 (2018 BOND)

Motion by M. Cashman and seconded by S. Parthree to approve all three warrants, as presented. **Passed** with 5 ayes.

INFORMATION ON EVENTS AND LOCAL ANNOUNCEMENTS

Dover Township's Parks and Recreation Director, Chalet Harris informed the board that the Dover Women of Today will hold their Santa's Secret Shop at Brookside Park on November 30, 2019 at the Carousel Building.

Dover Township's Parks and Recreation Director, Chalet Harris also informed the board that Dover Township will hold "Christmas in the Park" on December 7, 2019 from 5PM-7PM at Brookside Park. Santa will be arriving on a fire truck at 5:30PM along with a movie "The Grinch" being shown at 8:00PM. Anyone who wishes to bring a canned good donation will receive a free Hot Dog or Drink. C. Harris also stated that Dover Township will be holding a Vendor/Craft event on December 14, 2019 from 10:00AM-5:00PM at the Community Building.

C. Harris stated that Dover Borough will hold its annual tree lighting ceremony in the square of Dover Borough November 29, 2019 at 7:00PM, also on December 14, 2019 the Dover Borough will be offering Carriage rides at Ketterman Park from 5:00PM- 7:00PM.

Chairman Stefanowicz stated that he attended the Dover Fire Company's Breakfast with Santa and said that it was a very well attended event. Chairman Stefanowicz informed the public that the Dover Area School District, Dover Borough and Dover Township are looking for ideas/input for the sharing of information on local events electronically in one location, to keep the public more informed with updated and accurate information with easier access.

PUBLIC COMMENT - None to note.

ENGINEER'S REPORT by Township Engineer Terry Myers

Update on Fox Run Interceptor

T. Myers reported that contractors/sub- contractors have moved on site. The schools along with the Peterson's have been notified. Once the erosion and sediment controls are in place, drilling and blasting is complete then the crews can move ahead with the installation of pipe.

Update on Northwest Bypass

T. Myers stated that the Dover Highlands have filed their plans and are in the process of review. Dover Highlands Apartments and the Dover Area School District are working together to coordinate Traffic Studies to ensure that the design of the roadway coordinates between both the Dover Area School District and the Dover Highlands property tying into Carlisle Road near Harmony Grove Road.

T. Myers stated that he met with members of the Penn Dot traffic department to discuss alternatives for the proposed Carlisle Road/Harmony Grove Road/Intermediate Avenue intersection. Their recommendation was that the Township completes a traffic study to insure there will be enough traffic to warrant a traffic signal at that intersection.

ZONING OFFICER'S REPORT by Township Zoning Officer John McLucas

Consideration of Plan 19-4- Rodney & Linda Ferguson- 3 Lot Subdivision- 6451 Clearview Road- Agricultural District

T. Myers presented Plan 19-4 Ferguson, Rodney & Linda- 3 Lot Subdivision- 6451 Clearview Road. Plan 19-4 Rodney & Linda Ferguson is being presented tonight for plan approval and waiver requests. C.S. Davidson has reviewed the Robert & Linda subdivision plan prepared by David A. Hoffman Surveying. Robert & Linda Ferguson are proposing to take a piece of dwelling

lot #4 to make lot #4A and a piece of dwelling lot #3 to make lot #3A. Lot numbers 3A and lot 4A will then be combined to make one residential lot. Lot #3 will then become a nonresidential lot. The waiver requests being made are as follows: 1.) § 22-704.B - Additional Right of Way and cartway width improvements.

Motion by R. Stone and seconded by C. Richards to approve the following waiver for Plan 19-4 Robert & Linda Ferguson, 3 Lot Subdivision, 6451 Clearview Road, 1.) § 22-704.b-Additional Right of Way and cartway width improvements. **Passed** with 5 ayes.

The following Subdivision and Land Development Ordinance comments are being requested: 1.) Prior to final plan approval, a disk in 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. (§ 22-201.2. F) 3.) Both 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.) The DEP Planning Module Code No. shall be added to the plan. (§ 22-601.2. L) 5.) Public Improvements Security is required in a form and amount acceptable to the Township, prior to final plan approval. (§ 1201.1)

Motion by M. Cashman and seconded R. Stone to conditionally approve Plan 19-4, Ferguson, Rodney & Linda- 3 Lot Subdivision- 6451 Clearview Road, Engineer's Project No. 1619.3.06.28 including all Subdivision and Land Development Ordinance conditions stated above. **Passed** with 5 ayes

Authorization to have the Township Secretary sign the Planning Module was requested.

Motion by M. Cashman and seconded by R. Stone to approve authorization to have the Township Secretary sign the Rodney & Linda Ferguson, Planning Module. **Passed** with 5 ayes.

John McLucas requested the Board of Supervisors reauthorize the Bupp/McNaughton plans which have now met all conditions of the conditional approval and are ready to be signed.

Motion by M. Cashman seconded by C. Richards to sign Bupp/McNaughton plans submitted which have now met all conditions of the conditional approval. **Passed** with 5 ayes.

Consideration of Advertisement of Fire Insurance Escrow Ordinance

J. McLucas presented the idea of an Advertisement of Fire Insurance Escrow Ordinance Adoption. This Ordinance will allow the Township to secure a portion of insurance claims for fire damages. The intent of this Ordinance is to prevent burned-out residential properties from being abandoned and left in a state of blight. Once the property was restored the monies would be released back to the property owner. Manager Oswalt stated that if property is not restored that those funds could go to demolition, liens or unpaid Water & Sewer bills. There was a concern if this would be more

of a hardship on residents. It was decided that more research would like to be done.

Motion by C. Richards seconded by M. Cashman to table Consideration of Advertisement of Fire Insurance Escrow Ordinance. **Passed** with 5 ayes.

MANAGER'S REPORT by Township Manager Laurel Oswalt

Approval of Resolution 2019-23 Formally Adopting the Budget for 2020

Motion by S. Parthree seconded by R. Stone to approve Resolution 2019-23 Formally Adopting the Budget for 2020. **Passed** with 5 ayes.

Approval of Resolution 2019-24 Setting Real Estate Tax Rates for 2020

Motion by S. Parthree seconded by R. Stone to approve of Resolution 2019-24 Setting Real Estate Tax Rates for 2020. **Passed** with 5 ayes.

Approval of Resolution 2019-25 Setting all Tax Rates with the Exception of the Real Estate Tax

Motion by C. Richards seconded by M. Cashman to approve of Resolution 2019-25 Setting all Tax Rates with the Exception of the Real Estate Tax. **Passed** with 5 ayes

Approval of Resolution 2019-26 Joining North Codorus Township as a Commission Member of Northern Regional Police Department

Motion by M. Cashman seconded by C. Richards to approve Resolution 2019-26 Joining North Codorus Township as a Commission Member of Northern Regional Police Department. **Passed** with 5 ayes

Acknowledgment of York County Solid Waste Authority Tipping Rate Increase Effective January 2020

Motion by R. Stone seconded by C. Richards to acknowledge the York County Solid Waste Authority Tipping Rate Increase Effective January 2020. **Passed** with 5 ayes

Discuss Tax Claim Bureau Request to Exonerate Sharon Crone of 4550 Bull Road, Lot 7 for Unpaid 2016 Real Estate Tax

Motion by R. Stone seconded by C. Richards to Exonerate Sharon Crone of 4550 Bull Road, Lot 7 for unpaid amount of \$2.17 on the 2016 Real Estate Tax bill. **Passed** with 5 ayes

Authorization of 2019 CDBG Contract Authorization for the Joint Comprehensive Plan Project. Two grants were received by York County one in 2018 for \$15,000.00 and one in 2019 for \$5,000.00 to help us complete the project.

Motion by C. Richards seconded by S. Stefanowicz to authorize 2019 CDBG Contract Authorization for the Joint Comprehensive Plan Project. **Passed** with 5 ayes.

Authorization to have the Chair Sign the Amendment to the PA DEP Grant for the Richard Cohen Streambank Project Funded through the USDA and PA DEP.

Motion by R. Stone and seconded by S. Parthree to Authorize to have the Chair Sign the Amendment to the PA DEP Grant for the Richard Cohen Streambank Project Funded through the USDA and PA DEP. **Passed** with 5 ayes.

Discuss the Residential Waste Collection Contract.

Manager Oswalt stated the Township's Waste Collection contract will be up in June of 2020 and would like to inquire with the Board of Supervisors on matters that the Board feels need addressed in the contract as it exists today. 1.) Length of the Contract: 2.) Removal of Bi-Weekly Options 3.) Brush Collection Inclusion. Manager Oswalt stated that she is looking for direction from the Board on what they would like the bid packet to include. The board would like to see a 5-year term including costs for monthly Brush Collection. The Bi-weekly options can also be removed.

Approval for Spring Grove Borough to use Dover Township Water Department's Generator for their annual Christmas Tree Lighting event, in return for use of their Movie Equipment for our Movies in the Park events.

Motion by C. Richards seconded by S. Parthree to approve the use of Dover Township's generator in return for the use of Spring Grove Borough's Movie Equipment. **Passed** 5 ayes.

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

Discuss 3083 Honey Run Drive Streambank Stabilization

M. Fleming asked the Board of Supervisors to accept the low bid offered by Flyway Excavating, Inc. for an estimated cost of \$62,700.00, subject to approval of USDA & DEP and a minimum 60 day time extension.

Motion by C. Richards seconded by M. Cashman to accept the low bid offered by Flyway Excavating, Inc. for an estimated cost of \$62,700.00, subject to approval of DEP 60-day time extension.

Discuss Brownstone Manor, Phase II

M. Fleming stated that Brownstone Manors HOA attorney indicated that the HOA is not going to complete the construction work of a drainage swale PDC-1. M. Fleming is recommending that the Board direct Township Solicitor Charlie Rausch to begin enforcement of our ordinances.

Motion by C. Richards seconded by S. Parthree for Township Solicitor Charlie Rausch to begin enforcement of Dover Township's ordinances. **Passed** with 5 ayes.

MS4 UPDATE- The York County Consortium is out for bid. Bids open on December 3, 2019 and will go out to Engineering and Construction Firms that can provide the service to meet the requirements of the plan. It will go to the group on January 22, 2020.

OLD BUSINESS-

Fox Run Curve

The yellow signpost reflectors will be put up once they come in. Northern Regional Police Department has increased their presence and have been writing tickets for speeding.

COMMENTS FROM THE BOARD

Chairman Stefanowicz- Chairman Stefanowicz asked that everyone look at the Joint Comprehensive Plan and asked that they attend the meeting on Wednesday, December 4, 2019 at 6:00PM. Chairman Stefanowicz stated that Dave Nelson did an excellent job putting together the tour of the new Dover Area High School. Chairman Stefanowicz also stated that he thought Dave Hogeman is doing a great job keeping track of funds for the projects and investing additional funds.

C. Richards- C. Richards stated that he would like to see improvements at the polls for the next election. C. Richards also stated that he thought all the crews are doing a GREAT job with the leave collection.

S. Parthree- S. Parthree encouraged residents to vote by absentee ballots, it is open to everyone and will alleviate the problems at the polls.

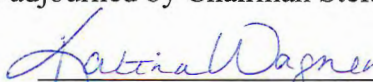
R. Stone- R. Stone stated that they have an opening on the Sewer Authority. Next year the Sewer Authority meetings are moving to 6:00PM.

M. Cashman- M. Cashman stated that he enjoyed the tour of the new Dover Area High School.

PUBLIC COMMENT- None to Note

With no further business, the meeting was adjourned by Chairman Stefanowicz at 9:21 PM.

Respectfully submitted by:



Katina Wagner, Township Receptionist