

**DOVER TOWNSHIP
BOARD OF SUPERVISORS REORGANIZATION
MEETING MINUTES
JANUARY 6, 2020**

The Dover Township Board of Supervisors' Re-Organization Meeting for Monday, January 6, 2020, 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, Charles Richards and Robert Stone. Supervisor Michael Cashman was absent with prior notice. Other Township Representatives in attendance were Laurel Oswalt, Township Manager and Michael Fleming, Township Public Works Director and Katina Wagner, Township Receptionist. There were no citizens present. This meeting is being recorded for the purpose of minutes only.

FINAL BUSINESS

APPROVAL OF FINAL EXPENDITURES FOR 2019

Motion by R. Stone and seconded by S. Parthree to approve the warrant dated December 23, 2019 in the amount of \$285,950.87 as presented. **Passed** with 4 ayes.

Motion by R. Stone and seconded by S. Parthree to approve the warrant dated for December 30, 2019 in the amount of \$88,420.20 as presented. **Passed** with 4 ayes.

Motion by R. Stone and seconded by S. Parthree to approve the warrant dated for December 30, 2019 in the amount of \$2,942.88 **2018 Bond** as presented. **Passed** with 4 ayes.

NOMINATION AND APPOINTMENT OF SUPERVISORS & OFFICERS FOR 2020

Supervisor C. Richards asked for nominations for the position of Chairperson.

Nominated by R. Stone and seconded by S. Parthree to have Stephen Stefanowicz serve as Chairperson of the Dover Township Board of Supervisors for 2020, as presented. **Passed** with 4 ayes.

At this point during the 2020 Board of Supervisors' Re-Organization meeting, Chairman S. Stefanowicz resumed the nominations for the officer positions and conducted the rest of the meeting.

S. Stefanowicz opened nominations for the position of Vice Chairperson.

Nominated by S. Parthree and seconded by C. Richards to have Robert Stone serve as Vice Chairperson of the Dover Township Board of Supervisors for 2020, as presented. **Passed** with 4 ayes.

S. Stefanowicz opened nominations for the position of Assistant Secretary.

Nominated by R. Stone and seconded by S. Parthree to have Charles Richards serve as Assistant Secretary of the Dover Township Board of Supervisors for 2020, as presented. **Passed** with 4 ayes.

The Slate of Officers for the Dover Township Board of Supervisors is accepted as follows:

- Chairperson – Stephen Stefanowicz
- Vice Chairperson – Robert Stone
- Assistant Secretary – Charles Richards

ESTABLISHED DEPARTMENT BOARD RESPONSIBILTIES

Chairman Stefanowicz assigned the duties of liaison positions for 2020 as follows:

1. Administration – Stephen Stefanowicz/Robert Stone
2. Police (Northern York County Regional Police) – Michael Cashman
3. Highways – Charles Richards
4. Water (Production & Distribution) – Robert Stone and Michael Cashman
5. Sewer/Wastewater Treatment – Stephen Stefanowicz
6. Sewer (Township In-House) – Robert Stone
7. Fire/Emergency Services – Charles Richards
8. Park/Recreation – Stephen Parthree
9. Industrial/Commercial Development Committee – Stephen Parthree
10. Dover Area Ambulance Club – Charles Richards
11. MS4 Stormwater – Robert Stone

APPOINT TOWNSHIP VOTING DELEGATE & ACT 32 YORK ADAMS TAX COLLECTION COMMITTEE REPRESENTATIVE- YORK/ADAMS TAX BUREAU

Motion by R. Stone and seconded by S. Parthree to appoint Trena M. Hall as the Dover Township Representative, Stephen Stefanowicz as the alternate Dover Township Representative for the York Adams Tax Bureau Meetings, as presented. **Passed** with 4 ayes.

APPOINT YORK COUNTY LOCAL GOVERNMENT COMMISSION REPRESENTATIVE

Motion by S. Parthree and seconded by C. Richards to appoint Stephen Stefanowicz as the York County Local Government Commission Representative and John McLucas, Township Zoning Officer, as the alternate, as presented. **Passed** with 4 ayes.

APPOINT PROFESSIONAL AND DEPARTMENTAL OFFICIALS

Motion by C. Richards and seconded by S. Parthree to appoint the Professional and Departmental Officials as indicated:

1. Township Manager – Laurel A. Oswalt
2. Township Secretary– Tiffany A. Strine
3. Township Treasurer – Trena M. Hall
4. Township Engineer – C.S. Davidson/Terry A. Myers, P. E.
5. Township Zoning Officer – John T. McLucas
6. Sewage Enforcement Officer – Eric Swiger
7. Sewage Enforcement Officer Alternate – Keith Hunnings
8. Township Fire Marshal – Glenn P. Jansen
9. Township Emergency Management Officer – Anne Zarlenga

as presented, **Passed** with 4 ayes.

APPOINT LEGAL COUNSEL FOR BOARDS AND COMMISIONS

Motion by R. Stone and seconded by S. Parthree to reappoint the legal counsel as follows:

1. Board of Supervisors – Charles A. Rausch, Esq.
2. Planning Commission – Blakey, Yost, Bupp & Rausch, LLP

as presented, **Passed** with 4 ayes.

APPROVE BANK DEPOSITORIES AND FINANCIAL INSTITUTIONS FOR 2020

Motion by C. Richards and seconded by S. Parthree to approve the bank depositories and financial institutions as listed:

1. M & T Bank
2. BB & T Bank
3. Pennsylvania Local Government Investment Trust
4. Wealth Management
5. ACNB Bank
6. Peoples Bank

as presented. **Passed** with 4 ayes.

NEW APPOINTMENTS/REAPPOINTMENTS OF BOARDS AND COMMISSION DISCUSSION

Motion by R. Stone and seconded by S. Parthree to authorize the following reappointments:

1. Planning Commission Reappointment– Justin Bigham and Michael Curley for 4-year term; Brian Kimball-Alternate for a 2-year term
2. Zoning Hearing Board Reappointment –Richard Pope-Member for a 4-year term
3. Industrial and Commercial Development Committee-Kim Hogeman- Member for a 4-year term

Passed with 4 ayes.

**ACTION TO APPOINT REPRESENTATIVES FOR THE YORK COUNTY
STORMWATER CONSORTIUM REGIONAL COMMITTEE**

Motion by S. Parthree and seconded by C. Richards to authorize the following reappointments:

1. Board Representative – Michael Fleming
2. Alternative – Robert Stone

as presented, **Passed** with 4 ayes.

APPROVAL OF RESOLUTIONS FOR 2020

Resolution 2020-01 – 2020 Fee Schedule

Changes addressed were to change C-2 on page two, change wording from sliding scale to aggregated scale.

Motion by S. Parthree and seconded by R. Stone to approve Resolution 2020-01 with changes addressed, as presented. **Passed** with 4 ayes.

Resolution 2020-02- Ratifying and Confirming the Appointment to the Dover Township Zoning Hearing Board

Motion by S. Parthree and seconded by R. Stone to approve Resolution 2020-02 Ratifying and Confirming the appointments to the Dover Township Zoning Hearing Board, as presented. **Passed** with 4 ayes.

Resolution 2020-03- Authorizing the disposal of Township Records pursuant to the Municipal Records Manual.

Motion by S. Parthree and seconded by R. Stone to authorize the disposal of Township Records pursuant to the Municipal Records Manual. **Passed** with 4 ayes.

APPROVAL AND ADOPTION OF THE 2020 MEETING SCHEDULE

Board of Supervisors – January 13 and 27; February 10 and 24; March 09 and 23; April 13 and 27; May 11 and 26; June 15 and 29; July 13 and 27; August 10 and 24; September 14 and 28; October 12 and 26; November 09 and 23; December 14, 2020 at 7:00 PM. A work/executive session can be scheduled before and after each regular Board meeting at the Township Municipal Building. Notice will be posted at the Township Municipal Building if a meeting is canceled or rescheduled.

Planning Commission – 1st Wednesday of each month at 7:00 PM – Township Municipal Building

Zoning Hearing Board – 3rd Wednesday of each month at 7:00 PM – Township Municipal Building

Sewer Authority – 4th Wednesday of each month at 6:00 PM, except the November meeting to be held on the 18th and the December meeting to be held on the 16th – Wastewater Treatment Plant

Industrial/Commercial Development Committee (ICDC) – 4th Wednesday of each month at 4:00 PM, except for the November meeting to be held on the 18th and the December meeting to be held on the 16th – Township Municipal Building

Codes Enforcement Board – at the call of the Chairman

Agricultural Security Committee – at the call of the Chairman

Motion by S. Parthree and seconded by R. Stone to approve and adopt the 2020 Meeting Schedule dates for the various Boards, the Authority, and the Committees, as presented. **Passed** with 4 ayes.

ACTION TO ESTABLISH/TREASURERS BOND

Motion by S. Parthree and seconded by R. Stone to establish the \$1,000,000.00 Treasurer's bond for 2020, as presented. **Passed** with 4 ayes.

ACTION TO APPOINT MEMBERS OF VACANCY BOARD- BOARD OF SUPERVISORS PLUS AN ADDITIONAL RESIDENT AT LARGE

Motion by S. Parthree and seconded by R. Stone to appoint Mark Miller to be the Resident at Large on the Vacancy Board with the Board of Supervisors for 2020, as presented. **Passed** with 4 ayes.

2020 MEETING, CONVENTION, SEMINAR ATTENDANCE AUTHORIZATION

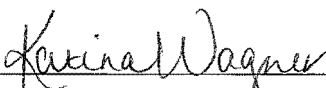
Motion by R. Stone and seconded by C. Richards to approve authorization for the 2020 meetings, conventions, and seminars attendance by the Supervisors, Township Manager, Township Administrative Assistant, Township Secretary, Treasurer, and other designees, as presented. **Passed** with 4 ayes.

ACTION TO APPOINT BOARD MEMBER AS VOTING DELEGATE AT 2020 STATE CONVENTION

Motion by R. Stone and seconded by C. Richards to appoint Township Manager, Laurel Oswalt as the Voting Delegate at the 2020 State Convention, as presented. **Passed** with 4 ayes.

With no further business, Chair Stefanowicz adjourned the reorganization meeting at 7:40 PM.

Respectfully submitted by:



Katina Wagner, Township Receptionist