

**DOVER TOWNSHIP
BOARD OF SUPERVISORS
BOARD MEETING MINUTES
FEBRUARY 24TH, 2020**

The Dover Township Board of Supervisors' Meeting for Monday, February 24th, 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 Michael Cashman, Stephen Parthree, Charles Richards and Robert Stone. Other Township Representatives in attendance were Laurel Oswalt, Township Manager; John McLucas; Township Zoning Officer, Michael Fleming, Township Public Works Director and Tiffany Strine, Township Secretary. There were nineteen 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. An additional moment of silence was given in respects to the recent passing of Mrs. Madelyn Shermyer, a former Dover Township Board Supervisor for, serving a term of eighteen (18) years.

Chairman Stefanowicz announced that there was a Dover Township Board of Supervisors Work Session Meeting held prior to the start of this evenings regularly scheduled Dover Township Board of Supervisors Meeting. The February 24th, 2020 Dover Township Board of Supervisors Work Session was held to discuss updates and discuss the Dover Township Draft Capital Improvements Plan.

APPROVAL OF THE BOARD OF SUPERVISORS' WORK SESSION MEETING MINUTES FOR FEBRUARY 10TH, 2020

Motion by R. Stone and seconded by M. Cashman to approve the Board of Supervisors' Meeting Minutes for February 10th, 2020, as presented. **Passed** with 5 ayes

APPROVAL OF THE BOARD OF SUPERVISORS' MEETING MINUTES FOR FEBRUARY 10TH, 2020

Motion by R. Stone and seconded by M. Cashman to approve the Board of Supervisors' Meeting Minutes for February 10th, 2020, 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 February 14th, 2020, in the amount of \$53,190.53 (2020 Expenses Warrant) as presented. **Passed** with 5 ayes

Motion by C. Richards and seconded by S. Parthree to approve the warrant total for February 24th, 2020, in the amount of \$259,499.92 (2020 Expenses Warrant) as presented. **Passed** with 5

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Motion by C. Richards and seconded by S. Parthree to approve the warrant total for February 24th, 2020, in the amount of \$5,994.44 (2019 Bond) (2020 Expenses Warrant) as presented.

Passed with 5 ayes

INFORMATION ON EVENTS AND LOCAL ANNOUNCEMENTS

Chairman Stefanowicz announced that the local Eagle Foundation will be holding a Spring Bingo on March 15th, 2020. The doors open at 12PM and Bingo begins at 2PM at the Dover Community Building. The Dover Eagle Foundation is a non-profit organization who raises funds to help provide grants to the Dover Area School District and its students.

S. Parthree announced that Dover Township's Over 30 Basketball League will be held January 2020 thru April 14th, 2020 from 7PM to 9PM at North Salem Elementary School, for all interested participants.

PUBLIC COMMENT

None to note.

SOLICITOR'S REPORT by Township Solicitor Charles Rausch

Review and Approve to Advertise Amended Code of Ordinances Chapter 26, Water, Sewer and Sewage Disposal

Motion by R. Stone and seconded by S. Parthree to approve to advertise the Amended Code of Ordinance Chapter 26, Water, Sewer and Sewage Disposal, as presented. **Passed** with 5 ayes

Update on Dover Township Versus Lexon Insurance Company

Attorney Rausch provided an update on the status of the Fountain Rock Development and Lexon Insurance Company. Dover Township filed the necessary complaint in February of 2019. A consultant was sent to review the project and a report was issued to Lexon Insurance Company. Attorney Rausch stated that he had not hear back from Lexon Insurance Company and had then provided Lexon Insurance Company some additional time in the form of an extension. Attorney Rausch stated that they have since hired a Firm from Pittsburgh, Pennsylvania. Attorney Rausch state that he will try to engage with them to seek further progress. Additional information will be made known when available.

ENGINEER'S REPORT by Township Engineer Terry Myers

Application for Payment No. 3 Fox Run Interceptor Relocation Project

Motion by R. Stone and seconded by M. Cashman to approve Application for Payment No. 3 Fox Run Interceptor Relocation Project, as presented. **Passed** with 5 ayes

ZONING OFFICER'S REPORT by Township Zoning Officer John McLucas**Plan 19-6 Schaffer Group (Pro Pallet) LD Plan – 63,000 SF Manufacturing Facility LD Plan**

Mr. Scott DeBell, P.L.S. with Site Design Concepts, Inc., presented Plan 19-6, The Schaffer Group, LLC, Final Land Development Plan, Engineer's Project No. 1619.3.19.52. C. S. Davidson has reviewed the subdivision plan, dated October 29, 2019, revised February 14, 2020 prepared by Site Design Concepts, Inc. The waiver requests being made are as follows: 1.) §22-501 Preliminary Plan, 2.) §22-704.B Street Improvements Along Raycom Road, 5.) §22-1103.12 Off Street Landscape Parking Area, 6.) Base and Side Slopes of three to one. In addition, a six (6) month note only for the improvements that are being shown on the plan.

Motion by R. Stone and seconded by M. Cashman to approve Plan 19-6, Schaffer Group (Pro Pallet) Land Development Plan, Engineer's Project No. 1619.3.19.52, granting the following waivers: 1.) §22-501 Preliminary Plan, 2.) §22-704.B Street Improvements Along Raycom Road, 5.) §22-1103.12 Off Street Landscape Parking Area, 6.) Base and Side Slopes of three to one. In addition, a six (6) month note only for the improvements that are being shown on the plan, as presented. **Passed** with 5 ayes

The following Subdivision and Land Development Ordinance comments are being requested: 1.) §22-501.2.A Prior to final approval, a disk in an electronic format compatible with the Township GIS system, should be provided., 2.) §22-501.2.F The Registered Engineer's and Surveyor's seal, signature, and date shall be added to the land development plan. 3.) §22-501.2 H All legal and/or equitable Owner's notarized signatures must be added to the plan certifying concurrence with the plan. 4.) §22-502.2 DEP approval of the Sewage Planning Module will be required prior to final plan approval. 5.) §22-602.1 The applicant shall provide Public Improvement Security for the proposed land development. 6.) §22-602.3 The applicant shall obtain Township Stormwater Management Approval from the Township Engineer. SWM review will be provided under separate cover. 7.) §22-602.4 The applicant shall obtain E&S and NPDES permit approval from the York County Conservation District. No limit of disturbance is shown on the plan. The LOD shall be shown as well as a numerical value provided. 8.) A sanitary sewer easement, in the name of Dover Township, must be obtained from Marvin L. and Carol A. Schroll. 9.) The Township Solicitor shall review the proposed road connection/maintenance agreement to the CBS Realty Associates, LLC property. 10.) The applicant shall address all comments made by the Township Public Works Director.

Motion by R. Stone and seconded by M. Cashman to conditionally approve Plan 19-6, Schaffer Group (Pro Pallet) Land Development Plan, Engineer's Project No. 1619.3.19.52, including all Subdivision and Land Development Ordinance conditions stated above, as presented. **Passed** with 5 ayes

Plan 19-8 Sparrows Way – 23 Unit Residential LD Plan in R3 District

Zoning Officer Mr. John McLucas state that Plan 19-8, Sparrows Way, the 23-Unit Residential Land Development Plan in R3 District is being tabled at this time as they have been provided a

thirty (30) day extension.

Board consensus was reached, and it was collectively determined to table Plan 19-8 Sparrows Way, 23 Unit Residential Land Development Plan in R3 District.

Plan 19-9 The Seasons Phase III – 29 Lot Final Subdivision Plan in R3 District

Mr. Clark Craumer, LLC presented Plan 19-9, The Seasons Phase III, 29 Lot Final Subdivision Plan, R3 District. Mr. Craumer reviewed the overall outline of Plan 19-9, The Seasons Phase III, Final Subdivision Plan, Engineer's Project No. 1619.3.19.50. C.S. Davidson has reviewed the above referenced subdivision plan, revised January 2, 2020, prepared by Clark Craumer, LLC.

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

1.) As a condition of the approved preliminary land development plan: "Upon issuance of the building permit for the 205th dwelling unit within The Season subdivision or within seven years of the sale of the first dwelling unit within the Seasons subdivision by assigns, shall exercise the option under the declaration to include the Doherty Tract within the Homeowners Association as open space to be owned and maintained by the Association as a common element. At that time, The Season L.P., its successor or assign as declarant, shall demolish the existing single-family dwelling unit currently located on the Doherty tract.", 2.) The grading provided does not appear to match the most recent grading plan and current conditions of Phase 1. The grading plan provided appears to be directing runoff into the buildings, which is not acceptable. The grading plan shall show 1-foot contours and shall show how stormwater will be directed away from the buildings on each lot., 3.) §22-501.2.A Prior to final plan approval, a disk, in an electronic format compatible with the Township GIS system, should be provided. 4.) §22-501.2.F 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. 5.) §22-501.2.H The legal and/or equitable Owner's notarized signatures must be added to the plan certifying concurrence with the plan. 6.) §22-501.2.DD Water valve clusters shall be provided at all intersections. Add a valve on the west side of Fox Ridge Drive East/Winter Drive. 7.) §22-501.2.DD The tie-in to existing waterline needs to be clearly shown for the connection on Pebble Run Drive. 8.) Public Improvements Security will be required prior to final plan approval. 9.) Approval of the layout/design of water, sanitary, and storm systems is needed from the Public Works Director and Township staff. 10.) §718 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 subdivision, and all multi-family developments, regardless of whether private recreational facilities are also provided.

Motion by M. Cashman and seconded by R. Stone to conditionally approve Plan 19-9, The Seasons Phase III, 29 Lot Subdivision Plan, Engineers Project No. 1619.3.19.50, including all Subdivision and Land Development Ordinance conditions stated above, as presented. **Passed** with 5 ayes

Discussion Regarding Grim/Strine Memorandum

J. McLucas provided the full Board of Supervisors and Mr. Grim with a memorandum regarding the situation of Mr. Grim and 1431 Rohlers Church Road. Any necessary updates will be provided when available.

MANAGER'S REPORT by Township Manager Laurel Oswalt

Recognition of the Completion of the Following Individuals Probationary Period

Joel Chronister, Water Department

Brian Keener, Wastewater Collection Department

Christian Jordan, Wastewater Treatment Plant

Richard Rudacille, Highway Department

The full Board of Supervisors recognized and acknowledged the completion of the probationary periods for Joel Chronister, Water Department, Brian Keener, Wastewater Collection Department, Christian Jordan, Wastewater Collection Department, and Richard Rudacille, Highway Department at Dover Township.

Approval of Resolution No. 2020-09 Regarding the 2020 Census

Manager Oswalt stated that 2020 is a United States Census year and Dover Township will be aiding in informing the public of the census. Census forms are currently in the process of being mailed, as well as the necessary forms can be found on-line.

Motion by S. Parthree and seconded by R. Stone to approve Resolution No. 2020 regarding the 2020 Census, as presented. **Passed** with 5 ayes

Approval of Resolution No. 2020-10 Authorizing the DTVFD to Bill Insurance Companies for Service

Manager Oswalt informed the Board of Supervisors that Resolution No. 2020-10 authorizes the Dover Township Volunteer Fire Department to bill insurance companies for their services.

Motion by C. Richards and seconded by S. Parthree to approve Resolution No. 2020-10 authorizing Dover Township Volunteer Fire Department to bill insurance companies for their services subject to the bylaw's reflecting residents will not be subject to collections, as presented. **Passed** with 5 ayes

Comcast Cable Franchise Agreement Renewal

Manager Oswalt informed the Board of Supervisors that the Cohen Law Firm is the primary handler for Dover Township for the Cable Franchise Agreement. Manager Oswalt provided the Board of Supervisors with the executive summary document of the Comcast Cable Franchise Agreement that discusses the main changes to the document.

Under a recent FCC ruling, Exhibit Item A dictates, Dover Township is no longer authorized to obtain free services unless the same cost is removed from the Franchise Fee collected. A listing of Designated Locations for Services to Community Facilities was presented. An in-kind

deduction or deletion of the proposed Designated Locations for Services to Community Facilities must be made.

Dover Township can receive a one-time EG Grant of \$26,964.00 upon the signing of the agreement, this amount was noted that this amount was based off of the rate payers. Manager Oswald stated that Dover Township received a grant in previous years, during negotiations. Considering the newly proposed changes in FCC regulations, the grant would be at a cost of \$6.00 per rate payer, of the contract term of ten (10) years. This equates to \$0.05 cents per month.

Chairman Stefanowicz added that he feels that all of the entities on the List of Designated Locations for Services to Community Facilities listing currently maintains accesses to internet, thus lessening the need for the continuation of the Comcast Cable Franchise Agreement Exhibit A component.

Motion by R. Stone and seconded by M. Cashman to remove Exhibit Item A including the removal of all Designated Locations for Services to Community Facilities from the Comcast Cable Franchise Agreement, as presented. **Passed** with 5 ayes

Motion by S. Parthree and seconded by M. Cashman to accept the Comcast Cable Franchise Agreement Grant in the amount of \$0.05 cents per month for the duration of the ten (10) year agreement to total six (\$6.00) dollars per rate-payer account, as presented. **Passed** with 5 ayes

Manager Oswald stated that an ordinance must be advertised and then authorized to adopt the Comcast Cable Franchise Agreement.

Motion by R. Stone and seconded by M. Cashman to approve to advertise an ordinance for the Comcast Cable Franchise Agreement Grant, as presented. **Passed** with 5 ayes

Discuss the 902 Grant

Manager Oswald stated that she and Brooke Scarce; Administrative Clerk, had attended a meeting with the Department of Environmental Protection regarding the Dover Township Leaf Collection Equipment Grant application. DEP has made suggestions with regards to amending the Dover Township Ordinances. The first proposed amendment is to remove the word dispose/disposal as it relates to recyclable materials within the Dover Township Ordinance as it pertains to Trash. The second proposed amendment would constitute the addition of a definition for agricultural burning to the Dover Township Ordinance as is pertains to Burning. The third proposed amendment is the exclusion of leaves and recyclable materials from the burning ordinance.

Board consensus was reached, and it was collectively determined to proceed with the proposed amendments to the aforementioned components of the Dover Township Ordinances.

PUBLIC WORK'S DIRECTOR'S REPORT by Public Works Director Michael Fleming

Advertise and Ordinance to Control Traffic

M. Fleming proposed to advertise an ordinance to control traffic, based upon Traffic and Engineering Studies completed by Pennoni. The studies were completed by Pennoni in February 2020.

Motion by S. Parthree and seconded by R. Stone to approve to advertise an ordinance for to control traffic, as presented. **Passed** with 5 ayes

Discussion to Allow DASD Access to the Dover Area Community Park

M. Fleming stated that a request to allow access across the Dover Area Community Park for Dover High School sanitary sewer construction, to the rear of the Log Cabin, has been made. M. Fleming stated that the contractor would be responsible for handling any dealings with York County Conservation District, responsibility for E&S control and lawn repairs.

Motion by R. Stone and seconded by M. Cashman to approve to allow DASD to access the Dover Area Community Park for construction purposes, as presented.

M. Fleming stated that the DASD contractors do not wish to follow the previously existing plans. M. Fleming stated that he suggested the DASD contractor should contact DEP for the necessary methods and to ensure permission is obtained.

Jointly, R. Stone and M. Cashman rescinded their motion to approve and M. Fleming was requested to inform the school that proper permissions needed to be obtained.

Authorize Advertisement of Items on MUNICIPAL BID

M. Fleming informed the Board of Supervisors of Dover Township items that should be advertised for sale on MUNICIPAL BID. The items to advertise for sale on MUNICIPAL BID are as follows: 1.) Barn and other buildings at Eagle View Park, 2.) Home at 2564 Municipal Road, 3.) 16 Conference Room Chairs, 4.) BCM Telephone System, 5.) Imagistics Im4511 Copier and 6.) 2008 Ford F550 Crew Cab Truck.

Motion by M. Cashman and seconded by C. Richards to approve to advertise the aforementioned items on MUNICIPAL BID, Items 1 through 6, as presented. **Passed** with 5 ayes

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M. Fleming stated that a Public Education Session will be held on April 22nd, 2020 at the West Manchester Municipal Office and hosted by the York County Planning Commission.

OLD BUSINESS

None.

COMMENTS FROM THE BOARD

R. Stone – R. Stone informed the public present that the next Dover Township Sewer Authority Meeting will be held on Wednesday, February 26th, 2020 and encouraged all to attend.

C. Richards – C. Richards stated that Dover Township, the Ambulance Club and both Township and Borough Fire Departments recently held a meeting. This meeting resulted in the team efforts to agree to work together to develop joint procedures and policies for the organizations.

Chairman Stefanowicz – Chairman Stefanowicz stated that the Planning Commission is in need of an alternate member and that he would be willing to accept the alternate position.

Motion by C. Richards and seconded by S. Parthree to appoint Chairman Stephen Stefanowicz as the alternate member to the Dover Township Planning Commission, as presented. **Passed** with 5 ayes

PUBLIC COMMENT

Brad Grim – 1431 D Rohlers Church Road

Mr. Grim stated that he is a resident of Dover Township, residing at 1431 D Rohlers Church Road. Mr. Grim would like to voice his apology to any aggression that he may have had during his last appearance at the previous Board of Supervisors Meeting of Dover Township. Mr. Grim added that he has been treated with nothing but respect regardless of any decisions outcome.

With no further business, the meeting was adjourned by Chairman Stefanowicz at 9:15 PM.

Respectfully submitted by: _____
Tiffany Strine, Recording Township Secretary