

**DOVER TOWNSHIP
BOARD OF SUPERVISORS
BOARD MEETING MINUTES**

September 14th, 2020

The Dover Township Board of Supervisors' Meeting for Monday, September 14th, 2020, was called to order at 7:00 PM by Chairperson Stephen Stefanowicz in the Dover Township Municipal Building. Supervisors present were Robert Stone, Stephen Parthree, Michael Cashman and Charles Richards. Other Township Representatives in attendance were Laurel Oswalt, Township Manager; Michael Fleming, Township Public Works Director; John McLucas; Township Zoning Officer, Terry Myers, Township Engineer and Tiffany Strine, Township Secretary and Solicitor Charles Rausch with Blakey, Yost, Bupp and Rausch. There were two citizens present. This meeting is being recorded for the purpose of minutes only.

Chairman Stefanowicz announced that a Board of Supervisors Work Session was held at 6:00PM to review the 2020 Bond Preliminary Schedule by Mr. Jamie Schlesinger with Principal Financial Management Advisors, LLC.

APPROVAL OF THE BOARD OF SUPERVISORS' MEETING MINUTES FOR AUGUST 24TH, 2020

Motion by S. Parthree and seconded by R. Stone to approve the Board of Supervisors' Meeting Minutes for August 24th, 2020. **Passed** with 5 ayes

TREASURER'S REPORT

Approval of Current Expenditures

Motion by M. Cashman and seconded by C. Richards to approve the warrant total for August 31st, 2020, in the amount of \$15,782.05 (2020 Expenses Warrant) as presented. **Passed** with 5 ayes

Motion by M. Cashman and seconded by C. Richards to approve the warrant total for September 14th, 2020, in the amount of \$1,301,882.95 (2020 Expenses Warrant) as presented. **Passed** with 5 ayes

INFORMATION ON EVENTS AND LOCAL ANNOUNCEMENTS

Chairman Stefanowicz announced that the new Dover Area High School has now received its Temporary Certificate of Occupancy.

PUBLIC COMMENT

Mrs. Kristine Keener – Dover Township Tax Collector

Mrs. Kristine Keener is a resident within Dover Township and is the Dover Township Tax Collector. Mrs. Keener presented all Board of Supervisors members with a letter regarding her request. Mrs. Keener stated that she is present this evening to ask the Board of Supervisors that

she, the Dover Township Tax Collector, be allowed to participate in the Dover Townships health insurance plan effective July 1st, 2021. Mrs. Keener stated that she would assume one hundred percent of the premium for her portion of the health insurance coverage. Mrs. Keener stated that she has spoken with the health insurance administrator and was informed that the health insurance plan document can be amended to include the Tax Collector.

R. Stone stated that consideration should be provided to not only approving and granting health care coverage for Mrs. Keener; however hereto moving forward, health care coverage would then be available and essentially provided to the position of the Dover Township Tax Collector. The benefit offering would be for the individual occupying the position of the Dover Township Tax Collector, if approved.

R. Stone questioned the inclusion of the health care benefit to the Dover Township Tax Collector would include single and/or family coverage?

Manager Oswalt stated that all participants on the Dover Township health care plan have the option for single or family coverage.

R. Stone stated that Dover Township must remain mindful that Dover Township is rated based upon experience in terms of health care coverage costs as the Township is self-insured.

Manager Oswalt stated that if such an addition occurs, Mrs. Keener would most likely be paying the COBRA rate. Because Dover Township is self-funded, the Township receives back money at times, therefore Dover Township only charges employees a COBRA rate. The COBRA rate is less than what Dover Township actually pays because then Dover Township does not owe any individual any surplus money returned. No further charge is assessed when no money is returned as well.

Chairman Stefanowicz inquired as to why Mrs. Keener would seek to begin coverage next July in 2021?

Mrs. Keener stated that she would like to begin coverage in July of 2021 because that is when her current insurance would run out. Mrs. Keener added that she is trying to get ahead of the curve in her plans.

The possibility of enrollment was questioned.

Mrs. Keener stated that she will look into enrollment eligibility to be certain that she has proper reason to enroll.

Chairman Stefanowicz inquired if Mrs. Keener was seeking a response this evening?

Mrs. Keener stated that she is not looking for a response this evening.

ZONING OFFICER'S REPORT by Township Zoning Officer John McLucas

Plan 20-2 Mount Zion Offroad LD Plan – 4785 Carlisle Road – 8,654 SF Vehicle

Repair/Sales Expansion – Commercial District

Mr. Michael Cashman, Mount Zion Offroad, presented a Final Subdivision Land Development Plan for Mr. James S. Cashman for the address of 4785 Carlisle Road. The Final Subdivision Land Development Plan consists of 8,654 square feet for the expansion of a repairs and sales portion of Mount Zion Offroad, located within the commercial district. The Final Subdivision Land Development Plan, Engineer's Project No. 1619.3.03.22 was prepared by Clark P. Craumer, Professional Land Surveyor, and has been reviewed by C.S. Davidson on September 11th, 2020.

The following are the waiver requests being made for the Mount Zion Offroad Final Subdivision Land Development Plan: 1.) §19-301.11: Stormwater management facility within building setbacks. and 2.) §22-1103.12: Parking lot screening (hedge or berm to prevent car headlight glare) within 100 feet of a public street.

The following Zoning Ordinance waiver request was made for the Mount Zion Offroad Final Subdivision Land Development Plan: 1.) A lighting plan shall be submitted in accordance with §27-509. Light glare shown as foot candles shall be represented on the plans verifying maximum illumination not exceeding three-foot candles and indirect light glare not exceeding 0.1-foot candles affecting adjoining properties.

The following Subdivision and Land Development Ordinance waivers have been 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.) The Registered Surveyor's seal, signature, and date shall be added to the plan (§22-50.2.F). 3.) A notarized signature of the legal and/or equitable owner certifying concurrence with the plan shall be added to the plans (§22-501.2.H). A stormwater management plan approval in accordance with the Dover Township Stormwater Management Ordinance (§22-502.8) shall be obtained from the Township Engineer. The Plan must provide evidence that the approved SWM plan for the original land development of Parcel 101 will still function in accordance with the approved original design. While Design storm method CG-2 is acceptable, the plans must show how larger storms will be handled without adversely impacting Carlisle Road and the adjacent residential property. 11.) Public improvement security shall be provided prior to final plan approval (§22-602.1). 12.) An approved Erosion and Sedimentation Control plan by the York County Conservation District shall be submitted (§22-602.4). 14.) A new deed should be prepared for the newly combined lot and recorded with the plan so that the County Tax Map is changed. 15.) Comments from the Township Staff need to be addressed.

Supervisor M. Cashman stated that he abstained from the voting on Plan 20-02 Mount Zion Offroad Final Subdivision Land Development Plan for 4785 Carlisle Road.

Motion by C. Richards and seconded by R. Stone to approve the proposed requests for Plan 20-02 Mount Zion Offroad Final Subdivision Land Development Plan for 4785 Carlisle Road. The Waiver requests as follows: 1.) §19-301.11: Stormwater management facility within building setbacks. and 2.) §22-1103.12: Parking lot screening (hedge or berm to prevent car headlight glare) within 100 feet of a public street. The Zoning Ordinance waiver as follows: 1.) A

lighting plan shall be submitted in accordance with §27-509. Light glare shown as foot candles shall be represented on the plans verifying maximum illumination not exceeding three-foot candles and indirect light glare not exceeding 0.1-foot candles affecting adjoining properties. The Subdivision and Land Development Ordinance waivers as follows: 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.) The Registered Surveyor's seal, signature, and date shall be added to the plan (§22-50.2.F). 3.) A notarized signature of the legal and/or equitable owner certifying concurrence with the plan shall be added to the plans (§22-501.2.H). A stormwater management plan approval in accordance with the Dover Township Stormwater Management Ordinance (§22-502.8) shall be obtained from the Township Engineer. The Plan must provide evidence that the approved SWM plan for the original land development of Parcel 101 will still function in accordance with the approved original design. While Design storm method CG-2 is acceptable, the plans must show how larger storms will be handled without adversely impacting Carlisle Road and the adjacent residential property. 11.) Public improvement security shall be provided prior to final plan approval (§22-602.1). 12.) An approved Erosion and Sedimentation Control plan by the York County Conservation District shall be submitted (§22-602.4). 14.) A new deed should be prepared for the newly combined lot and recorded with the plan so that the County Tax Map is changed. 15.) Comments from the Township Staff need to be addressed., as presented. **Passed** with 4 ayes

Plan 19-8 -Sparrows Way 0 23 Unit Residential LD Plan in R3 District – Pineview & Poplars

Dover Township Zoning Officer J. McLucas stated that Plan 19-8 Sparrows Way is ready for signature. J. McLucas stated that he will hold the plan until a few minor requirements are met and these requirements are planned to be met in the near future.

MANAGER'S REPORT by Township Manager Laurel Oswalt

Approval of October 31st, 2020 from 6PM to 8PM as Trick or Treating in Dover Township

Motion by R. Stone and seconded by S. Parthree to approve October 31st, 2020 from 6PM to 8PM as Trick or Treating in Dover Township, as presented. **Passed** with 5 ayes

Approval of the Dover Township Non-Uniformed Defined Contribution Minimum Municipal Obligation

Motion by C. Richards and seconded by R. Stone to approve the Dover Township Non-Uniformed Defined Contribution Minimum Municipal Obligation Agreement, as presented. **Passed** with 5 ayes

Discussion of the Dover Township Pandemic Plan

Manager Oswalt stated that during the creation and implementation of the Dover Township Pandemic Plan, decisions were made to not go into individuals' homes unless absolutely necessary. A matter addressed within the Dover Township Pandemic Plan was to also stop

performing any terminations of water for nonpayment of service. A moratorium was brought upon by the state with regards to utilities. Dover Township was not required to follow the state moratoriums on utility services; however, we did utilize their guidance in our decision to avoid shutting anyone off during pandemic times. At this point in time Manager Oswalt stated that she would like to seek Board input as to whether or not the Board would like to begin recouping costs from delinquent water and sewer accounts. Manager Oswalt stated that Dover Township has accrued a fairly large financial burden as a result of unpaid water and sewer accounts.

Manager Oswalt stated that Dover Township is willing to work with all individuals who are in need of assistance with payment plan options due to hardships.

C. Richards is in favor of beginning to collect the necessary costs associated with water and sewer billing at this time, so long as Dover Township is working with the residents on collecting.

R. Stone agreed with C. Richards and stated that a working relationship with all residents is of the up most importance.

Board Consensus was reached, and it was collectively determined begin collecting delinquent water and sewer debts.

Fire Department Merger Discussions

C. Richards stated that himself and Manager Oswalt met with representatives of the Dover Borough Council regarding discussions of a potential Fire Department merger between Dover Union Fire & Hose Station 6 and Dover Township Volunteer Fire Department Station 9. C. Richards stated that the Dover Borough representatives stated that they felt a merger was unlikely for another eight to ten years.

R. Stone inquired as to the logic for potential merger in an eight to ten-year time span.

Manager Oswalt stated that concerns were voiced on the coming together of two different dynamics of fire departments and potential issues of a merger. Fundraising matters and live-in matters were also discussed as potential concerns on behalf of the Dover Borough Council members.

R. Stone stated that he is very disappointed to hear this as he feels there are potentially so many wonderful benefits that could become of a fire department merger for both Dover Township and Dover Borough communities.

MS4 PERMIT UPDATE

M. Fleming stated that the stream restoration dirt work, in Eagle View Park, will be completed tomorrow on September 15th.

OLD BUSINESS

Nursery Road

C. Richards stated that himself and M. Fleming met with Chief Lash and Lieutenant Anderson with regards to Nursery Road and Butter Road. C. Richards stated that Chief Lash and Lieutenant Anderson feel as though Nursery Road and Butter Road should be shut down until the necessary repairs on the bridges are complete. Traffic will instead be directed towards Bull Road and Canal Road.

2020 Joint Comprehensive Plan

None.

COMMENTS FROM THE BOARD

S. Parthree – S. Parthree inquired upon the submission of an application for Anthony Sarago for the Industrial Commercial Development Committee. An application has been submitted but no further action has been taken at this time.

Manager Oswald stated that there are currently individuals who assume multiple roles upon the Industrial Commercial Development Committee as well as in the Dover Area Business Association (DABA). Manager Oswald stated that she feels as though it may be best to create a better distinction in roles moving forward and involve more individuals within the matters that all are trying to accomplish. Manager Oswald indicated Anthony Sarago is providing volunteer time through DABA and it may be better to see another participant from a different company on the Industrial Commercial Development Committee. Manager Oswald stated she would await direction from the Board on how to proceed.

M. Cashman – M. Cashman stated that the Northern York County Regional Police Department is going to be recognizing all of their law enforcement officers, during the next Northern York County Regional Police Department Commissioner's Meeting, due to their generous and extensive efforts during the COVID-19 Pandemic.

PUBLIC COMMENT**Mr. Mark Miller – Rockcreek Drive, Dover**

Mr. Miller inquired upon the status of the Dover Township and Dover Borough Comprehensive Plan.

Manager Oswald stated that the Dover Township and the Dover Borough Comprehensive Plan has been finalized and adopted by both Dover Township and the Dover Borough. There are currently several initiatives underway. Manager Oswald specified that there are eight working chapters within the Dover Township and the Dover Borough Comprehensive Plan, with many goals within each chapter. Various committees have been started, one committee that has started working towards community goals is the Shared Emergency Services Committee. An

Infrastructure Committee has begun that works towards Capital Projects Improvements. Many committees are underway, like that of a Recreation Committee. Manger Oswalt informed Mr. Miller that community involvement is highly encouraged!

Manager Oswalt

None.

With no further business, the meeting was adjourned by Chairman Stefanowicz at 8:20 PM.

Respectfully submitted by: _____
Tiffany Strine, Recording Township Secretary