

**DOVER TOWNSHIP  
BOARD OF SUPERVISORS  
MEETING MINUTES**

**November 23<sup>rd</sup>, 2020**

The Dover Township Board of Supervisors' Meeting for Monday, November 23<sup>rd</sup>, 2020, was called to order at 7:00 PM by Chairperson Stephen Stefanowicz in the Dover Township Municipal Building. Supervisors present were Stephen Parthree, Michael Cashman and Charles Richards. Supervisor Robert Stone was absent with prior notice. Other Township Representatives in attendance were Laurel Oswalt, Township Manager; Michael Fleming, Township Public Works Director; Terry Myers, Township Engineer; Cory McCoy, C.S. Davidson Engineering; Tiffany Strine, Township Secretary and Solicitor Charles Rausch with Blakey, Yost, Bupp & Rausch. There were four citizens present. This meeting is being recorded for the purpose of minutes only.

**Chairman Stefanowicz announced that an Executive Session was held prior to this evening's regularly scheduled Dover Township Board of Supervisors Meeting to discuss potential land acquisition of 4800 Carlisle Road.**

**APPROVAL OF THE BOARD OF SUPERVISORS' MEETING MINUTES FOR OCTOBER 26<sup>th</sup>, 2020**

**Motion** by S. Parthree and seconded by C. Richards to approve the Board of Supervisors' Meeting Minutes for October 26<sup>th</sup>, 2020. **Passed** with 4 ayes

**TREASURER'S REPORT**

**Approval of Current Expenditures**

**Motion** by M. Cashman and seconded by S. Parthree to approve the warrant total for October 30<sup>th</sup>, 2020, in the amount of \$141,977.30 (2020 Expenses Warrant) as presented. **Passed** with 4 ayes

**Motion** by M. Cashman and seconded by S. Parthree to approve the warrant total for November 16<sup>th</sup>, 2020, in the amount of \$169,236.87 (2020 Expenses Warrant) as presented. **Passed** with 4 ayes

**Motion** by M. Cashman and seconded by S. Parthree to approve the warrant total for November 16<sup>th</sup>, 2020, in the amount of \$9,762.92 (Liquid Fuels Warrant) as presented. **Passed** with 4 ayes

**Motion** by M. Cashman and seconded by S. Parthree to approve the warrant total for November 20<sup>th</sup>, 2020, in the amount of \$361,519.97 (2020 Expenses Warrant) as presented. **Passed** with 4 ayes

**INFORMATION ON EVENTS AND LOCAL ANNOUNCEMENTS**

Manager Oswalt announced that Dover Township will be hosting a Christmas Drive Thru Event, entitled Holly Jolly Drive Thru, for the Dover Community. It will be a Drive-Thru Christmas Event and will be held on Saturday, December 5<sup>th</sup>, 2020 from 6:00PM to 8:00PM at Dover Township's Brookside Park. The park will be decorated with Christmas lights from and Santa will be present to hand out goodie bags for children ages ten and under.

Manager Oswalt stated that Dover Township will be offering residents the ability to sign up to partake in a Christmas Lights Tour through Dover Township. Residents can decorate their homes for the holiday and then contact Dover Township to be placed on a Christmas Lights Tour map. The Christmas Lights Tour map will then be made available to all residents to partake in a scenic tour.

## **PUBLIC COMMENT**

### **Mrs. Kristine Keener – Dover Township Tax Collector**

Kristine Keener is the Dover Township Tax Collector. Mrs. Keener stated that on February 15<sup>th</sup>, 2021 the position of Tax Collector's compensation must be set, prior to an individual running for the Tax Collector office. Mrs. Keener provided a letter of her wishes to the Board of Supervisors. Mrs. Keener stated that she is seeking an increase in compensation in the amount of \$2,500.00 over the course of the next four-year term.

Manager Oswalt stated that the Board of Supervisors must set the compensation for the elected Tax Collector position before petitions are due for the position so that the compensation is the same no matter whom becomes the Tax Collector for the next four years.

C. Richards inquired if the increase in compensation would affect the 2021 Dover Township Budget.

Manager Oswalt stated that the proposed increase, if approved, would not affect the 2021 Dover Township Budget, as such an increase would not be placed into effect until the following year.

Manager Oswalt stated that the compensation must be set by means of a formal resolution.

S. Parthree inquired if the Board of Supervisors can acquire any other qualifying information regarding Tax Collectors and their compensation. S. Parthree stated such information would pertain to the sizes of other Townships and their compensation for their respective Tax Collectors.

Manager Oswalt stated that some Townships compensate their Tax Collector on an individual bill paid basis, equating to the number of bills paid within a Township, some Townships still collect a Per Capita Tax that needs to be collected that then effects the positional duties.

Manager Oswalt stated that she can collect some data to provide some better ideas for reference of other local Tax Collector compensation.

### **EMERGENCY MANAGEMENT COORDINATOR REPORT by Anne Zarlenga**

**Discuss and Adopt Resolution No. 2020-23 Changes to the Dover Township Emergency Operations Plan and the 2020 Pandemic and Infectious Disease Epidemic Plan**

A. Zarlenga is the Dover Township Emergency Management Coordinator and is present this evening to present and discuss Resolution No. 2020-23 the Dover Township Emergency Operations Plan and the 2020 Pandemic and Infectious Diseases Epidemic Plan.

A. Zarlenga informed the Board of Supervisors of the various components of the amended Dover Township Emergency Operations Plan that include date updates to the following: 1.) Title Page, 2.) Promulgation, 3.) Distribution listings, 4.) Appendix C which includes the newly added Dover Township Pandemic Plan and 5.) The NARM with changes to the names, addresses and contact phone numbers of two new staff members.

A. Zarlenga briefed the Board of Supervisors on the current stance of COVID19 and the past years timeline of COVID19 events and actions performed by the Dover Township Emergency Management organization. A. Zarlenga provided the Board of Supervisors with an in-depth activity log detailing the operational period, operations, Emergency Management personnel, positions and all activities related to COVID19 within Dover Township.

C. Richards extended a special thank you to A. Zarlenga for all of her efforts and diligent work to the betterment of the Dover Township community.

Chairman Stefanowicz thanked A. Zarlenga for her time and truly appreciates her involvement in this function for Dover Township.

**Motion** by C. Richards and seconded by M. Cashman to adopt Resolution No. 2020-23 adopting and amending the Dover Township Emergency Operations Plan and the 2020 Pandemic and Infectious Disease Epidemic Plan, as presented. **Passed** with 4 ayes

**ENGINEER'S REPORT by Township Engineer Terry Myers**

**None to note.**

**ZONING OFFICERS REPORT BY Township Zoning Officer John McLucas****Update on Sparrow's Way PL 19-8**

J. McLucas stated that Sparrow's Way has met their final condition for their plan and the Sparrow's Way Plan has now been released for recording.

**Update on Zoning Hearing Board Case ZHB 20-3**

J. McLucas stated that a Zoning Hearing Board Case 20-3 was held this month and the case became very contentious. ZHB Case 20-3 regarded a Special Exception that was denied for Rooming House at 3480 Summer Drive. The Special Exception was denied at this location pursuant to section 27-657, R-3 District requirements. The application for ZHB Case 20-33 was denied due to a parking requirement.

J. McLucas informed the Board of Supervisors that an individual is planning to attend a Board of

Supervisors meeting in the near future to discuss possible text amendment to the Dover Township Zoning Ordinance that would allow for different uses for an Air B&B category or uses that would fall within and allow for a Rooming House category.

### **MANAGER'S REPORT by Township Manager Laurel Oswalt**

#### **Adoption of Resolution No. 2020-20 the Annual Dover Township 2021 Budget**

**Motion** by S. Parthree and seconded by C. Richards to approve Resolution No. 2020-20 approving the 2021 Budget, as presented. **Passed** with 4 ayes

#### **Adoption of Resolution No. 2020-21 regarding the 2021 Real Estate Tax Rate**

**Motion** by M. Cashman and seconded by S. Parthree to approve Resolution No. 2020-21 regarding the 2021 Real Estate Tax Rate, as presented. **Passed** with 4 ayes

#### **Adoption of Resolution No. 2020-22 regarding the 2021 Tax Levies**

**Motion** by M. Cashman and seconded by S. Parthree to approve Resolution No. 2020-22 regarding the 2021 Tax Levies, as presented. **Passed** with 4 ayes

#### **Discuss DTVFD Request to Hold Training on Eagle View Park Buildings**

Manager Oswalt stated that Lieutenant Cale Latchaw, with the Dover Township Volunteer Fire Department, has reached out to the Township with a proposal to hold trainings at Eagle View Park.

Lieutenant Cale Latchaw provided the Township with a proposal to hold Volunteer Fire Department Trainings at the Eagle View Park Buildings if possible. Lieutenant Latchaw's proposal included the following: 1.) Breaching through interior walls, 2.) Forcing open doors, 3.) Open area searches and 4.) Cutting garage doors.

Manager Oswalt stated that the Township is planning on selling the garage doors of the Eagle View Park building and are choosing not to allow permission to utilize the garage doors for training purposes. Manager Oswalt added that the necessary proposed training dates and times are needed. The main clubhouse building on the Eagle View Park grounds will be the building allowed for the requested Volunteer Fire Department training. Manager Oswalt stated that the Township did inform the DTVFD that the Township does not want the side of the building, being utilized for training, that faces the neighboring residential homes to be impacted by any activity that was being carried out as a result of the training.

Manager Oswalt stated that if the Board so chooses to approve the DTVFD training on the main clubhouse building at Eagle View Park, the DTVFD will have a time period over the next three to four weeks to pursue and complete their requested training. After the time period of the next three to four weeks, the main clubhouse building is planned to then be taken down completely by Dover Township personnel.

**Board consensus was reached, and it was collectively determined to allow for the Dover Township Volunteer Fire Department to utilize the main clubhouse building on the Eagle**

**View Park grounds for training purposes as specified herein.****Discuss DTVFD Dorm Options**

Manager Oswalt informed the Board of Supervisors that in August of 2020, the Dover Township Volunteer Fire Department Dorm renovation options were discussed, as a result of a Feasibility Study for the DTVFD. Two options were presented previously that included an option for a partial rehab of the current footprint with a smaller addition to be added and a second option allows for an addition onto the current building. The main concern between the choosing of one plan from another would be the need to relocate firefighters during the renovations. Monies have been borrowed for the DTVFD renovation and direction on the preferred option is needed to pursue the proper channels with the architect to move forward with the chosen plan.

M. Cashman qualified that he favors Option 1. M. Cashman added that the layout and the accessibility to the equipment seems the most time efficient. M. Cashman added that logistically Option 1 seems most beneficial in the long term.

M. Fleming stated that he favors option 2. M. Fleming stated that option 2 provides for the firefighters to still operate and function while living within the facilities existing dorms.

It was noted that the cost for temporary housing for the DTVFD, during renovations, has been included within the price proposal.

Manager Oswalt stated that she favors Option 1 that allows for renovations inside the footprint, as it allows for an option outside the front later, should it be needed in the future. Manager Oswalt stated that she does understand the attractiveness of Option 2 as it allows for better operational purposes during renovations.

**Board consensus was reached, and it was collectively determined to choose Option 1 for the Dover Township Volunteer Fire Department renovation.****Approve the SPCA Animal Control Contract for 2021**

Manager Oswalt informed the Board of Supervisors that the time has come to renew the SPCA Animal Control Contract for 2021. Manager Oswalt stated that there are no changes in fees for the 2021 SPCA Animal Control Contract for 2021.

**Motion** by M. Cashman and seconded by C. Richards to approve the SPCA Animal Control Contract for 2021, as presented. **Passed** with 4 ayes

**PUBLIC WORKS DIRECTOR'S REPORT by Township Public Works Director Michael Fleming****Authorize Advertisement for Sale of Items on MUNICIPAL BID**

M. Fleming stated that the following Dover Township items have been advertised and bid upon on MUNICIPAL BID and are now prepared for acceptance of the MUNICIPAL BID highest bidder or if the highest bidder fails to purchase the item to offer the item to the next bidder: 1.) Preschool Height Tables for \$1.00, 2.) Wooden Benches for \$21.00, 3.) Frigidaire Range/Oven for \$81.00, 4.) Maytag Dryer for \$89.88, 5.) Frigidaire Refrigerator/Freezer for \$152.75,

6.) Whirlpool Washing Machine for \$260.00, 7.) House at 2564 Municipal Road for \$810.00 and 8.) 2005 Chevrolet Utility Truck No. 15 for \$6,200.00.

**Motion** by S. Parthree and seconded by M. Cashman to accept the following MUNICIBID sales to the MUNICIBID highest bidder or if the highest bidder fails to purchase the item to offer the item to the next bidder: 1.) Preschool Height Tables for \$1.00, 2.) Wooden Benches for \$21.00, 3.) Frigidaire Range/Oven for \$81.00, 4.) Maytag Dryer for \$89.88, 5.) Frigidaire Refrigerator/Freezer for \$152.75, 6.) Whirlpool Washing Machine for \$260.00, 7.) House at 2564 Municipal Road for \$810.00 and 8.) 2005 Chevrolet Utility Truck No. 15 for \$6,200.00. as presented. **Passed** with 4 ayes

### **Approval of the Request from E.G. Stoltzfus Construction LLC to Temporarily Close Pine View Drive**

M. Fleming stated that an approval for a request is being sought from the developer/builder E.G. Stoltzfus Construction LLC of Sparrow's Way is requesting to close Pine View Drive (between Poplars Road and the New Development) for a period of time, not to exceed thirty (30) calendar days, beginning in the Spring of 2021 during installation of low volume access drive, a water main, curbing and sidewalk. M. Fleming stated that the Second-Class Township Code mandates that the Board of Supervisors must approve this request. A detour plan was provided as the roadway will be closed completely. The conditions being requested will be documented on E.G. Stoltzfus Construction LLC's Dover Township Highway Occupancy Permit that they have applied for to do the above-mentioned work.

**Motion** by M. Cashman and seconded by S. Parthree to approve the request from E.G. Stoltzfus Construction LLC to temporarily close Pine View Drive (between Poplars Road and the New Development) for a period of time, not to exceed thirty (30) calendar days, beginning in the Spring of 2021 during installation of low volume access drive, water main, curb and sidewalk, as presented. **Passed** with 4 ayes

### **MS4 UPDATE**

**None to note.**

### **COMMENTS AND NEW BUSINESS FROM THE BOARD**

**C. Richards** – None to note.

**S. Parthree** – None to note.

**M. Cashman** – M. Cashman stated that the Northern York County Regional Police Department has switched to a new management system and they can now provide activity logs on any officer at any given time. M. Cashman added that less lethal devices in policing are being looked into and currently one device being looked into by the NYCRPD is a tool that can aid in temporarily detaining an individual without touching an individual.

**Chairman Stefanowicz** – Chairman Stefanowicz informed the Board of Supervisors and public present that the WWTP is now utilizing new machinery that is utilized to intercept hazardous

products from entering the plant such as rags and so forth. Chairman Stefanowicz qualified that within a six (6) day period, the WWTP is intercepting a two (2) cubic yard dumpster full of material. Therefore, the pumps and instruments utilized to function on a daily basis at the WWTP are being saved maintenance and longevity. Great care should be taken and stressed to all residents to remain vigilant to not flush anything that should not be flushed.

#### **PUBLIC COMMENT**

**None to note.**

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

Respectfully submitted by: \_\_\_\_\_  
Tiffany Strine, Recording Township Secretary

UNOFFICIAL