DOVER TOWNSHIP
BOARD OF SUPERVISORS REORGANIZATION
MEETING MINUTES
JANUARY 4, 2021

The Dover Township Board of Supervisors’ Re-Organization Meeting for Monday, January 4th, 2021, 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 took part via telephone. Other Township Representatives in attendance were Laurel Oswalt, Township Manager and Tiffany Strine, Township Secretary. This meeting is being recorded for the purpose of minutes only.

FINAL BUSINESS FOR 2020

Approval of Final Expenditures

To be decided at the next Board of Supervisors Meeting to be held on January 11th, 2021.

NOMINATIONS FOR THE 2021 SLATE OF OFFICERS

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

Nominated by S. Parthree and seconded by R. Stone to have Stephen Stefanowicz serve as Chairperson of the Dover Township Board of Supervisors for 2021, as presented. Passed with 5 ayes.

At this point during the 2021 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 M. Cashman to have Robert Stone serve as Vice Chairperson of the Dover Township Board of Supervisors for 2021, as presented. Passed with 5 ayes.

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

Nominated by S. Parthree and seconded by R. Stone to have Charles Richards serve as Assistant Secretary of the Dover Township Board of Supervisors for 2021, as presented. Passed with 5 ayes.

The 2021 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 RESPONSIBILITIES

Chair Stefanowicz assigned the duties of liaison positions for 2021 as follows:
   Administration – Stephen Stefanowicz and Robert Stone
   Police (Northern York County Regional Police) – Michael Cashman
   Highways – Charles Richards
   Water (Production & Distribution) – Robert Stone and Michael Cashman
   Sewer/Wastewater Treatment (Plant) – Stephen Stefanowicz
   Sewer (Township In-House) – Robert Stone
   Fire/Emergency Services & Dover Area Ambulance Club – Charles Richards
   Park/Recreation – Stephen Parthree
   Industrial/Commercial Development Committee – Stephen Parthree
   MS4 Stormwater – Robert Stone

TOWNSHIP VOTING DELEGATE FOR YORK ADAMS TAX BUREAU

Motion by R. Stone and seconded by C. Richards 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 5 ayes.

YORK COUNTY LOCAL ADVISORY COMMITTEE REPRESENTATIVE

Motion by S. Parthree and seconded by C. Richards to appoint Stephen Stefanowicz as the York County Local Government Advisory Committee Representative and Michael Cashman as the alternate, as presented. Passed with 5 ayes.

APPOINT PROFESSIONAL AND DEPARTMENTAL OFFICIALS

Motion by R. Stone and seconded by S. Parthree to appoint the Professional and Departmental Officials for 2021 as indicated:
   Township Manager – Laurel A. Oswalt
   Township Secretary– Tiffany Strine
   Township Treasurer – Trena M. Hall
   Township Engineer – C.S. Davidson/Terry A. Myers, P. E.
   Township Zoning Officer – John McLucas
   Sewage Enforcement Officer – Eric Swiger
Sewage Enforcement Officer Alternate – Keith Hunnings
Township Fire Marshal – Glenn P. Jansen
Township Emergency Management Officer – Anne Zarlenag

as presented, **Passed** with 5 ayes.

**APPOINT LEGAL COUNSEL FOR BOARDS AND COMMISSION**

**Motion** by C. Richards and seconded by R. Stone to reappoint the legal counsel for 2021 as follows:
   1. Board of Supervisors – Charles A. Rausch, Esq.
   2. Planning Commission – Blakey, Yost, Bupp & Rausch, LLP

as presented, **Passed** with 5 ayes.

**APPROVE BANK DEPOSITORIES FOR 2018**

**Motion** by C. Richards and seconded by S. Parthree to approve the bank depositories and financial institutions for 2021 as listed: M & T Bank, BB & T Bank, Pennsylvania Local Government Investment Trust, Wealth Management, Fulton Bank, ACN Bank and Peoples Bank, as presented. **Passed** with 5 ayes.

**NEW APPOINTMENTS/REAPPOINTMENTS OF BOARDS AND COMMISSION DISCUSSION**

**Motion** by C. Richards and seconded by S. Parthree to authorize the following reappointments:
   Industrial Commercial Development Committee Reappointment – Brian Caden
   Codes Enforcement Board Reappointment – Brian Chamberlin
   Zoning Hearing Board Reappointment – Jane Ginter

**Passed** with 5 ayes.

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

**Motion** by S. Parthree and seconded by R. Stone to authorize the following reappointments:
   Board Representative – Michael Fleming
   Alternative – Laurel Oswalt

as presented, **Passed** with 5 ayes.

**APPROVAL OF RESOLUTIONS FOR 2021**

**Resolution 2021-01 Fee Schedule for 2021**

**Motion** by R. Stone and seconded by S. Parthree to approve Resolution 2021-01 amending the fee schedule, as presented. **Passed** with 5 ayes.

**Resolution 2021-02**
Ratifying and Confirming the Appointment to the Dover Township Zoning Hearing Board
Motion by S. Parthree and seconded by R. Stone to approve Resolution 2021-02 ratifying and confirming the appointments to the Dover Township Zoning Hearing Board, as presented. Passed with 5 ayes.

2021 MEETING SCHEDULE

Board of Supervisors – January 11 and 25; February 8 and 22; March 8 and 22; April 12 and 26; May 10 and 24; June 14 and 28; July 12 and 26; August 9 and 23; September 13 and 27; October 11 and 25; November 8 and 22; December 13, 2021.

The Board of Supervisors will hold their regular meetings in the Township Municipal Building, 2480 West Canal Road, Dover, Pennsylvania, at 7:00 PM. The Board of Supervisors may hold a work/executive session before each of their meetings to begin at 6:00 PM and may continue with a work/executive session following adjournment of their meetings.

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 for the November and December meetings to be held on the 3rd Wednesday of the month.

The Sewer Authority will meet in the Dover Township Wastewater Treatment Plant Operations Building, 851 Graffius Road, York, Pennsylvania.

Codes Enforcement Board – at the call of the Chairman

Industrial/Commercial Development Committee – 4th Wednesday of each month at 4:00 PM, except the November and December meetings which will be on the 3rd Wednesday of the month in the Township Municipal Building, 2480 West Canal Road, Dover, Pennsylvania.

Agricultural Security Committee – at the call of the Chairman

Motion by R. Stone and seconded by M. Cashman to approve and adopt the 2021 Meeting Schedule dates for the various Boards, the Authority, and the Committees, as presented. Passed with 5 ayes.

2021 TREASURER’S BOND

Motion by R. Stone and seconded by C. Richards to establish the $1,000,000.00 Treasurer’s bond for 2021, as presented. Passed with 5 ayes.
VACANCY BOARD APPOINTMENT

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 2021, as presented. Passed with 5 ayes.

2021 MEETING, CONVENTION, SEMINAR ATTENDANCE AUTHORIZATION

Motion by S. Parthree and seconded by R. Stone to approve authorization for the 2021 meetings, conventions, and seminars attendance by the Supervisors, Township Manager, Township Administrative Assistant, Township Secretary, Treasurer, and other designees, as presented. Passed with 5 ayes.

2021 STATE CONVENTION VOTING DELEGATE

Motion by R. Stone and seconded by S. Parthree to appoint Township Secretary, Tiffany Strine as the Voting Delegate at the 2021 State Convention, as presented. Passed with 5 ayes.

Resolution 2021-03 Municipal Records Retention

Motion by S. Parthree and seconded by R. Stone to approve Resolution 2021-03 approving the Municipal Records Retention and disposition of records, as presented. Passed with 5 ayes.

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

Respectfully submitted by: ________________________________

Tiffany Strine, Dover Township Secretary