

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

The Dover Township Board of Supervisors' Re-Organization Meeting for Monday, January 4<sup>th</sup>, 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 11<sup>th</sup>, 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 RESPONSIBILTIES**

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 Zarlenga  
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** – 1<sup>st</sup> Wednesday of each month at 7:00 PM – Township Municipal Building

**Zoning Hearing Board** – 3<sup>rd</sup> Wednesday of each month at 7:00 PM – Township Municipal Building

**Sewer Authority** – 4<sup>th</sup> Wednesday of each month at 6:00 PM, except for the November and December meetings to be held on the 3<sup>rd</sup> 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** – 4<sup>th</sup> Wednesday of each month at 4:00 PM, except the November and December meetings which will be on the 3<sup>rd</sup> 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