

**DOVER TOWNSHIP  
BOARD OF SUPERVISORS  
BOARD MEETING MINUTES  
JULY 26<sup>TH</sup>, 2021**

The Dover Township Board of Supervisors' Meeting for Monday, July 26<sup>th</sup>, 2021, was called to order at 7:00 PM by Chairperson Stephen Stefanowicz in the Dover Township Board of Supervisors meeting room. Supervisor's present were Stephen Parthree, Charles Richards, Robert Stone and Michael Cashman. Other Township Representatives in attendance were Laurel Oswalt, Township Manager; Charles Rausch, Township Solicitor; Terry Myers, Township Engineer; Cory McCoy, C.S. Davidson; Michael Fleming, Township Public Works Director and David Lash Northern York County Regional Police Chief. There were no citizens present. This meeting is being recorded for the purpose of minutes only.

**Chairman Stefanowicz announced that Executive Sessions on Personnel were held prior to this evenings regularly scheduled Board of Supervisors and on July 15th.**

**APPROVAL OF THE BOARD OF SUPERVISORS WORK SESSION MINUTES FOR JUNE 28<sup>TH</sup>, 2021**

**APPROVAL OF THE BOARD OF SUPERVISORS MEETING MINUTES FOR JUNE 28<sup>TH</sup>, 2021**

**Motion** by R. Stone and seconded by M. Cashman both sets of Minutes from June 28<sup>th</sup>, 2021 Meeting, as presented. **Passed** with 5 ayes.

**TREASURER'S REPORT**

**Approval of Current Expenditures**

APPROVAL OF THE WARRANT FOR JUNE 30<sup>th</sup>, 2021 IN THE AMOUNT OF \$34,169.22  
APPROVAL OF THE WARRANT FOR JULY 1<sup>st</sup>, 2021 IN THE AMOUNT OF \$14,600.00  
APPROVAL OF THE WARRANT FOR JULY 9<sup>TH</sup> 2021 IN THE AMOUNT OF \$59,900.00 (2018 BOND)  
APPROVAL OF THE WARRANT FOR JULY 12<sup>TH</sup>, 2021-IN THE AMOUNT OF \$515,708.43  
APPROVAL OF THE WARRANT FOR JULY 23<sup>RD</sup>, 2021 IN THE AMOUNTS OF \$406,193.80 (2018 BOND); \$64,198.08 (Liquid Fuels)  
APPROVAL OF THE WARRANT FOR JULY 26<sup>TH</sup>, 2021 IN THE AMOUNT OF 218,947.05

**Motion** by M. Cashman and seconded by C. Richards to approve the above referenced warrant totals. **Passed** with 5 ayes.

M. Cashman questioned the cost of a pool permit listed on the provided abstract.

Manager Oswalt indicated that there are several inspections required for fencing around a pool, which likely drove the cost of the permit up. Even low cost inflatable pools require a fence, gate and self-closure if over a certain height.

## **PUBLIC ANNOUNCEMENTS**

Police Chief Lash announced that National Night Out was this coming Tuesday, August 3<sup>rd</sup> at the Borough Fire Hall.

Manager Oswald invited the public to Old Fashioned Carnival on Wednesday, July 28<sup>th</sup> from 4-8 PM at Brookside Park.

## **PUBLIC COMMENT**

No public was present.

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

#### **Approval of Application for Payment #1 Final for the Rohlers Church Road Bridge.**

T. Myers reviewed the payment application and indicated that no action from the Board of Supervisors was necessary as the payment was in one of the warrants approved earlier in the meeting. The project was completed at the bid price with no change order price increases.

## **ZONING OFFICER'S REPORT**

No items to note.

### **SOLICITOR'S REPORT by Township Solicitor Charles Rausch**

#### **Authorization of a Tolling Agreement between Dover Township and Road Home LLC.**

Attorney Rausch reported that this agreement was sent by Road Homes LLC's attorney. They are the new lot owners in the Fountain Rock Development. This is the development that the Township is pursuing the surety funds from Lexon to finish the developer's obligated improvements. Road Homes has incurred some expenses and has submitted invoices to the Township for reimbursement. Since we have not received the funds from Lexon, we have not reimbursed Road Homes, LLC. This agreement would preserve Road Homes', LLC ability to file suit against the Township for payment as there is a statute of limitations for Road Homes to take this action. Attorney Rausch recommending it's approval.

**Motion** by R. Stone and seconded by S. Parthree to approve the Township Solicitor to sign the Tolling Agreement between Dover Township and Road Home, LLC, as presented. **Passed** with 5 ayes.

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

#### **Acceptance of Michael D. Curley's resignation from the Dover Township Planning Commission.**

R. Stone requested that a Resolution be prepared acknowledging Mr. Curley's service to the Township. The remainder of the Board concurred.

**Motion** by R. Stone and seconded by C. Richards to accept the resignation of Michael D. Curley from the Dover Township Planning Commission, as presented. **Passed** with 5 ayes.

**Discussion of Brush Drop Off Operation Continuance.**

Manager Oswalt reviewed that when the Penn Waste Contract began to include brush collection in July of 2020, the Board of Supervisors discussed waiting one year to see whether the Drop Off Facility should be closed at the Township Building. The location of the Drop Off is not conducive to the Eagle View Park amenities that will begin to be installed in the next year.

S. Parthree stated that the residents need to be informed that they can take this material to Spring Valley or H and H.

Chairman Stefanowicz suggested placing this information in a future newsletter.

M. Cashman noted that storm damage can lead to increases in volume of brush and that the Penn Waste Collection service will only take so much each month.

R. Stone stated that storm damage clean-up can be covered by insurance.

C. Richards suggested that we increase the number of weekends that the brush collection will be provided by Penn Waste.

Manager Oswalt stated that the contract is set for a 5 year term and therefore increasing the service would not be possible until 2025.

C. Richards indicated that perhaps the land owned by the Sewer Authority off of Old Carlisle Road would be a good site.

M. Fleming reported that there are requirements for the permitting of a Drop Off Site. Items such as location outside of a floodplain, a water source, certain distance from residential dwellings were all mentioned as issues to be dealt with in the relocation of the facility.

**Board Consensus** was to continue to operate the Drop Off site; however, the Township Newsletter should include information to the public about H and H and Spring Valley accepting brush from residents. We will likely need to re-evaluate this as the year progresses.

**Authorization to File a Complaint with the Court of Common Pleas against the developer of Faire Wynde for non-payment of engineering fees.**

Manager Oswalt noted that many attempts have been made by the Township Treasurer, Engineer and Solicitor to obtain payment for these past due funds.

T. Myers stated that most of the bills are associated with inspection services.

Manager Oswalt commented that the Township has been requested numerous times to walk-through the development so punchlists can be provided for completion prior to final paving. Then the developer does not proceed with paving.

Solicitor Rausch explained that the Municipalities Planning Code requires a developer to pay the engineering bills, announce they are not in agreement and later a meeting can be held to

determine if relief can be offered to the developer. This process has not been followed in this instance.

**Board Consensus** was to proceed with the required filing to obtain payment for the engineering fees associated with the Faire Wynde Development.

**Discussion regarding waiver of water and sewer tapping fees for the Cathcart Property.**

Manager Oswald stated that staff and the consultant engineer for the North of the Borough Sewer Project have been working to obtain a temporary and permanent construction easement on behalf of the Dover Township Sewer Authority. The property was appraised at \$12,200, which the Dover Township Sewer Authority will be responsible to pay to the property owner. In addition, the Sewer Authority will need to decide how to proceed with the shrubbery and trees that need to be removed from the easement area. These matters will be topics at the Sewer Authority Meeting on Wednesday, July 28<sup>th</sup>. However, the Board of Supervisors is being requested to waive the water and sewer tapping fees for this property.

Chairman Stefanowicz questioned the cost of the tapping fees.

M. Fleming indicated that a tapping fee study is currently an action item for Buchart Horn for this project.

Manager Oswald commented that the current sewer tapping fee is \$2,231 and the current water tapping fee is \$3,345 at the present time. It was noted that this property would be on the pumping station so the cost for the tapping fee will be higher. Manager Oswald acknowledged that the property owner will have a cost to complete the plumbing work to actually connect to the system beyond the tapping fees.

R. Stone commented that he was unclear how this would be fair to the other rate payers and he was not inclined to agree. This project has quite a lot of expenses to recoup.

**Board Consensus** was not to waive the water and sewer tapping fees for the Cathcart Property as requested by the owners.

**Appointment of Trena M. Hall to serve as Interim Township Secretary.**

Manager Oswald stated that she has discussed this interim assignment with T. Hall. Someone at the Township must have this designation to sign and seal official documents moving forward.

**Motion** by C. Richards and seconded by M. Cashman to appoint Trena M. Hall as interim Township Secretary, as presented. **Passed** with 5 ayes.

Chairman Stefanowicz commented that the Board of Supervisors is invited to attend the Partridge Drive Shovel Ceremony on August 11<sup>th</sup> at 3:30 PM. He asked Manager Oswald to update the Board on this project.

Manager Oswald explained that several years ago the property at 3550 Partridge Drive caught fire. The property owner was absentee and out of state. Significant time was spent by the previous Zoning Officer, Georgia Sprenkel, trying to pursue a resolution to the clean up of the property. At the same time, York County started a Blighted Property Committee. This property

was referred to the property as a potential candidate for clean-up. Our current Zoning Officer, John McLucas, has been serving on the York County Blighted Property Committee. Through a partnership with York County and Habitat for Humanity and with assistance from the York County Economic Alliance and Attorney Rausch's Office, the property was transferred to Habitat for a new build. This Ceremony is a moment for the County Commissioners to talk about the program and its successes.

Attorney Rausch added that at some point, there will need to be a discussion with the Board of Supervisors regarding outstanding liens on the property for sewer, water, and property maintenance. The full amount due was not available to offer to the Board this evening; however discussion will be necessary to remove these liens from the property when Habitat transfers it to the new owner.

### **RECREATION DIRECTOR'S REPORT**

R. Stone mentioned that he had a family member attending the Dover Township Summer Playground Program and that Recreation Director Chalet Harris and her staff were doing an excellent job with the program this year.

### **PUBLIC WORKS DIRECTORS REPORT by Public Works Director Michael Fleming**

M. Fleming had no action items for the Board this evening but reviewed several items from his report.

At a request from C. Richards, M. Fleming spent time contacting PENNDOT about the signage required at McDonald's in compliance with their PENNDOT issued Highway Occupancy Permit. It was determined that the proper signage was not in place. PENNDOT wanted the Township to handle the enforcement of the signage. M. Fleming received assistance from Lt. Anderson from Northern York County Regional Police Department in the matter; however, all of the signage is still not in place. Additionally, M. Fleming requested details on two other Highway Occupancy Permits for businesses that are in question.

M. Fleming informed the Board the Left Turn Lane associated with the new Dover High School will begin to be installed in the near future and will take 3 months for completion. In addition, the road work associated with Intermediate Avenue for the Dover Highlands Development will also be starting soon as well.

M. Fleming provided a draft copy of the updated Capital Improvements Plan. There are more projects than there is currently funding available. We will need to work through these items as we begin the budget process in the next month.

M. Fleming contacted TRG Traffic Engineers regarding the traffic study proposal for Nursery, Bull and various other streets in the Township. He is hoping for a proposal in the near future.

**MS4**

Manager Oswalt announced that a Joint Public Education Session on the Benefits of Riparian Buffers for Pollution Reduction which will be held at the Dover Township Municipal Offices on September 14<sup>th</sup> at 6:30 PM in coordination with West Manchester and Manchester Townships.

### **OLD BUSINESS**

**Nursery Road.** No additional information was available other than reported in the Public Works Director's Report.

**Joint Comprehensive Plan.** Chairman Stefanowicz has been in communication with Andrew Kroft, Borough Council President and Brenda Plowman, Township Secretary regarding setting a meeting to discuss Comprehensive Plan action items. We will need quorums from both elected bodies to meet. A date that was suggested was August 9<sup>th</sup> at 6:30 PM at the Township Building. More information will be forthcoming on whether a quorum can be obtained from both entities.

### **COMMENTS FROM THE BOARD**

C. Richards reported that the Dover Township Volunteer Fire Department has received their new Fire Engine. A dedication ceremony will be held in September, but the Board is welcome to stop over to see the engine. Additionally, the Fire Department had a recent call with a very short response time that saved the property from sustaining significant damages.

R. Stone reported that the Dover Township Sewer Authority Meeting is this Wednesday at the Wastewater Treatment Plant at 6 PM. All are welcome.

### **PUBLIC COMMENT**

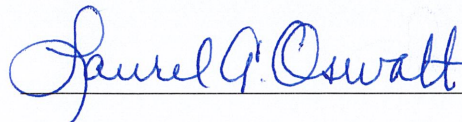
Police Chief Lash reported that Heidelberg Township will be voting to become a full member of the Police Commission at their August 4<sup>th</sup> Meeting. Resolutions will need to be obtained from 6 of the Charter members for ratification.

Additionally, Chief Lash reported that he will be meeting with the municipal managers some time the second week of August to review the 2022 Budget. Therefore, if the municipalities are interested in more service hours in 2022, he will need to know soon to finalize a draft for the Police Commission.

Lastly, Chief Lash disclosed that the Police Department is moving forward with a Feasibility Study to determine the cost and options for a renovation/new building.

**With no further business, Chairman Stefanowicz concluded the Board of Supervisors meeting at 8:01.**

Respectfully submitted by:



Laurel A. Oswalt, Township Manager