

**DOVER TOWNSHIP
BOARD OF SUPERVISORS REORGANIZATION
MEETING MINUTES
JANUARY 3, 2022**

The Dover Township Board of Supervisors' Re-Organization Meeting for Monday, January 3rd, 2022, 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, Michael Cashman, Charles Richards and Robert Stone. Other Township Representatives in attendance were Laurel Oswalt, Township Manager. This meeting is being recorded for the purpose of minutes only.

FINAL BUSINESS FOR 2021

Approval of Final Expenditures

**APPROVAL OF THE WARRANT FOR 12/20/21 IN THE AMOUNT OF \$179,858.63
APPROVAL OF THE WARRANT FOR 12/22/21 IN THE AMOUNT OF \$134,385.30 (The Seasons Bond)**

**APPROVAL OF THE WARRANT FOR 12/30/21 IN THE AMOUNT OF \$255,264.92
APPROVAL OF THE WARRANT FOR 12/30/21 IN THE AMOUNT OF \$ 29,950.00 (BOND)**

APPROVAL OF THE WARRANT FOR 12/30/21 IN THE AMOUNT OF \$6,871.96 (LIQUID FUELS)

On a motion by C. Richards, seconded by S. Parthree the above referenced warrants were approved. **Passed** with 5 ayes.

NOMINATIONS FOR THE 2022 SLATE OF OFFICERS

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

Motion by S. Parthree and seconded by R. Stone to have Stephen Stefanowicz serve as Chairperson of the Dover Township Board of Supervisors for 2022 and to close the nominations, as presented. **Passed** with 5 ayes.

At this point during the 2022 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.

Motion by S. Parthree and seconded by M. Cashman to have Robert Stone serve as Vice Chairperson of the Dover Township Board of Supervisors for 2022 and to close the nominations, as presented. **Passed** with 5 ayes.

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

Nominated by S. Parthree and seconded by M. Cashman to have Charles Richards serve as Assistant Secretary of the Dover Township Board of Supervisors for 2022 and to close the nominations, as presented. **Passed** with 5 ayes.

The 2022 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 2022 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 R. Stone 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 M. Cashman and seconded by R. Stone to appoint the Professional and Departmental Officials for 2022 as indicated:

- Township Manager – Laurel A. Oswalt
- Township Secretary – Trena M. Hall
- 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

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

APPOINT LEGAL COUNSEL FOR BOARDS AND COMMISSION

Motion by R. Stone and seconded by M. Cashman to reappoint the legal counsel for 2022 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 2022

Motion by S. Parthree and seconded by C. Richards 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, ACN Bank and Peoples Bank, as presented. **Passed** with 5 ayes.

NEW APPOINTMENTS/REAPPOINTMENTS OF BOARDS AND COMMISSION DISCUSSION

Motion by R. Stone and seconded by M. Cashman to authorize the following reappointments:

1. Codes Enforcement Board Reappointment – Terry Myers (5-year term)
2. Zoning Hearing Board Reappointment – Steven R. Barkdoll, (5-year term)
3. Planning Commission-Eric Harlacher, Anthony Pinto (4-year term)
4. Dover Township Sewer Authority-Stephen Stefanowicz (5-year term)

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

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

Motion by M. Cashman 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 2022

Resolution 2022-01 Setting a Tapping Fee for the Sanitary Sewer System.

Motion by C. Richards and seconded by R. Stone to approve Resolution 2022-01 amending the Sanitary Sewer Tapping Fee, as presented. **Passed** with 5 ayes.

Resolution 2022-02 Setting a Tapping Fee for the Drinking Water System.

Motion by R. Stone and seconded by M. Cashman to approve Resolution 2022-02 amending the Drinking Water Tapping Fee, as presented. **Passed** with 5 ayes.

Resolution 2022-03 Setting the Fee Schedule for 2022.

Motion by S. Parthree and seconded by R. Stone to approve Resolution 2022-03 amending the fee schedule, as presented. **Passed** with 5 ayes.

Resolution 2022-04 Ratifying and Confirming the Appointment to the Dover Township Zoning Hearing Board.

Motion by C. Richards and seconded by S. Parthree to approve Resolution 2022-04 ratifying and confirming the appointments to the Dover Township Zoning Hearing Board, as presented. **Passed** with 5 ayes.

Resolution 2022-05 Ratifying and Confirming the Appointment to the Dover Township Sewer Authority.

Motion by R. Stone and seconded by S. Parthree to approve Resolution 2022-05 ratifying and confirming the appointments to the Dover Township Sewer Authority, as presented. **Passed** with 5 ayes.

2022 MEETING SCHEDULE

Board of Supervisors – January 10 and 24; February 14 and 28; March 14 and 28; April 11 and 25; May 9 and 23; June 13 and 27; July 11 and 25; August 8 and 22; September 12 and 26; October 10 and 24; November 14 and 28; December 12, 2022.

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 2022 Meeting Schedule dates for the various Boards, the Authority, and the Committees, as presented. **Passed** with 5 ayes.

2022 TREASURER'S BOND

Motion by R. Stone and seconded by M. Cashman to establish the \$1,000,000.00 Treasurer's bond for 2022, as presented. **Passed** with 5 ayes.

VACANCY BOARD APPOINTMENT

Motion by R. Stone and seconded by S. Parthree to appoint Mark Miller to be the Resident at Large on the Vacancy Board with the Board of Supervisors for 2022, as presented. **Passed** with 5 ayes.

2022 MEETING, CONVENTION, SEMINAR ATTENDANCE AUTHORIZATION

Motion by R. Stone and seconded by M. Cashman to approve authorization for the 2022 meetings, conventions, and seminars attendance by the Supervisors, Township Manager, Office Administrator, Township Secretary, Treasurer, and other designees, as presented. **Passed** with 5 ayes.

2022 STATE CONVENTION VOTING DELEGATE

Motion by R. Stone and seconded by S. Parthree to appoint Township Manager, Laurel A. Oswalt as the Voting Delegate at the 2022 State Convention, as presented. **Passed** with 5 ayes.

APPROVAL OF THE HMGP DESIGNATION OF AGENT RESOLUTION FOR THE PINE ROAD ROUND 3 ACQUISITION PROJECT.

Motion by C. Richards and seconded by M. Cashman to appoint Township Manager, Laurel A. Oswalt as the agent for the Pine Road Phase 3 Acquisition Hazard Mitigation Grant, as presented. **Passed** with 5 ayes.

C. Richards requested the Board move forward with the Fire Department Dorm Project. The Board agreed to contact the architect that prepared the Feasibility Study for a proposal to design and bid the project. They also requested that grants be considered for the project where possible.

With no further business, Chair Stefanowicz adjourned the reorganization meeting at 7:25 PM.

Respectfully submitted by: Laurel A. Oswalt

Laurel A. Oswalt, Township Manager