

**DOVER TOWNSHIP  
BOARD OF SUPERVISORS  
BOARD MEETING MINUTES**

**MARCH 23RD, 2020**

The Dover Township Board of Supervisors' Meeting for Monday, March 23<sup>rd</sup>, 2020, 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 Michael Cashman, Stephen Parthree, Charles Richards and Robert Stone. Other Township Representatives in attendance were Laurel Oswalt, Township Manager; John McLucas; Township Zoning Officer, Michael Fleming, Township Public Works Director and Tiffany Strine, Township Secretary. Township Solicitor Charles Rausch and Township Engineer Terry Myers were present by means on telephone communications. There was one citizens present. This meeting is being recorded for the purpose of minutes only.

**APPROVAL OF THE BOARD OF SUPERVISORS' MEETING MINUTES FOR  
MARCH 9<sup>TH</sup>, 2020**

**Motion** by R. Stone and seconded by M. Cashman to approve the Board of Supervisors' Meeting Minutes for March 9<sup>th</sup>, 2020, as presented. **Passed** with 5 ayes

**TREASURER'S REPORT**

**Approval of Current Expenditures**

**Motion** by C. Richards and seconded by R. Stone to approve the warrant total for March 23<sup>rd</sup>, 2020, in the amount of \$320,630.70 (2020 Expenses Warrant) as presented. **Passed** with 5 ayes

**INFORMATION ON EVENTS AND LOCAL ANNOUNCEMENTS**

Chairman Stefanowicz announced that there is no information on events or local announcements at this time.

Manager Oswalt stated that in the wake of the current, novel Coronavirus, possible cancellations of upcoming Dover Township events are anticipated and will be announced as deemed necessary.

S. Parthree announced that due to the spread of the current, novel Coronavirus, the potential of Dover Township park closures may be coming in the future.

**PUBLIC COMMENT**

**None.**

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

**Approval of Application for Payment No. 4 in the Amount of \$254,012.13 for the Fox Run Interceptor**

**Motion** by R. Stone and seconded by S. Parthree to approve Application for Payment No. 4 in the amount of \$254,012.13 for the Fox Run Interceptor, as presented. **Passed** with 5 ayes

**Approval of Change Order No. 3 – 51 Day Time Extension – New Completion Date of April 30<sup>th</sup>, 2020 Fox Run Interceptor**

T. Myers stated that the contractor for the Fox Run Interceptor project stated that he is asking for a 51 Day Time Extension due to currently being shut down due to the current pandemic status.

T. Myers added that he has spoken with the contractor for the Fox Run Interceptor today and the contractor stated that they realistically feel that they only have five (5) to six (6) working days left on the Fox Run Interceptor project. T. Myers stated that when allowed to assume work, he feels that the necessary work on the Fox Run Interceptor project should be completed fairly quick.

**Motion** by C. Richards and seconded by S. Parthree to approve Change Order No. 3 – 51 Day Time Extension and New Completion Date of April 30<sup>th</sup>, 2020 Fox Run Interceptor, as presented. **Passed** with 5 ayes

**Discuss High School Sewer Connection – Approval to Grant the School Contractor, York Excavating Inc. Permission to access thru the Park Property to Complete the Sewer Connection, Conditioned Upon Obtaining the Necessary DEP Permits and Restoring any Damages**

T. Myers spoke with the design engineer for the Dover High School project, the design engineer stated that they had spoken with The Pennsylvania Department of Environmental Protection and had intended to submit the necessary application to perform the stream crossing permit necessary. Mr. Myers stated that the permit that the Dover High School project engineer is seeking from the DEP will also cover anything outside of the Limit of Disturbance allotted outside of their NPDES permit. Upon receipt of these permits, approval is needed to allow the Dover High School contractor permission to access Dover Township manholes and follow thru with this process as well as any restoration needed from the project.

**Motion** by R. Stone and seconded by S. Parthree to approve to grant the school contractor, York Excavating Inc., permission to access thru the Dover Township Community Park to complete the sewer connection, conditioned upon obtaining the necessary Pennsylvania Department of Environmental Protection permits and must restore any damages, as presented. **Passed** with 5 ayes

**Intermediate Avenue and Canal Road Update**

Chairman Stefanowicz stated that he and C. Richards had a meeting with Mr. Donald Elicker regarding the intersection of Intermediate Avenue and Canal Road. Chairman Stefanowicz stated that Mr. Elicker provided some ideas for remedy in this location regarding Mr. Elickers

concerns with the aforementioned intersection. Chairman Stefanowicz inquired with T. Myers as to whom he should refer Mr. Elicker to with Mr. Elicker's ideas.

T. Myers stated that Mr. Elicker can speak with the Traffic Engineer from the E.L.A. Group, Mr. Mark Henise, who originally provided the plans for submittal with regards to the intersection of Intermediate Avenue and Canal Road.

### **ZONING OFFICER'S REPORT by Township Zoning Officer John McLucas**

#### **Authorize Dover Township Secretary to Sign Sewage Facilities Planning Module Exception & Waiver for Residual Tract Plan 20-1 Lebo 2 Lot Subdivision – Agricultural District – Schoolhouse Road**

**Motion** by C. Richards and seconded by R. Stone to authorize the Dover Township Secretary to sign the Sewage Facilities Planning Module Exception and Waiver for Residual Tract Plan 20-1 Lebo 2 Lot Subdivision, as presented. **Passed** with 5 ayes

#### **Authorize Chairman to Execute Site Improvement Agreement for Plan 17-7 – 108 Dwelling Unit, Final LD Plan-Copper Chase – R4 District – Emig Mill & Baker Road**

**Motion** by M. Cashman and seconded by S. Parthree to authorize the Dover Township Chairman to execute Site Improvement Agreement for Plan 17-7, Copper Chase, as presented. **Passed** with 5 ayes

### **Accept 2019 Subdivision/Land Development Plan Report**

**Board consensus was reached, and it was collectively determined to accept the 2019 Subdivision/Land Development Plan report.**

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

#### **Adoption of Ordinance No. 2020-03 Amending Chapter 7 and 20 Regarding Fire Protection and Waste Disposal**

Manager Oswalt stated that the changes being requested were made due to updates and changes in language regarding the application of a current Pennsylvania Department of Environmental Protection Grant.

**Motion** by R. Stone and seconded by S. Parthree to adopt Ordinance No. 2020-03 amending Chapter 7 and Chapter 20 regarding Fire Protection and Waste Disposal, as presented. **Passed** with 5 ayes

#### **Approval of Change Order No. 1 for the Land Studies Contract on the Fox Run Flood Plain Project**

**Motion** by R. Stone and seconded by S. Parthree to approve Change Order No. 1 for the Land Studies contract on the Fox Run Flood Plain Project, as presented. **Passed** with 5 ayes

### **Approval of the Dover Township Employee Pandemic Plan Update**

**Motion** by S. Parthree and seconded by R. Stone to approve the Dover Township Employee Pandemic Plan Update, as presented. **Passed** with 5 ayes

### **Awarding of the Joint Line Painting Bid to D.E. Gemmill**

Manager Oswalt informed the Board of Supervisors that Windsor Township handled the annual bidding of the line painting services. D. E. Gemmill was the lowest bidder for the Joint Line Painting Bid.

**Motion** by M. Cashman and seconded by C. Richards to award the Joint Line Painting Bid to D.E. Gemmill, as presented. **Passed** with 5 ayes

### **Approval of the Penn Waste Brush Collection Schedule**

Manager Oswalt informed the Board of Supervisors that Penn Waste will be providing the twelve (12) Saturdays per calendar year, for brush collection, within the new contract. Penn Waste proposed having two (2) Saturday's in the month of January and none in the month of February, for brush pick-up, based upon previous needs noted in the past.

**Board consensus was reached, and it was collectively determined to accept the two (2) Saturday's of brush pick up in the month of January and no brush pick-up in the month of February, per the Penn Waste Brush Collection Schedule.**

### **Approval of Resolution No. 2020-12 York/Adams Tax Bureau Tax Filing Deadline Extension**

**Motion** by S. Parthree and seconded by M. Cashman to approve Resolution No. 2020-12 regarding the York/Adams Tax Bureau Tax Filing Deadline Extension, as presented. **Passed** with 5 ayes

### **PUBLIC WORK'S DIRECTOR'S REPORT by Public Works Director Michael Fleming**

#### **Accept or Reject Items Advertised for Sale on MUNCIBID**

M. Fleming stated that the following items were bid on MUNCIBID and the bids are available to be accepted or rejected at this time. The items advertised to be sold on MUNCIBID and their bid amounts are as follows: A.) Clubhouse & Driving Range - \$1.00, B.) Milk Shed Structure – \$1.00, C.) Unfinished Driving Range Structure – No Bid, D.) Nortel Networks BCM 50 & T7316E Phones - \$2.00, E.) Barn Structure - \$52.01, F.) 2008 Ford F-550 with Crane & Snowplow - \$7,400.00, G.) Oce Imagistics IM4511 B&W Copier - \$10.00, H.) 16 Conference Room Chairs - \$79.00, I.) 2564 Municipal Road – House Only - \$3,100.00, J.) Washing Machine - \$77.00, K.) Clothes Dryer - \$50.00, L.) 4 Office Chairs - \$3.00.

**Motion** by R. Stone and seconded by S. Parthree to accept the sale of items on MUNCIBID, including the necessary delays in removal of the bid buildings, as presented. **Passed** with 5 ayes

**MS4**

**None to note.**

**OLD BUSINESS**

**None to note.**

**COMMENTS FROM THE BOARD**

**R. Stone** – R. Stone informed the public present

**C. Richards** – C. Richards gave praise to the Dover Township Fire Department who recently responded to a local incident involving arson. C. Richards stated that the Dover Township Fire Department worked diligently with local law enforcement through the duration of the incident and C. Richards thanked the Dover Township Fire Department for their courageous efforts.

**M. Cashman** – M. Cashman stated that the Police Commission is still awaiting actuary analysis regarding the Southwest Regional Police Department and whether or not Northern Regional Police Department will be assuming items of the Southwest Regional Police Department.

**PUBLIC COMMENT**

**None.**

With no further business, the meeting was adjourned by Chairman Stefanowicz at 7:50 PM.

Respectfully submitted by: \_\_\_\_\_

Tiffany Strine, Recording Township Secretary