

DOVER TOWNSHIP
BOARD OF SUPERVISORS/BOROUGH COUNCIL
MEETING MINUTES
AUGUST 23RD, 2022

The Dover Township Board of Supervisors' Dover Borough Council Meeting for Monday, August 23rd, 2022, was called to order at 6:30 PM by Chairperson Stephen Stefanowicz and Council President Andrew Kroft 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; Michael Fleming, Township Public Works Director; Chalet Harris, Recreation Director; and Nathan Stone, Technology Specialist. Borough Representatives present were President Andrew Kroft; Vice-President Joseph Sabol; Councilman Jeff Raffensberger; Councilman Thomas Slusser, Jr.; Councilwoman Cynthia Snyder; Councilwoman Lori Koch; Borough Secretary Brenda Plowman; Georgia Sprenkel, Zoning Officer, and Borough Solicitor Andrew Herrold. There was also three members of the public present.

This meeting is being recorded for the purpose of minutes only.

At request of Chairman Stefanowicz, introductions were made of all Borough and Township representatives in attendance.

PUBLIC COMMENT

No public comment was offered at this time.

C. Richards reported that there was a small fire at North Salem Elementary today and he wanted to thank all involved for their cooperation during the incident.

2020 JOINT COMPREHENSIVE PLAN

GIS COOPERATIVE PROJECT UPDATE

N. Stone stated that over the last year, he has been working with Borough Staff to bring GIS Mapping to the Borough, so that Staff will access to electronic maps in the field. N. Stone has been working off of paper maps to begin to build sewer, water, and street sign maps. York County provided stormwater mapping assets that they have geo-located. During the Comprehensive Plan process, a sidewalk map was also developed. N. Stone reviewed the stormwater map and discussed the information that is available including location, size, pipe material, condition and maintenance required. There was no data provided on the BMP's (Best Management Practices), such as stormwater ponds. This data can be added if needed in the future. Borough Staff can use their I-pad that was acquired to locate these additional assets. N. Stone considers the stormwater map 80% complete.

President Kroft noted that the Borough has an Act 94 Waiver and therefore has not been required to inspect BMP's.

N. Stone continued by reviewing the sidewalk map, which was completed during the Comp Plan process. This is currently being used to determine connectivity to parks and open space by the Recreation and Open Space Plan Consultant.

Next, N. Stone provided a view of the sanitary sewer map, which is approximately 15% complete. The water map has not been started.

C. Snyder thanked N. Stone for his efforts.

President Kroft questioned whether Columbia Gas data could be shared in this manner. N. Stone stated they are not cooperative with providing access to it.

OPEN SPACE RECREATION PLAN PROJECT STATUS UPDATE

C. Harris reported that the Joint Comprehensive Recreation, Park, and Open Space Plan is approximately halfway through the process. The Committee has been meeting monthly. A timeline update was provided in the packet for this evening's meeting. The Committee has developed a Mission and Vision Statement, Tagline, and Core Values. A survey was developed and has been available for response through the spring and summer to solicit feedback from the residents. There were 400 participants. Demographics of respondents was reviewed. Walking trails were the number one item mentioned that respondents felt were needed. Additional bathrooms were noted as well. Expansion of our facilities is repeated throughout the survey responses. The Dover Area is above the national average for how much they use the parks. No one responded to the survey that they were "very satisfied" with any of the parks. The lack of a trail system and the lack of variety in our parks features were also noted. A list of Top Five Programs per age group was also developed from the information collected. Ninety-Six percent of the respondents felt that a Joint Recreation Board between the Borough, Township and School District was needed. The next public meeting will be held on September 27th at 6 PM at the Dover Township Community Building, where the Terra Vista/Lehr Park Master Plan will be revealed.

C. Harris noted that we are out for bid on the First Phase of Recreation Improvements at Eagle View. This Phase includes a looping trail, a pavilion with fireplace, sledding hill, disc golf, two pedestrian bridges to connect the Dover Middle School to the park and an outdoor classroom for students to use for educational purposes. The next Phase of Improvements has received DCNR Funding in the amount of \$250,000 and will include: an adult baseball field with an electronic scoreboard, trails, and a large parking lot. This will likely be bid next year. The following Phases will include playgrounds, a splashpad, bathrooms, concessions, and an amphitheater. More grant funding will be necessary for these additional phases.

C. Harris commented that the Comprehensive Plan called for Regional Events as well. The July 3rd Fireworks Display was the first of two events that is anticipated for 2022. This event called "Red, White and Boom!" will be held annually on this date every year. The goal is to grow the event annually to have area businesses and community organizations participate. C. Harris noted that these Regional Events will require volunteers at a greater magnitude from those of the past. She asked if anyone was interested in volunteering to please reach out to her. Dover Days is the

second Regional Event. It will be held the first weekend in October annually. For 2022, it will be October 1st at Brookside Park and October 2nd at Union Fire and Hose. This is a combination of the Township's Fall Festival and Union Fire and Hose Halloween Parade. Until a committee can be developed to help with organizing a parade, we are creating a "Street Fair" Event to take the parade's place. Elements of the two-day event include: A Chili Cook-Off, All Over Dover Scavenger Hunt, Inflatable Rides, Games, Food, Gem Mining, Face Painting, Vendors/Community Groups, Bands, a Car Show, Caricatures, Balloon Animals, Pumpkin Painting and possibly a tour by the Historical Society.

C. Snyder commented the tour was talked about at a recent meeting. They will likely shorten the tour to sites located in close proximity to the Fire Hall.

C. Richards asked if the Fire Department was going to have food.

C. Harris stated that was the intent.

There were questions about the Scavenger Hunt: Where the letters are placed, whether it's a walking or driving event, if it is an app, etc. C. Harris responded that the participants must drive because the clues can be found in area businesses or historic places. She usually tries to include business sponsors as locations. The goal is to travel to all the locations to collect all the letters and spell out the phrase. They then turn in their paper forms for a prize.

C. Harris moved on to other Recreation related Comprehensive Plan Goals. They include development of a sports committee, which has formed as the Dover Area Sports Alliance. This group and C. Harris attended a recent school board meeting to gain assistance with cross promotion of youth sports through the schools. The Dover Area School Board did not agree to allow flyers in the schools and has removed these programs from the website as links.

C. Harris stated that consolidation of Borough and Township events was another goal. At present, the Borough and Township cross-promote each other's events via their websites, newsletters, and social media where applicable.

C. Harris commented that Master Field Scheduling was also a goal of the plan. The Township's Recreation Software allows for this scheduling process, and she would be happy to help the Borough schedule fields at Ketterman through this same program.

C. Harris remarked that Maintenance Planning with Youth Sports, Development of a Single Website, an Indoor Feasibility Study, Agreements for Groups Using Spaces and Adult League Opportunities are all goals, which have not seen progress.

C. Harris identified Event Sponsorship as another goal and noted that this year \$12,000 was contributed from sponsors, which is her highest total to date.

Additional goals included an audit of parks, programs, and facilities, which are all part of the Joint Comprehensive Recreation, Parks, and Open Space Plan currently in motion.

At this point, there was open discussion surrounding the July 3rd Fireworks Event and possible improvements. Suggestions included trying to have more locations to view the fireworks from with additional food trucks and activities. More food trucks were a common comment offered as there did not seem to be enough and the wait times were long. This was the first year for the event, so there was no data to gauge the attendance on.

Chairman Stefanowicz thanked C. Harris for her presentation and her efforts with the Joint Recreation Plan. (At this time, R. Stone left the meeting due to another commitment).

PLANNING AND MANAGER REPORTS ON STATUS OF INITIATIVES

L. Oswalt commented John McLucas, Planning Director was not able to be here this evening to present. She asked G. Sprenkel to comment on the status of the Joint Zoning Ordinance Revisions that she and J. McLucas are working with the planning consultant on as a result of the Joint Comprehensive Plan.

G. Sprenkel stated there was a Kick-Off Meeting in July. There will be 6 to 8 meetings to develop the revisions as outlined in the Request for Proposal.

L. Oswalt remarked that J. McLucas' report provides a timeline for the revisions to be complete and before the Planning Commissions as well as the elected officials. By June of 2023, it is anticipated that the project would be complete, and the ordinances would be adopted.

L. Oswalt reminded the elected officials that there are Eight Chapters to the Joint Implementable Comprehensive Plan which are: Education, Infrastructure, Recreation, Community Preservation, Economic Development, Housing, Community Involvement and Communication, and Shared Resources. Both J. McLucas and L. Oswalt provided reports on some of the initiatives. Rather than review every one of the items, L Oswalt gave an overview of some of the key items.

The Commercial and Industrial Development Committee (a joint effort with the Borough, School District and Township) has been meeting monthly focusing on initiatives to bring more commercial and industrial business into the Dover Region to support the tax base. The group has been analyzing priority parcels in the community working with real estate developers to see these parcels developed. The group was instrumental in starting the Dover Area Business Association that has around 15 members and meets bi-monthly. These meetings usually have speakers on various topics to educate the business owners on subjects of interest to them. The group has also held two Job Fairs and participate with the DASD in their Student Job Fair. We have also had numerous speakers in to aid in learning more about our workforce and the community as a whole to help develop marketing strategies for the area.

L. Oswalt stated the Education Chapter is focused on working together to help with social issues in the DASD as well as promote better academic numbers. The development of a list of local non-profits to aid with the social issues in the DASD has been developed and is being put to use by the social worker when the need arises. The church community has been a huge part of that response.

From a Communication standpoint, L. Oswalt remarked that the Township and Borough both have newsletters and websites. We have cross-promoted many events through both. Additionally, the Township is using social media more often: Facebook, Twitter and LinkedIn are the three sites we post to when we share information. Staff has a meeting scheduled this coming week the TextMyGov to look toward using this tool at another communication method.

M. Cashman commented that he would like to be included in this meeting.

L. Oswalt replied she would send him the details of the meeting.

L. Oswalt stated there is a Regional Collaborative Committee Meeting that has been trying to meet twice a year, consists of Councilwoman Snyder, Mr. Benton (DASD CET Director), Superintendent Cartwright, Social Worker Johnston, and herself. The Committee met this past April and will meet again in September. At the April meeting, much of the time was spent on bringing the new Superintendent up to speed on the initiatives in the Join Comp Plan. It is important for the DASD to be involved for some of the goals to be undertaken. The largest of which is Work Force Development. The new DASD High School and its Career Education Technology programs could be used by adults. Some of you may recall that at one point there was an adult education program in the DASD. Having a local program like that here in our district would be great for our residents that wish to pursue a better career path. Another joint effort is help with volunteering from the students at some of our larger events. There are also two teachers on the Recreation and Open Space Plan Committee in an effort to move forward with the concept of providing more Recreation Programming and potentially use the DASD facilities to house some of them.

L. Oswalt concluded that the 2020 Joint Comprehensive Plan was considered to be Implementable, which is a newer concept. It is heavy on goals and all of the groups and staff working on these action items are making progress toward their completion. Comprehensive Plans are usually good for 10 years and we are two years into this plan with more work to do; however, we have made progress in every Chapter of the plan and will continue to do so moving forward.

OTHER MATTERS OF CONCERN FROM COUNCIL OR SUPERVISORS

C. Snyder stated she felt we were making great progress with the goals outlined in the plan.

L. Oswalt commented she wanted to mention when the group met last year at this time, the Board of Supervisors was working on a potential Rental Inspection Ordinance. Since that time, the Board has determined not to move forward with this Program at this time. However, this was an item that was discussed in the Joint Comp Plan, and it was mentioned for the Borough as well. Therefore, if the Borough wants to pursue such a Program/Ordinance, we do have a sample ordinance that was developed that we would be willing to share.

C. Richards stated that he has been in contact with Fire Chief Schnur about working with Dover Union Fire and Hose on recruitment initiatives involving DASD students. This is also a good idea for the EMT's at the Dover Area Ambulance Club.

President Kroft remarked that this has been a problem with DASD to recruit students. Being part of any Job Fairs would be beneficial.

C. Harris offered that the Township held a Leaders in Training Program with Summer Playground for older children. Part of the program is focused on volunteering in the community. EMS and Fire could be included in next year's program.

President Kroft commented that if this could be offered as a course to the students, it may also lead to a career path for the student.

L. Oswalt stated this is a concept that can be mentioned at the Regional Collaborative Committee to both Mr. Benton and the Superintendent for consideration.

T. Slusser agreed that this is a concept worth pursuing. Getting in front of the students is the key to all of it.

There was discussion about the Northern York County Regional Police Department "Explorer Program." It has been a feeder program for the police.

Chairman Stefanowicz stated that he personally has experience with the Explorer Program. He feels that the group should continue to pursue this matter with the DASD.

Additionally, Chairman Stefanowicz reported that the sewer and water project for North of the Borough has received its Department of Environmental Protection permit and will therefore be moving forward into the new year.

President Kroft indicated this will take all properties located in the Township that are currently on Borough sewer, off of the Borough System.

Chairman Stefanowicz commented that there will be additional homes added to the system who are currently not on sewer including some on Harmony Grove Road.

Chairman Stefanowicz reported that the Harmony Grove Road/Route 74/Intermediate Avenue Extension Intersection was discussed at the Township Meeting the night prior. There will be further discussion about the intersection and its path forward at the September 26th Board of Supervisors Meeting. Options include a Traffic Circle or Signalized Intersection.

Chairman Stefanowicz commented that there is a large amount of bridge work scheduled through the end of this year.

M. Fleming reported the following: 1.) Conewago Road near Rohlers Church Road will be out of service for the next 30 days; 2.) Fox Run Road Bridge between Brookside Park and Palomino will be closed for 3 months starting September 12th; 3.) Butter Road Bridge near Fox Run Road will be closed for 3 months starting September 19th; 4.) Clearview Road Bridge just north of Davidsburg Road is delayed due to Columbia Gas but will need a closure for a significant length of time; and 5.) there are 11 other small bridges that are getting minor work completed which will not call for complete road closures in the Township. We have been posting this information on our website and social media as we are made aware of the contractor's schedule.

Chairman Stefanowicz stated we are currently working on a Dorm Expansion Project at the Community Building.

Lastly, Chairman Stefanowicz mentioned the Entry Signs to the Township that were once in place and consideration of installing new electronic signs.

C. Snyder asked about the status of working with the school students on this endeavor.

L. Oswalt stated that the concepts that were developed just did not pan out for implementation. However, the Dover Township 2023 Capital Budget includes three electronic signs to be installed as follows: 1.) Dover Township Municipal Office, 2.) Brookside Park, and 3.) Lehr Park. These along with the Dover Union Fire House Sign would provide for messaging at four locations in the Dover Area as the need arises. There was additional discussion about locations north and south.

M. Cashman questioned whether the Indoor Recreation Facility concept is one that could occur on a regional level.

C. Harris replied this idea had possibilities. Inch and Company is converting the old Central High School Facility into a facility.

G. Sprenkel stated this use was added to the Industrial Zone to encourage some of that land to be developed.

T. Slusser felt this facility would pay for itself if it were built.

M. Cashman remarked about a facility that he is familiar with another state that he felt would also be great to have in our area.

L. Oswalt stated Lower Paxton Township in Dauphin County build an indoor recreation center about 20 years ago. Since that time, it may have gone to being privately managed.

There was additional discussion about the potential partners for the facility, liability around operating it, and locations where it could be located.

M. Cashman questioned when the road into Eagle View Park from Canal Road would be built.

L. Oswalt stated the phasing for this has not been established yet. It will be a later phase as there will be a need for permits to cross the stream and it is not as likely to be funded through DCNR Grant funds as the park improvements have been.

M. Cashman asked if this is a project that might qualify for a RACP Grant.

L. Oswalt stated that is a potential grant and there are others that may qualify for the project, which can be pursued once we have completed some of the other projects that are currently in motion.

PUBLIC COMMENT

Jeffrey Shoener of 2885 Sky Top Trail questioned whether the issue with sending materials from Youth Sports through the school was addressed to the Superintendent or the School Board.

C. Harris stated that the group attended a School Board of Directors Meeting to address this matter.

Mr. Shoener stated this issue has come up in the past and it was the administration that was stopping some organizations to have access to distribute materials. Therefore, it is best to pursue it with DASD School Board directly.

J. Sabold thanked all the staff and other parties that have been serving on committees to see these initiatives move forward. He appreciates the time commitment involved and the amount that has actually been accomplished.

There was a note made to try to have two of these meetings in 2023. February and August were suggested months for scheduling purposes.

With no further business, Chairman Stefanowicz and President Kroft concluded the Board of Supervisors/Borough Council meeting at 8:34.

Respectfully submitted by: Laurel A. Oswalt

Laurel A. Oswalt, Township Manager