

DOVER TOWNSHIP
BOARD OF SUPERVISORS
MEETING MINUTES
August 22nd, 2022

The Dover Township Board of Supervisors for Monday, August 22nd, 2022, was called to order at 7:00 PM by Vice Chairperson Robert Stone in the Dover Township Board of Supervisors meeting room. Supervisors' present were Charles Richards, Michael Cashman, and Stephen Parthree. Other Township Representatives in attendance were Laurel Oswalt, Township Manager; Charlie Rausch, Township Solicitor; Terry Myers, Township Engineer (virtually); Cory McCoy, CS Davidson; Michael Fleming, Township Public Works Director; Lt. Gregg Anderson, Northern Regional Police Lieutenant; John McLucas, Zoning Officer and Brooke Scarce, Recording Secretary. There were 16 members of the public present.

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

APPROVAL OF THE WORK SESSION MINUTES FOR JULY 25th, 2022.

Motion by C. Richards and seconded by M. Cashman to approve Work Session Meeting Minutes from July 25th, as presented. **Passed** with 4 ayes.

APPROVAL OF THE REGULAR BOARD OF SUPERVISOR MINUTES FOR JULY 25th, 2022.

Motion by C. Richards and seconded by M. Cashman to approve the Regular Meeting Minutes from July 25th, as presented. **Passed** with 4 ayes.

TREASURER'S REPORT

APPROVAL OF THE AUGUST 5TH, 2022 WARRANT IN THE AMOUNT OF \$ 1,467,124.54

APPROVAL OF THE AUGUST 8TH, 2022 WARRANT IN THE AMOUNT OF \$ 159.85 (Liquid Fuels)

APPROVAL OF THE AUGUST 8TH, 2022 WARRANT IN THE AMOUNT OF \$ 2,995.00 (2018 BOND)

APPROVAL OF THE AUGUST 19TH, 2022 WARRANT IN THE AMOUNT OF \$ 304,387.04

APPROVAL OF THE AUGUST 22ND, 2022 WARRANT IN THE AMOUNT OF \$ 417.99 (2018 BOND)

Motion by C. Richards and seconded by S. Parthree to approve the above referenced warrant totals, as presented **Passed** with 4 ayes.

PUBLIC COMMENT

Mike Jeffers from Kinsley Construction is requesting that the Board approve dedication of a portion of Country Drive in Donwood Estates. The last lot was completed in late spring/early summer and stormwater repairs are in the process of being fixed. There is a preliminary plan that will go to the Board of Supervisors in the month of September for the final phase of the development, Phase IIB. Unfortunately, the roads were not able to be paved in time for tonight's meeting. M. Jeffers indicated Kinsley Construction would be willing to pay the mileage equivalent to Liquid Fuels Funds and pave the roads before the end of October, if the Board would consider adopting it in September.

Consensus of the Board was to approve the dedication of adoption of the remaining portion of Country Drive pending the satisfactory placement of the paving, supplying a maintenance bond, and payment of the mileage equivalent in Liquid Fuels Funds by Kinsley Construction.

Miles Buttrill from 1640 Blue Jay Drive stated he and his wife are the owners of a nonprofit organization called Tabby Trappers. The organization specializes in trap, neuter, and return for feral cats in Southcentral Pennsylvania. The organization started at the beginning of 2020. Since 2020 the organization has been able to help 1,800 feral cats. The nonprofit business does not charge a fee for their service. He and his wife are proposing that Dover Township sponsor a voucher program of 100 at \$20 per voucher for the year of 2023.

S. Stefanowicz arrived at the meeting at 7:05 PM.

L. Oswalt stated the organization has been in contact with her and she asked them to come to the meeting to present their request to the Board. If this is something the Board is interested in, it can be added to the budget for 2023.

ENGINEER'S REPORT, T. MYERS

Carlisle Road/Harmony Grove Road/Intermediate Avenue Intersection Discussion.

T. Myers stated the Township has been pursuing an alternative route concept which would allow Intermediate Avenue to be extended North to the intersection of Harmony Grove Road and Route 74. These two roads belong to PennDOT. As part of an informal review process with PennDOT, the suggestion was made to complete the ICE Form, which would help the Township formulate a conclusion as to whether the double T-Intersection/Signal concept or Traffic Circle were the most viable option. The Board was provided the ICE report prepared by Traffic, Planning and Design (TPD) at last month's meeting and now has had time to review it. Tonight, we are looking for discussion from the Board.

Manager Oswalt stated the Board needs to determine the option they wish to proceed with so the project can be designed, permitted and built. If the traffic circle is the option that is chosen, there are some items that will need to be worked out with the affected property owners.

T. Myers stated the Township will have to obtain the business at the intersection of Harmony Grove Road and Carlisle Road.

S. Stefanowicz stated the Board does not want to take away anyone's property without an agreement.

S. Parthree stated he is in favor of the traffic circle but there would need to be an agreement with the property owners that would be affected by it.

T. Myers stated that the traffic light would be affecting more property owners than the traffic circle. It would also affect other property owners with their access to Carlisle Road.

R. Stone questioned when the deadline is for the Board to make a decision.

T. Myers stated there is no set deadline for a decision, but the project will not move forward until the Board provides this direction.

M. Cashman questioned if a meeting with all of the property owners that would be affected could be scheduled.

Pastor Jeffery Bender, Dover Assembly of God, stated there was a previously held meeting. During the meeting there were three potential designs for the traffic circle.

Manager Oswalt stated there was a public meeting in July of 2020 where Terry Myers had presented three different options for the traffic circle and the Board had selected an option.

T. Myers stated there is a fourth option that TPD has put together that utilizes the elliptical configuration that has a smaller diameter and was having less impact on property owners.

T. Myers stated to distribute the connections to the traffic circle, the roads are going to be moved around to get the best sight distance. There are certain sight distance requirements that will have to be met per design standards.

Manager Oswalt stated if the traffic circle is the option that is chosen, every road that exists today will go into the circle; Harmony Grove Road, Intermediate Ave, and Carlisle Road. The Mt. Zion Offroad business will also need an exit that leads into the traffic circle since it will be affected.

A resident from the audience questioned if the Board has looked at a design option that utilizes two mini traffic circles to handle the intersection rather than one big one.

T. Myers stated that he is unsure if this concept would work at this intersection. The idea can be brought to TPD's attention to get their opinion on this prospect.

Consensus of the Board of Supervisors was to have T. Myers work with TPD to gather some more information and present their fourth option for the traffic circle at a future public meeting. September 26th was discussed as the date to review these designs at a public meeting and invite the area residents to the meeting.

ZONING OFFICER'S REPORT, J. MCLUCAS

Re-approval of PL 20-4-Hoffman 2-Lot Final Subdivision Plan-Davidsburg Road-R3 Zoning District.

J. McLucas stated the plan was conditionally approved by the Board on January 25th, 2021. The only outstanding item is the recreation in lieu of fee has not been paid.

Motion by R. Stone and seconded by M. Cashman to reapprove PL 20-4 Hoffman 2 Lot Subdivision Plan, as presented **Passed** with 5 ayes.

Approval of PL 22-11-Hake 3-Lot Consolidation Plan-5170 Bull Road-Conservation Zoning District.

J. McLucas stated the property owner owns three contiguous properties and is basically erasing two of the property lines to make it one large parcel. A copy of the most recent plan was given to the Board. There are no outstanding items that need to be addressed.

Motion by M. Cashman and seconded by C. Richards to approve PL 22-11-Hake 3-Lot Consolidation Plan, as presented **Passed** with 5 ayes.

Approval of PL 22-8-Strine 3-Lot Final Subdivision Plan-Crone Road-Conservation Zoning District.

J. McLucas stated there are comments from the Public Works Direction which can be added as item 6 of outstanding items.

Todd Lyons presented the plan consisting of three existing parcels. The parcels are being reconfigured to provide road frontage on each lot.

C. McCoy of CS Davidson stated there is one waiver request which is to not widen Crone Road.

Motion by C. Richards and seconded by S. Parthree to approve the waiver request: § 704.B-right-of-way and cartway requirements, as presented **Passed** with 5 ayes

C. McCoy stated there are open items to be addressed, item 6 will be added for any outstanding comments from the Public Works Director.

Motion by R. Stone and seconded by M. Cashman to approve PL 22-8-Strine 3-Lot Final Subdivision Plan with the following open items; § 22-501.2- A disk in an electronic form compatible with the Township GIS system shall be provided; § 22-501.2-notarized signatures certifying concurrence with the plan; § 22-601.2- prior to plan approval, PADEP code number for referencing approval of the plan revision module; § 714.2- drainage easement and adding item 6; Public Works Comments, as presented **Passed** with 5 ayes.

Approval of PL 22-5-Donwood IIB-Revised Preliminary Plan-Donwood Estates-53 SFD's-R3 Zoning District.

J. McLucas requested that the Board table this plan until next month.

Motion by R. Stone and seconded by M. Cashman to table PL 22-5-Donwood IIB-Revised Preliminary Plan until next month, as presented **Passed** with 5 ayes.

Approval of the Agreement with Road Home LLC for Lot 66 and the installation of 2 swales in Fountain Rock.

J. McLucas stated there is a lot in Fountain Rock that initially was denied for a permit due to flooding issues and the lack of installation of swales in that area. When speaking with the developer, the Township agreed to release the permit under certain conditions as outlined in this agreement. Posting of the funds to complete the work by the Township was one of these conditions. The funds have been posted and the agreement is before the Board for authorization.

Motion by M. Cashman and seconded by R. Stone to approve the agreement with Road Home LLC for release of the building permit for Lot 66 and the installation of two swales in Fountain Rock Subdivision, as presented **Passed** with 5 ayes.

Authorize the advertisement of a Planned Residential Development Ordinance.

J. McLucas stated that this ordinance has been the subject of much discussion over the last few months. This final version is the result of a meeting held with the Township Manager, Township Planning Director, the Township's planning consultant at HRG, Township Solicitor, and Inch and Company. With the advertisement of the ordinance, it will be forwarded on to York County Planning Commission and the Dover Township Planning Commission for their review. After which, there will need to be a public hearing. Due to the timeframes associated with the reviews, it would likely be on the Board's agenda on October 24th.

Motion by S. Parthree and seconded by R. Stone to authorize the advertisement of the Planned Residential Development Ordinance, as presented **Passed** with 5 ayes.

TOWNSHIP MANAGER REPORT, L. OSWALT

Approval of Resolution 2022-17 adopting the Season's Phase I Subdivision Roads.

L. Oswalt commented that this road adoption was considered last year and was rejected because the streetlights were not yet installed. These lights are now complete.

Motion by R. Stone and seconded by M. Cashman to approve Resolution 2022-17 adopting the Season's Phase I Subdivision Roads, as presented **Passed** with 5 ayes.

Approval of Resolution 2022-18 amending Administrative Job Descriptions.

L. Oswalt noted that these amendments for consideration were previously discussed with the Board.

Motion by C. Richards and seconded by R. Stone to approve Resolution 2022-18 amending Administrative Job Descriptions, as presented **Passed** with 5 ayes.

Approval of Trick or Treat on Monday, October 31st from 6-8 PM in Dover Township.

Motion by C. Richards and seconded by S. Parthree to approve Trick or Treat on Monday, October 31st from 6-8 PM in Dover Township, as presented **Passed** with 5 ayes.

PUBLIC WORKS DIRECTOR REPORT, M. FLEMING

Approval of Doli Construction Application Payment #3 in the amount of \$375,460.66 for the Andover Utility Project.

Motion by R. Stone and seconded by C. Richards to approve Doli Construction Application Payment #3 in the amount of \$375,460.66 for the Andover Utility Project, as presented **Passed** with 5 ayes.

S. Parthree stated that a resident that lives in the Andover Development approached him and stated how polite and courteous the Doli Construction Workers have been.

Approval of CriLon Corporation Application Payment #1 in the amount of \$41,926.01 for work on Bridge #1, Paradise Road.

Motion by S. Parthree and seconded by M. Cashman to approve CriLon Corporation Application Payment #1 in the amount of \$41,926.01 for work on Bridge #1, Paradise Road, as presented **Passed** with 5 ayes.

Approval of CriLon Corporation Change Order #1 for a no cost time extension of 27 additional days.

M. Fleming noted that there were delays for the contractor in obtaining the pipe for this project which has forced the need for this no cost change order.

Motion by C. Richards and seconded by S. Parthree to approve CriLon Corporation Change Order #1 for a no cost time extension of 27 additional days, as presented **Passed** with 5 ayes.

Approval to obtain a consultant to assist with traffic engineering studies as outlined in the Public Works Director's Report.

M. Fleming stated due to new developments, adoption of roads and request for information, Dover Township needs to conduct several TE studies. The ordinance needs to be updated so signs can legally be installed to enforce restrictions throughout the Township.

Manager Oswalt suggested that since the Township is already working with TPD we could get a quote from them. There is only a limited number of engineering firms that perform traffic engineering studies in our area.

Consensus of the Board was to move forward with seeking proposals for the performance of traffic studies as noted in the Public Works Director's report.

RECREATION DIRECTOR'S REPORT

Manager Oswalt stated the following events are upcoming for Dover Township Recreation:

August 26- Movie in the Park at Brookside

September 2- Star Watch at Lehr Park

September 9- Movie in the Park at Brookside

September 23- Movie in the Park at Brookside

October 1 and 2- Dover Days, at Brookside Park and Dover Union Fire and Hose on the respective dates.

MS4 UPDATE

L. Oswalt reminded those present that there will be a Joint Public Education Session held at West Manchester Township's Office on 9-14-2022 at 6:30 PM: **TOPIC: STORMWATER BMPs- Q&A SESSION**

OLD BUSINESS

Chairman Stefanowicz reported that the Township and Borough will meet on Tuesday, August 23rd at 6:30 PM in this room to review the status of the 2020 Joint Comprehensive Plan Initiatives. The public is welcome to attend.

COMMENTS FROM THE BOARD

S. Parthree would like to thank everyone who came to the groundbreaking at the new Senior Center.

COMMENTS FROM THE PUBLIC

Marie McInerney, 6331 Salem Run Road questioned where the advertisement of the Planned Residential Development can be found.

Manager Oswalt stated the information will be in the newspaper and a draft will also be available on the Township website.

Kayla Buttrill, 1640 Blue Jay Drive questioned whether Blue Jay Drive is a Township road and would like to know if the road can be paved because of having issues getting into the driveway.

M. Fleming stated Blue Jay Drive is a public road. The development was built in 1980. There are storm sewer drains that need to be replaced in that area, but it is standard for a driveway to have an inch and a half reveal at the bottom of the driveway ramp to allow for future paving. This is a development which is on the Township's future plans for maintenance work.

With no further business, Chairman Stephen Stefanowicz concluded the Board of Supervisors meeting at 8:43 PM.

Respectfully submitted by: Brooke Searce

Brooke Searce, Recording Secretary