

**DOVER TOWNSHIP  
BOARD OF SUPERVISORS  
MEETING MINUTES  
January 23<sup>rd</sup>, 2023**

The Dover Township Board of Supervisors for Monday, January 23<sup>rd</sup>, 2023, was called to order at 6:59 PM by Chairperson Stephen Stefanowicz in the Dover Township Board of Supervisors meeting room. Supervisors' present were Charles Richards, Robert Stone, and Michael Cashman. Stephen Parthree was absent with prior notification. Other Township Representatives in attendance were Laurel Oswalt, Township Manager; Charlie Rausch, Township Solicitor; Terry Myers, Township Engineer; Corey McCoy, CS Davidson; Christopher Hamme, Assistant Public Works Director; John McLucas, Planning Director; and Brooke Scarce, Township Secretary. There were 13 members of the public present.

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

**APPROVAL OF THE WORK SESSION MINUTES FOR JANUARY 9<sup>TH</sup>, 2023  
APPROVAL OF THE REGULAR BOARD OF SUPERVISOR MINUTES FOR  
JANUARY 9<sup>TH</sup>, 2023**

The minutes were tabled until the next meeting due to not having a majority of the members in attendance from the previous meeting.

**TREASURER'S REPORT**

**APPROVAL OF THE JANUARY 16<sup>TH</sup>, 2023 WARRANT IN THE AMOUNT OF  
\$231,897.52 (PAYING 12/31/2022 BILLS)  
APPROVAL OF THE DECEMBER 27<sup>TH</sup>, 2022 WARRANT IN THE AMOUNT OF  
\$194,459.05 (2020 BOND)  
APPROVAL OF JANUARY 19<sup>th</sup>, 2023 WARRANT IN THE AMOUNT OF \$74,526.00  
APPROVAL OF JANUARY 23<sup>RD</sup>, 2023 WARRANT IN THE AMOUNT OF \$40,285.07**

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

S. Stefanowicz stated there is a change to the agenda. Resolution 2023-05 is under the Manager's Report to recognize Philip Brown's service on the Zoning Hearing Board.

Philip Brown was present at the meeting and Robert Stone presented the Resolution to Philip and thanked him for his 20 years of service.

Philip Brown stated that being on the Zoning Hearing Board has been an interesting experience.

**PUBLIC COMMENT**

No comments were offered.

## **ENGINEER'S REPORT, T. MYERS**

T. Myers stated he provided a written report to the Board, but he does not have any actions items.

C. Richards questioned if there was an update on Intermediate Ave.

T. Myers stated he has been in contact with the new facilities superintendent for the Dover Area School District. The new facilities superintendent has been brought up to speed with agreements that are in place, and he will be reaching out to Mr. Myers in the near future about the matter.

## **ZONING OFFICER REPORT, J. MCLUCAS**

### **PL 22-8- Strine 3-Lot Final Subdivision Plan.**

J. McLucas stated this is a reapproval of the Strine 3-lot subdivision plan, it was conditionally approved by the Board in August. There is one waiver and 3 outstanding items.

**Motion** by R. Stone and seconded by M. Cashman to approve the waiver request: § 704.B- right-of-way and cartway requirements and the outstanding items; driveway restrictions #5 shall be removed from the plans, §22-501.2.A a disk in an electronic format compatible with the Township GIS system, and §22-501.2.H notarized signatures of the owners, as presented. **Passed** with 4 ayes.

T. Myers questioned if the owner agrees with the removal of the note on the plan, could the owner strike and initial the change.

C. Rausch stated that he does not have a problem with it, but he is unsure if the recorder's office will accept this for recording.

Daryl Strine from 1431 Rohlers Church Rd questioned what would be crossed out on the plan.

C. McCoy said there is a note on the plan concerning the culvert with the driveways. The note states the Township Roadmaster, or the person representing the Township signs and approves the driveway culvert. However, this a private culvert and therefore the Township does not need to be involved.

D. Stine stated there is not a culvert at the driveway, but he is in agreement if they would like to put a culvert in.

T. Myers stated it would be the responsibility of the person who purchases the lot to install the culvert.

J. McLucas stated that they are going to strike it on the plan. Then sign the plan so it can get submitted.

**PL 22-10- Wawa Convenience Store- Final LD Plan and Lot Consolidation.**

J. McLucas stated the Planning Commission expressed concerns about traffic and providing more of a visual barrier for adjacent property owners.

Stacey McNeal with Wawa Convenience Store stated that Wawa will be located along Carlisle Road between Hilton Avenue and Poplars Road. It is a redevelopment of an existing property and lot consolidation. The primary access will be located on Hilton Avenue but there will also be a secondary access located on Poplars Road.

Rob Hoffman with Wawa Convenience Store stated there are significant improvements that will happen at the intersection of Hilton Avenue and Carlisle Road. Hilton Avenue will have a two lane approach, there will be shared left and through lane and a dedicated right hand turn lane. On Carlisle Road there will be a left-hand turn signal.

T. Myers stated the intersection was the biggest concern expressed by the residents in the area as well as the Planning Commission.

C. Hamme questioned if the lights will be reprogrammed to accommodate the camera system that is in use.

R. Hoffman stated that new signal heads and signal equipment will be installed to accommodate the current camera system.

Bill Rearden from Wawa Convenience Store stated there will be landscaping along the entire northern property boundary. There will be a berm landscape design on the northern part of the property as well as the back side of the property.

B. Rearden is requesting the following ten waivers on behalf of his client: (1) SALDO 19-301.11 to permit the embankment of the SWM facilities to be situated within the building set back; SALDO section 22-704.B to not require additional right of way, cartway width, milling and overlay of wearing course to the centerline of existing cartway, and not to provide leveling course/ milling to correct street cross slope; (3) SALDO section 22-709-.10 to permit more than one point of access and egress to the property; (4) SALDO section 22-710.5 to permit crosswalks to be less than 12 feet wide; (5) SALDO section 22-712.2.J.(2) to permit cut and fill slopes to exceed 20% within 20 feet of adjoining properties; (6) SALDO section 22-713.2.H to permit sewer laterals and their clean-outs to be located under driveways, access driveways, and parking areas; (7) SALDO section 22-713.3.E to permit water services to be located under driveways, access drives, and parking areas; (2) SALDO section 22-1003 and section 19-308.3.A.(3) to permit the side slopes of a stormwater management basin to be steeper than 4:1; (8) SALDO section 22-1103.12.D to permit less than 10% landscape area within the parking lot; and added SALDO section 22-1103.11.B.2 to permit providing greater than the required amount of evergreen trees and fewer than the required number of shade trees, ornamental trees and shrubs to meet the intent of the buffering requirement.

**Motion** by M. Cashman and seconded by C. Richards to approve the waiver requests as noted above for PL 22-10- Wawa Convenience Store- Final LD Plan and Lot Consolidation, as presented. **Passed** with 4 ayes.

T. Myers noted that there are 7 outstanding items that still need to be addressed per C.S. Davidson's letter dated January 20<sup>th</sup>, 2023.

J. McLucas stated that under the outstanding items they are adding number 10 to add dates of the waiver requests and the Zoning Hearing Board decision and number 11 to refuse signage per Zoning Hearing Board decision.

**Motion** by C. Richards and seconded by M. Cashman to conditionally approve PL 22-10- Wawa Convenience Store- Final LD Plan and Lot Consolidation with the following outstanding items; (1) §22-501.2.A a disk in an electronic format that is compatible with the Township GIS system; (2) § 22-501.2.F Engineer's/Surveyor's seal, signature and date certifying that he has been to the site and observed the present condition; (3) §22-501.2.H owner's notarized signature; (4) §19-502.8 approval of stormwater management plan obtained from the Township Engineer; (5) §22-602.1 public improvements security shall be made prior to the final plan approval; (6) §22-602.4 E & S approval by York County Conservation District; (8) Public Works Director comments; (9) §22-502.4 outstanding comments from the Township's Traffic Engineer; and comments number 10 and 11 as noted above, as presented. **Passed** with 4 ayes.

#### **PL 22-14- Buchmeyer's Pool Inc- Revised Preliminary Plan/ Final LD.**

J. McLucas stated this plan was formally known as Apple Outdoor Supply Wholesale Facility.

Bill Pompeii from K & W Engineer stated they are asking for 8 waivers which are as follows: (1) §19-301.13 stormwater management facility dewatering time; (2) §19-308.3.A.3 stormwater management basin side slopes; (3) §22-501.2.O location and identification of existing features within four hundred feet of the subject property; (4) §22-501.2.W location and identification of existing or proposed streets within four hundred feet of the subject property; (5) §22-709.7 maximum access drive widths; (6) §22-712.2.J.2 cut and fill slopes within 20 feet of adjoining properties; (7) §22-713.2.H placement of sanitary sewer laterals under parking areas; and (8) §22-720.3 submission of an environmental impact assessment report by third party consultant.

**Motion** by C. Richards and seconded by M. Cashman to approve the waiver requests for PL 22-14- Buchmeyer's Pool Inc- Revised Preliminary Plan/ Final LD, as presented. **Passed** with 4 ayes.

T. Myers stated that there are outstanding items that still need to be addressed as well as two general comments and reviewed the items found in C.S. Davidson's letter dated January 20<sup>th</sup>, 2023.

**Motion** by M. Cashman and seconded by C. Richards to conditionally approve PL 22-14- Buchmeyer's Pool Inc- Revised Preliminary Plan/ Final LD with the following outstanding items: (1) §22-501.2.A a disk in an electronic format that is compatible with the Township GIS system; (2) §22-501.2.F seal, registration number, date and signature of engineer or land surveyor; (3) §22-501.2.H owner's notarized signature; (4) §22-602.4 E & S approval by York County Conservation District and E & S plans shall be provided to the Township for their

records; (6) §22-1201.1 public improvements security is required in a form and amount acceptable to the Township; (7) outstanding comments made by the Fire Marshall; (8) outstanding comments made by the Public Works Director; (9) Township water staff approval shall be received before final plan is approved; and general comments one and two, as presented. **Passed** with 4 ayes.

**PL 22-15- 3966 Carlisle Road- Final 2- Lot Subdivision and Lot Consolidation.**

J. McLucas stated this is the Mavis Tire site. It was originally going to be on one lot, but they are now splitting off a second lot to have access to Palomino Road.

Ed Davis, the engineer for Mavis Tire stated an easement was added to lot 2 to connect into the existing access easement which goes through to Palomino Road.

T. Myers stated that there are outstanding items that still need to be addressed per C.S. Davidson's review letter dated January 20<sup>th</sup>, 2023.

**Motion** by R. Stone and seconded by M. Cashman to conditionally approve PL 22-15- 3966 Carlisle Road- Final 2- Lot Subdivision and Lot Consolidation with the following outstanding items: (1) §22-501.2.A a disk in an electronic format compatible with the Township GIS system; (2) §22-501.2.H notarized signatures of the owners; (3) §22-601.2.M the plan shall be sealed and signed by the appropriate design professional; (5) outstanding comments made by the Public Works Director; and (6) provide a copy of the recorded easement for the Township's record and plans correctly reflect easement, as presented. **Passed** with 4 ayes.

**TOWNSHIP MANAGER REPORT, L. OSWALT**

**Approval of Resolution No. 2023-05 Recognizing Philip Brown for his service to Dover Township.**

**Motion** by R. Stone and seconded by M. Cashman to approve Resolution No. 2023-05 Recognizing Philip Brown for his service to Dover Township, as presented. **Passed** with 4 ayes.

**Approval of Resolution No. 2023-06 Exonerating G.H. Harris Associates, Inc. of Uncollectible Delinquent Per Capita Taxes for years 2003-2010.**

**Motion** by R. Stone and seconded C. Richards to approve Resolution No. 2023-06 Exonerating G.H. Harris Associates, Inc. of Uncollectible Delinquent Per Capita Taxes for years 2003-2010, as presented. **Passed** with 4 ayes.

**Approval of Resolution No. 2023-07 Recognizing Wayne Latchaw for his service to Dover Township.**

Manager Oswalt stated Wayne Latchaw is the Facilities and Parks Superintendent and will be retiring in February with 20 years of service to Dover Township within this position and 52 years of service as a volunteer firefighter for Dover Township Volunteer Fire Department as well. The resolution recognizes his 72 years of service.

**Motion** by C. Richards and seconded by M. Cashman to approve Resolution No. 2023-07

Recognizing Wayne Latchaw for his service to Dover Township, as presented. **Passed** with 4 ayes.

**Approval of Payment Application #1 to Myco Mechanical, Inc. in the amount of \$2,700.00 for the Fire Department Dorm Project.**

Manager Oswalt stated that the payment is for the insurance bond.

**Motion** by C. Richards and seconded by M. Cashman to approve Payment Application #1 to Myco Mechanical, Inc. in the amount of \$2,700.00 for the Fire Department Dorm Project, as presented. **Passed** with 4 ayes.

**Approval of Eagle View Park Payment Applications #1, 2 and 3.**

**Motion** by C. Richards and seconded by R. Stone to approve Payment Application #1 in the amount of \$9,270.00 for bond and insurance expenses; Payment Application #2 in the amount of \$33,528.60 for Mobilization and E/S Control Measures; and Payment Application #3 in the amount of \$21,600.00 for the Pedestrian Bridge Installation, as presented. **Passed** with 4 ayes.

**Acknowledgement of the Completion of Jeffrey Kiner, Water Trainee's Probationary Period.**

Manager Oswalt noted that Brooke Searce has completed her 3-month probationary period as the Township Secretary.

Manager Oswalt noted that there was scoping meeting scheduled for today with PennDOT to Hilton and Bull Inch and Company Plan and the meeting was canceled at the last minute due to the fact that the applicant received an eminent domain filing for the parcel.

C. Rausch questioned if a declaration was obtained.

T. Myers stated there was an email received stating they are withdrawing their scoping application because eminent domain was filed against the property.

R. Stone expressed concerns that PennDot will be moving forward to take 40 acres of Dover Township's prime commercial land.

Chairman Stefanowicz questioned what is involved with a Scoping Meeting.

Manager Oswalt stated the Department of General Services handles the acquisition of land; it is not PennDOT who would be handling the process even though the acquisition is for a new PennDOT facility. A Scoping Meeting with PennDOT starts permitting process for new developments at which any access drives, improvements and traffic concerns are discussed that need to be completed.

S. Stefanowicz questioned if the letter to in opposition to the project had been sent out.

Manager Oswalt stated the letter has been typed up, but it has not been sent out yet. There was one board member who did not sign the letter until tonight's meeting.

J. McLucas noted that the letter will be sent out tomorrow.

R. Stone stated that as a Township, he would like to do everything possible to fight this situation.

C. Rausch stated that if a declaration was filed there's not much the Township can do. If a declaration is filed that grants possession of the property.

### **PUBLIC WORKS DIRECTOR REPORT, C. HAMME**

#### **Approval of Payment Application #3 to Lobar Site Development Corporation for \$107,297.64 for 2022 Bridge Improvements.**

**Motion** by C. Richards and seconded by R. Stone to approve Payment Application #3 to Lobar Site Development Corporation for \$107,297.64 for 2022 Bridge Improvements, as presented. **Passed** with 4 ayes.

#### **Andover Storm Sewer Project.**

**Motion** by R. Stone and seconded by M. Cashman to accept the bid proposal submitted by Clear View Excavation for an estimated cost of \$24,810.00, as presented. **Passed** with 4 ayes.

#### **Advertise Bid Specifications for Design, Permitting, and Reconstruction of a swale along Piney Hollow Road.**

**Motion** by R. Stone and seconded by C. Richards to advertise bid specifications for design, permitting, and reconstruction of a swale along Piney Hollow Road, as presented. **Passed** with 4 ayes.

#### **Prepare and Advertise Bid Specifications for salt dome shingle replacement.**

**Motion** by C. Richards and seconded by R. Stone to prepare and advertise bid specifications for salt dome shingle replacement, as presented. **Passed** with 4 ayes.

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

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

February 2<sup>nd</sup>- Groundhog Day at Lehr Park

February 10<sup>th</sup>- Parent's Night Out at the Community Building

### **MS4 UPDATE**

C. Hamme stated that he and the Public Works Director set aside time on Fridays to complete MS4 inspections. So far, they have completed Sparrow's Way and Cooper Chase Apartments.

### **OLD BUSINESS**

2022 Joint Comp Plan

Manager Oswalt stated that the next meeting on February 13<sup>th</sup> will be at the Township Building at 6:30 with the Borough Council to review the Draft Joint Recreation and Open Space Plan and a status of the Zoning Ordinance Revision project.

**COMMENTS FROM THE BOARD**

None were offered.

**COMMENTS FROM THE PUBLIC**

G. Myers questioned how the PennDOT facility will affect the Inch and Co. project proposal with the remainder of the land that would be left over.

S. Stefanowicz stated this will effectively stop the Inch and Co. Development at this point.

**With no further business, Chairman Stephen Stefanowicz concluded the Board of Supervisors meeting at 8:40 PM and the full Board of Supervisors then entered into an Executive Session to discuss the potential matter of litigation involving the WWTP and DEP.**

Respectfully submitted by: Brooke M. Scarce

Brooke M. Scarce, Township Secretary