

**DOVER TOWNSHIP
BOARD OF SUPERVISORS/ BOROUGH COUNCIL
MEETING MINUTES
February 13th, 2023**

The Dover Township Board of Supervisors' Dover Borough Council Meeting for Monday, February 13th, 2023, 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. Supervisors' present were Charles Richards, Michael Cashman, Robert Stone, and Stephen Parthree. Other Township Representatives in attendance were Laurel Oswalt, Township Manager; Michael Fleming, Township Public Works Director; Charlie Rausch, Township Solicitor; John McLucas, Planning Director; Chalet Harris, Recreation Director; Gregg Anderson, Northern Regional Police Lieutenant; and Brooke Searce, Township Secretary. Borough Representatives present were Vice- President Joseph Sabold; Lori Koch, Councilwoman; Jeff Raffensberger, Councilman; Thomas Slusser Jr, Councilman; Cynthia Snyder, Councilwoman; Georgia Sprenkle, Zoning Officer; Andrew Herrold, Borough Solicitor; and Brenda Plowman, Borough Secretary. There were 4 members of the public present.

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

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

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

Motion by S. Parthree and seconded by C. Richards to approve the Work Session Minutes and the Regular Board of Supervisors Minutes from January 9th, 2023, as presented. **Passed** with 3 ayes. R. Stone and M. Cashman abstained due to not being present at the meeting.

**APPROVAL OF THE REGULAR BOARD OF SUPERVISORS MINUTES FROM
JANUARY 23RD, 2023**

Motion by C. Richards and seconded by M. Cashman to approve the Regular Board of Supervisor Minutes from January 23rd, 2023, as presented. **Passed** with 4 ayes. S. Parthree abstained due to not being present at the meeting.

TREASURER'S REPORT

**APPROVAL OF THE FEBRUARY 3RD, 2023 WARRANT IN THE AMOUNT OF
\$535,393.95**

APPROVAL OF THE FEBRUARY 7TH, 2023 WARRANT IN THE AMOUNT OF

\$109,997.64 (2020 BOND)

APPROVAL OF THE FEBRUARY 7TH, 2023 WARRANT IN THE AMOUNT OF \$55,128.60 (EAGLE VIEW)

APPROVAL OF THE FEBRUARY 9TH, 2023 WARRANT IN THE AMOUNT OF \$543.16 (LIQUID FUELS)

APPROVAL OF THE FEBRUARY 9TH, 2023 WARRANT IN THE AMOUNT OF \$7,650.14 (2020 BOND)

APPROVAL OF THE FEBRUARY 9TH, 2023 WARRANT IN THE AMOUNT OF \$472.50 (EAGLE VIEW)

APPROVAL OF THE FEBRUARY 13TH, 2023 WARRANT IN THE AMOUNT OF \$228,857.86

Motion by S. Parthree and seconded by R. Stone to approve the above referenced warrant totals, as presented. **Passed** with 5 ayes.

PUBLIC COMMENT

None were offered.

ZONING OFFICER REPORT, J. MCLUCAS

J. McLucas stated he has no action items.

TOWNSHIP MANAGER REPORT, L. OSWALT

Manager Oswalt stated she has no action items.

2020 JOINT COMPREHENSIVE PLAN

JOINT OPEN SPACE RECREATION PLAN, ANNE YOST YSM

Ann Yost of YSM stated that she the consultant working with a committee composed of Township and Borough representatives to develop a Comprehensive Recreation Park and Open Space Plan. A Recreation Plan has an impact on healthy residents, universal access, helps target resident interest and desires, and proactively addresses future needs. The committee has been working on the plan for about a year and a lot of the work has been engaging the public. From the online survey that was conducted residents are looking for the following experiences: trails/ trail activities, spending time with friends/family, spending time outdoors, and relaxation. The online survey also asked residents what the priority should be for parks and recreation in the Dover area and the residents answers are as follows: maintain existing parks and recreation facilities, conserve open space and natural resources, develop walking/biking connections between schools/parks/neighborhoods, and rehabilitate older parks. The online survey also found that residents are looking to expand or add the following: restrooms, walk paths/trails, shade/tree areas, sitting areas, fully accessible (all abilities) playgrounds, furnishings (benches, bike racks, drinking fountains), youth playground/tot lots, and nature trails.

The mission statement for the future of parks and recreation in the Dover area is, "We promote health and well-being, build community pride, and provide enjoyment for all Dover residents through memorable parks and recreation experiences." The vision statement is, "Dover's exceptional parks and recreation system connects people to each other, to enriching experiences, and to the outdoors." The following are key issues that need to be tackled: Township and Borough join forces to provide parks and recreation services, merge youth sports groups/organizations, strategic partnerships for parks and programming, better coordination and recruitment of volunteers, development of revenue sources to support hiring additional staff, lack of recreation programs for all ages, lack on indoor community programming space, Township owned parks need investment in older facilities, newly acquired parkland that is undeveloped, resident lack awareness of parks and recreation opportunities, access to school recreation facilities is limited, and lack of trails and public access to streams. The committee decided on six goals to achieve which are as follows: Renew and Invest, Recreation for All, Recreation Program Expansion, Relationship and Capacity Building, Identity and Awareness, and Connect the Dover Area through Greenways and Trails.

Additionally, three park master plans were completed for the following facilities: Lehr Unity Park Rehabilitation, Terra Vista Park Development, and Alda Ketterman Park Rehabilitation. Since Eagle View Park is getting a baseball field, the plan is to eliminate the baseball field at Lehr Unity to provide for more flat field space, expand the playground, add basketball courts, add shade trees, and expand the parking. Terra Vista Park is an undeveloped agriculture field which potentially would turn into a football field, a multi-purpose field, baseball field, pickle ball courts, and playgrounds. YSM is suggesting that Alda Ketterman Park add a bathroom, move the one existing playground making a separate area for tots and youth, add a gathering area, and some fitness stations.

C. Snyder questioned what the age difference is between tots and the youth for playground purposes?

A. Yost stated that tots are from age 2-5 years old, and the youth are 5-12 years old.

C. Harris stated that from a playground safety perspective you should not have certain equipment for tots because they do not have the motor skills development that the older children possess.

C. Richards questioned what the liability is to have trails through private property.

A. Yost stated there is a homeowner's statute that protects the homeowners who allow people to recreate on their property. If the homeowner does not live in an HOA, an access easement would have to be developed.

S. Stefanowicz questioned if all the trails would be paved.

A. Yost stated it is site specific. If a trail is through a flood plain, it is recommended that the trail is paved but there are always other options. Stone dust is an option, but they do not like to see the slope more than 4%.

C. Rausch questioned what the timeline was for implementation of the items detailed in the plan.

A. Yost stated there are high, medium, and low priority timeframes and the committee just met last week to determine which items would fall in each category. The plan is intended to cover a period of 10 or more years.

A. Yost noted she has an estimate for each park: Lehr Park -\$2.1 million dollars, Terra Vista Park - \$5.8 million dollars, and Alda Ketterman Park- \$1.1 million dollars.

M. Cashman questioned if there has been any discussion about an indoor recreation facility.

A. Yost stated communities typically don't like to compete with other indoor recreation places that are for profit.

M. Miller questioned what residents can expect to be installed by the end of the year at Eagle View Park.

Manager Oswalt stated the contractors have started digging the footers for the pavilion. The walking trails and the outdoor classroom are also to be completed by the end of the year.

M. Miller questioned if the walking trails will be open by the end of the year.

Manager Oswalt stated the walking trails should be completed by May.

C. Harris noted that the disc golf will not be completed until later this year.

Manager Oswalt stated that the bid documents are being put together for Phase 2 of Eagle View Park. This Phase includes parking and the baseball field as well as some additional walking trails.

Chairperson Stefanowicz thanked everyone involved in the committee.

It was noted that the plan needs to have the committee's recommendations on timeframes added to it. The Borough and Township should then formally adopt the plan by Resolution.

JOINT ZONING REVISION UPDATE

J. McLucas stated the Township and the Borough held five meetings with HRG looking at both communities' ordinances to determine what new uses and definitions. The first items reviewed was the overall general provisions, definitions, non-conforming uses, and the administrative enforcement section. The majority of the time was spent looking at each individual use, it's definition and whether or not it was duplicated in some other use. Another item that was discussed was to look at the bulk area regulations and where they tie into the community, so we don't have a hard visual barrier when you're leaving the Borough and entering the Township. There are some provisions for certain requirements that probably just don't make sense anymore like distances to other properties.

G. Sprenkle stated she does not recommend any zoning boundary changes in the Borough.

Manager Oswalt questioned if the timeline for the project is still correct.

J. McLucas stated they are hoping for June for completion and public adoption.

Manager Oswalt noted that the grant funding the Zoning Ordinance Revision expires in June.

C. Rausch questioned if the zoning ordinances would be separate, one for the Township and one for the Borough.

J. McLucas stated there will be two separate ordinances, but the definitions will be consistent.

Manager Oswalt stated we could have similar setbacks to the Borough 's Village zone to make it look more uniform along Carlisle Road.

A. Kroft noted that some of that can not be changed due to PennDOT requirements.

T. Slusser noted that PennDOT will not issue an occupancy permit unless their requirements are met.

OTHER MATTERS OF CONCERNS FROM COUNCIL OR SUPERVISORS

None were offered.

DOVER BOROUGH POTENTIAL PURCHASE OF ADDITIONAL WATER FROM DOVER TOWNSHIP

A. Kroft stated a couple months ago, the Borough got a notice from DEP that their gross alpha levels at Well #5 were too high. To resolve the issue at Well #5 they will have to run the water through a filter which uses salt. A cost benefit analysis was conducted, and it was determined that it would cost less to purchase water from the Township and take the well offline rather than buying all the necessary items to make the water drinkable from Well #5.

R. Stone questioned how this would affect the Township's capacity.

Manager Oswalt stated that there is an agreement with the Borough and the agreement allows them to purchase 150,000 gallons a day or 4.5 million gallons a month.

R. Stone questioned how many gallons the Borough is purchasing now.

Manager Oswalt stated that with the leak they used 2.2 million gallons last month and in previous months they use around 1.4 to 1.6 million gallons.

A. Kroft stated the reason the Borough used more water last month than previous months is because there is a water leak that has not been found yet.

A. Kroft noted that with the agreement the Borough has a minimum they are charged for every month which is based off of the equivalent dwelling units. Since there a minimum charge, the Borough has been taking more water consumption from the interceptor and less from their wells.

C. Richards questioned if the new water main being installed for the North of the Borough project will help meet the need.

M. Fleming stated staff is currently dealing with the Susquehanna River Basin Commission (SRBC) because they have limited us on how much water we can take on at Well #8. The SRBC permits wells for capacity, while the Department of Environmental Protection (DEP) permits wells for quality.

A. Kroft stated that the notice they received from DEP earlier this month was from a test in December but stated the Borough has until March to come up with solution because the well cannot operate at the current gross alpha level. If the levels come down, the well can be used in the future.

C. Rausch question what gross alpha is.

A. Kroft stated it is a natural radioactive bacterium that seeps in through the ground water. According to the letter from DEP it does not cause any health issues, it's just one of those levels that can't be too high.

M. Fleming noted that the Township Utilities Department Staff has been working with the Borough water department to help find the leak. They have currently checked 1/3 of the Borough water system with our leak detection pods to help locate the leak.

A. Kroft stated that there is no water pushing out onto the road and no residents have called to complain that their yard is super wet.

J. Sabold questioned if the Borough shuts down Well #5, would they be allowed to use more water from the Township.

Manager Oswalt stated the Utilities Superintendent has spoken with someone from the Borough water department and does not see an issue with them purchasing more water at this point.

VOLUNTEER FIRE FIGHTER TAX CREDIT

A. Herrold stated a few years ago, there was a law passed by the legislature that allowed for tax credits for volunteer firefighters and emergency medical services. Recently, York County adopted their own version of this law to give credits across the County. One thing that is required when a local municipality is passing the ordinance is that you set forth criteria by which a volunteer firefighter or EMS must meet in order to qualify for the credit. Since there are volunteers who live in the Borough but serve at the Township fire department and vice versa, it would seem to be a good idea to work together to establish criteria requirements that need to be met in both communities. Most municipalities have used the standard criteria that was provided

by the County.

A. Herrold noted that the tax credit can be made by an ordinance or a resolution. His recommendation is to create an ordinance and then make a resolution with the criteria and if something needs amended it can be completed more easily. A conversation between both fire departments should be the first step.

C. Richards stated that the ambulance clubs are not included.

Manager Oswalt stated they are not volunteers.

A. Kroft stated that there are no volunteer ambulance clubs so they would not meet the requirement for the tax credit unless they are a volunteer firefighter or EMS for another department. For emergency responders, they can receive a 50% tax rebate, but 100 points must be achieved and to receive a 25% tax rebate they must achieve 50 points. For social/ supporting members they can only receive a 25% tax rebate, but 50 points must be achieved. The County only offers a tax refund for property tax but there are some members who volunteer that are younger and live at home or rent. Since they do not own property, the refund would be beneficial to them. The council has discussed offering a 50% property tax refund and a 50% earned income tax rebate. The volunteers would only qualify for one or the other depending on which one was more beneficial to them.

Manager Oswalt expressed concerns on how the program will be administrated by the municipalities. Without knowing the number of potential people that qualify it is difficult to determine the amount of staff time that would need dedicated to this program.

A. Kroft stated that from his understanding, the Chief will provide a list of every volunteer that qualified but the rebate should fall back on the volunteer rather than administration. Volunteer's need to qualify for the rebate but also have to apply for the tax credit as well.

A. Kroft recommended a meeting with the Borough and Township Chiefs and other representatives from each municipality.

A. Herrold stated he will work with the Township solicitor to schedule a date and time for a meeting.

PUBLIC COMMENT

G. Myers from 1046 Rohlers Church Road questioned if there would be a need to raise taxes due to the Joint Open Space Recreation Plan and where the money is coming from to fund the potential building of the parks.

C. Harris stated that the projects will not happen all at once, each project would be completed in phases. There is also a variety of grants that the Township can apply for which would help fund the projects.

Manager Oswald stated that the grant dollars that were received for Eagle View Park are matched by developers Rec In Lieu of Funding. When a new development is established, they are required to pay these recreation fees. The money is then put into an account so it can be spent on recreational development.

Manager Oswald noted she is unsure if the taxes will need to be raised within the next few years. But if the taxes are raised it may not necessarily be for recreational reasons, it would more likely be due to needed infrastructure investment such as roads, bridges, and stormwater projects.

With no further business, Chairman Stephen Stefanowicz and President Andrew Kroft concluded the Board of Supervisors/ Borough Council meeting at 8:18 PM.

Respectfully submitted by: Brooke M. Scarce

Brooke M. Scarce, Township Secretary