

**DOVER TOWNSHIP  
BOARD OF SUPERVISORS  
MEETING MINUTES  
April 24<sup>th</sup>, 2023**

The Dover Township Board of Supervisors for Monday, April 24<sup>th</sup>, 2023, was called to order at 6:59 PM by Chairperson Steven Stefanowicz in the Dover Township Board of Supervisors meeting room. Supervisors' present were Charles Richards, Stephen Parthree, Robert Stone, and Michael Cashman. Other Township Representatives in attendance were Laurel Oswalt, Township Manager; Charlie Rausch, Township Solicitor; Terry Myers, Township Engineer; Corey McCoy, CS Davidson; John McLucas, Planning Director; Michael Fleming, Public Works Director; and Brooke Scarce, Township Secretary. There were 10 members of the public present.

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

**APPROVAL OF THE REGULAR BOARD OF SUPERVISOR MINUTES FOR APRIL 10<sup>TH</sup>, 2023**

**Motion** by R. Stone and seconded by M. Cashman to approve the Regular Board of Supervisor Minutes from April 10<sup>th</sup>, 2023, as presented. **Passed** with 5 ayes.

**TREASURER'S REPORT**

**APPROVAL OF THE APRIL 14<sup>TH</sup>, 2023 WARRANT IN THE AMOUNT OF \$235,209.02**

**APPROVAL OF THE APRIL 17<sup>TH</sup>, 2023 WARRANT IN THE AMOUNT OF \$8,604.14**

**APPROVAL OF THE APRIL 20<sup>TH</sup>, 2023 WARRANT IN THE AMOUNT OF \$30,150.20  
(EAGLE VIEW)**

**APPROVAL OF THE APRIL 20<sup>TH</sup>, 2023 WARRANT IN THE AMOUNT OF \$142,294.35  
(2020 BOND)**

**APPROVAL OF THE APRIL 20<sup>TH</sup>, 2023 WARRANT IN THE AMOUNT OF \$88,715.04  
(LIQUID FUELS)**

**APPROVAL OF THE APRIL 24<sup>TH</sup>, 2023 WARRANT IN THE AMOUNT OF \$365,790.72**

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

**PUBLIC COMMENT**

Joe Dunn- Representative from York Young Revs (Travel Baseball Team)- Requesting to have the fee waived for baseball practices twice a week at Lehr Park.

J. Dunn of 3109 Jodi Lane, Dover stated that he represents the York Young Revs Travel Baseball Team, and they are looking to use the Lehr Park baseball fields twice a week.

S. Parthree questioned if Joe has talked to Chalet Harris, the Parks and Recreation Director.

J. Dunn stated that he has spoken with Chalet, and she recommended that he come to a Board meeting. There is a \$50.00 fee per day to use the field and he is looking to have the fee waived. There are 11 kids on the team and 3 of them are Dover Township residents.

Manager Oswalt stated that she discussed this matter with Chalet, and her only concern was that Dover Diamond Sports also uses the baseball fields and are responsible for maintaining the fields. Mrs. Harris was concerned that additional maintenance would be necessary from this use which might place an added cost on the Dover Diamond Sports Club.

J. Dunn stated that he sits on the Board for the Dover Diamond Sports organization, but they also work hand in hand with the York Young Revs organization. If there are any scheduling conflicts with the Dover Diamond Sports organization, York Young Revs would cancel their practice. York Young Revs would also help with the maintenance of the baseball fields.

Manager Oswalt stated that the waived organization list for the use of fields or any park facilities is established by the Board.

J. Dunn stated the baseball team is currently using a field in Spring Grove but after next week the field will be unavailable so that is why they are looking for a baseball field to use starting May 1 through the end of September.

**Motion** by S. Parthree and seconded by M. Cashman to waive the baseball field fee from May 1<sup>st</sup>, 2023 through September 30<sup>th</sup>, 2023, as presented. **Passed** with 5 ayes.

Guy Hettinger from 2965 Anthony Way stated that he is the President of the HOA and some properties in the development have a deed restriction. He is looking to see how to get the deed restriction lifted.

J. McLucas stated that the Admire Springs Development has a 50 foot buffer yard between the development and the original farmhouse. With the 50 foot buffer there are some permits that have been approved and some that have been denied due to the improvements encroachment in the buffer area.

J. McLucas stated that he would like to know how many homeowners within the development are in favor of having the deed restriction being lifted. He also felt more research was necessary prior to reaching a resolution.

C. Rausch noted that he would like to look at the plan before moving forward.

G. Hettinger questioned how often the stormwater retention area is inspected and when is the next inspection.

M. Fleming stated that the inspections are unannounced, but the stormwater retention area will hopefully be inspected this year.

Wanda Stover from 1201 Butter Road stated that she is trying to get more information on the construction that is going to take place on Butter Road and Bull Road to widen the intersection and why the road needs to be widened.

C. Richards stated that tractor trailers cannot make the turn from Nursery Road. He also stated that the Township cannot deny tractor trailers on Township Roads.

M. Fleming stated that there was a traffic study conducted and it was determined that a 30-foot box truck could make the corners of Butter Road and Nursery Road, Butter Road and Bull Road, and Butter Road and Fox Run Road. Any of the vehicles exceeding the 30-foot length were in the other lane of traffic.

W. Stover questioned if the traffic study was finalized.

M. Fleming stated that traffic study was finalized but the Board never acted on it because it considered part of the 5-year Capital Improvements Plan.

W. Stover stated that she has heard that with the warehouses being built, those tractor trailers will have to use the intersection at Bull Road and East Canal Road.

C. Richards stated that this is what the developer has indicated thus far.

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

T. Myers stated he does not have any action items but provided a written report with an update on all the projects to the Board.

S. Stefanowicz questioned why the PennDOT HOP are still under review for Mavis Tire.

T. Myers stated other than some utility connections, no permits have been issued.

M. Fleming stated that a permit has been issued for one sewer connection, but no permits were issued for water connections.

Manager Oswalt noted that the paperwork that required Township sign off was submitted.

S. Stefanowicz questioned if the paperwork that was submitted noted that road coming out onto Palomino Road.

T. Myers stated that is a note on the plan.

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

**PL-22-14- Buchmeyer's Pools, Inc.- (formally Apple Outdoor Wholesale)- Revised Preliminary/ Final LD Plan for 17,500 SF Contractor's Office- 1701 Hilton Avenue- Commercial Zoning District**

J. McLucas stated the Board conditionally approved this plan back in January. Since then, the plan has changed slightly. The applicant is looking to seek an updated approval with the noted changes.

Bill Pompeii from K & W Engineering stated the building has been reduced from 17,500 square feet down to 15,200 square feet. Because of the downsizing to the building, adjustments were made to the parking as well. There will be a separate parking lot in front of the building for customers and the employee car park will be at the back of the building. The original plan showed a parking lot shared between customers and employees. Other than that, nothing else has changed with the stormwater runoff and impervious areas.

T. Myers stated that there are outstanding items that still need to be addressed and reviewed. The items can be found in C.S. Davidson's letter dated April 20<sup>th</sup>, 2023.

**Motion** by M. Cashman and seconded by R. Stone to conditionally approve PL-22-14- Buchmeyer's Pools, Inc.- (formally Apple Outdoor Wholesale)- Revised Preliminary/ Final LD Plan for 17,500 SF Contractor's Office- 1701 Hilton Avenue- Commercial Zoning District 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, (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; and (9) Township water staff approval shall be received before final plan is approved, as presented. **Passed** with 5 ayes.

#### **PL-23-2- Fox Run Road Parcel 153 (Thunderbird Terrace)- 2-Lot Subdivision Plan- R4 District**

Clint Huhra from Johnston and Associates, Inc stated he is seeking approval to move forward with the subdivision. The subdivision is for a two-story apartment building.

T. Myers stated that there are outstanding items that still need to be addressed and reviewed. The items can be found in C.S. Davidson's letter dated April 19<sup>th</sup>, 2023.

**Motion** by M. Cashman and seconded by S. Parthree to approve PL-23-2- Fox Run Road Parcel 153 (Thunderbird Terrace)- 2-Lot Subdivision Plan- R4 District with the following outstanding items: (1) Prior to final plan approval, a disk in an electronic format compatible with the Township GIS system, shall be provided. (§22-501.2.A); (2) The name, address, seal, registration number, date, and signature of the professional engineer or professional land surveyor responsible for the preparation of the plans shall be provided (§ 22-501.2.F); and (3) The notarized signature(s) of the legal and/or equitable owner(s) certifying concurrence with the plan shall be provided (§22-501.2.H), as presented. **Passed** with 5 ayes.

Additionally, J. McLucas stated the special exception application for Renewable Energy LLC located at 5370 Harmony Grove Road was approved on 4/19/2023. He also noted that the Moove in Self Storage to be located at 3025 Carlisle Road applied for a parking variance that was denied on 4/19/2023.

**TOWNSHIP MANAGER REPORT, L. OSWALT**

**Approval of the following Payment Application Request for the Dover Township Volunteer Fire Department Dorm Project: Payment Application #4 to Myco Mechanical, Inc. in the amount of \$810.00**

**Motion** by C. Richards and seconded by R. Stone to approve Payment Application #4 to Myco Mechanical, Inc. in the amount of \$810.00, as presented. **Passed** with 5 ayes.

**Approval of Change Order #2 from Monacacy Valley Electric, Inc. in the amount of \$2,886.00**

Manager Oswalt stated that Monacacy Valley Electric was required to do a study on the electrical system after all the fixtures were selected. When the study was completed, it was determined that there were 2 existing breakers that had to be replaced.

**Motion** by C. Richards and seconded by S. Parthree to approve Change Order #2 from Monacacy Valley Electric, Inc. in the amount of \$2,886.00, as presented. **Passed** with 5 ayes.

**Authorization to have the Chair sign the Payment Agreement between Dover Township Sewer Authority and Dover Township for the North of the Borough Water System Project**

Manager Oswalt stated that when the project was bid, it was bid with one owner, the Dover Township Sewer Authority, but it is a joint project involving both water and sewer. The payment agreement states that the Township is going to pay the water portion of the project.

**Motion** by R. Stone and seconded by S. Parthree to authorize to have the Chair sign the Payment Agreement between Dover Township Sewer Authority and Dover Township for the North of the Borough Water System Project, as presented. **Passed** with 5 ayes.

Manager Oswalt stated that one item that did not make it on the agenda was approval of Ordinance 2023-01 amending the Dover Township Code of Ordinances, Chapter 26 “Water, Sewer, and Sewage Disposal”. At the last meeting the ordinance was voted on to advertise the ordinance and adopt the ordinance at this meeting. The Ordinance was duly advertised and posted to the Township website for adoption this evening.

**Motion** by R. Stone and seconded by M. Cashman to move Ordinance 2023-01 amending the Dover Township Code of Ordinances, Chapter 26 “Water, Sewer, and Sewage Disposal” onto the agenda, as presented. **Passed** with 5 ayes.

**Approval of Ordinance 2023-01 amending the Dover Township Code of Ordinances, Chapter 26, “Water, Sewer, and Sewage Disposal”**

**Motion** by R. Stone and seconded by M. Cashman to approve Ordinance 2023-01 amending the Dover Township Code of Ordinances, Chapter 26 “Water, Sewer, and Sewage Disposal”, as presented. **Passed** with 5 ayes.

**PUBLIC WORKS DIRECTOR REPORT, M. FLEMING**

**Accept and Award to following contracted Public Works bids:  
Street Cut Repairs to E.K. Service, Inc. in the amount of \$194,400.00.**

**Motion** by R. Stone and seconded by M. Cashman to award Street Cut Repairs to E.K. Service, Inc. in the amount of \$194,400.00, as presented. **Passed** with 5 ayes.

**Paving the entire Andover Development to Recon Construction Services, LLC in the amount of \$1,192,620.**

**Motion** by C. Richards and seconded by M. Cashman to award Paving the entire Andover Development to Recon Construction Services, LLC in the amount of \$1,192,620, as presented. **Passed** with 5 ayes.

**Aggregates- A1 through A14 to York Building Products Co., in the amount of \$39,162.50.**

**Motion** by C. Richards and seconded by R. Stone to award Aggregates- A1 through A14 to York Building Products Co., in the amount of \$39,162.50, as presented. **Passed** with 5 ayes.

**SUPERPAVE Mixtures- B1 through B5 to York Materials Group in the amount of \$39,830.00.**

**Motion** by C. Richards and seconded by M. Cashman to award SUPERPAVE Mixtures- B1 through B5 to York Materials Group in the amount of \$39,830.00, as presented. **Passed** with 5 ayes.

**Cold Patch- Item C to Steward and Tate, Inc. in the amount of \$5,400.00.**

**Motion** by C. Richards and seconded by R. Stone to award Cold Patch- Item C to Steward and Tate, Inc. in the amount of \$5,400.00, as presented. **Passed** with 5 ayes.

**Seal Coating to Russell Standard Corp. in the amount of \$164,793.80 for portions of Deep Hollow Road, Oriole Lane, Fish & Game Road, Sky Top Trail, and Celine Drive.**

**Motion** by C. Richards and seconded by M. Cashman to award Seal Coating to Russell Standard Corp. in the amount of \$164,793.80 for portions of Deep Hollow Road, Oriole Lane, Fish & Game Road, Sky Top Trail, and Celine Drive, as presented. **Passed** with 5 ayes.

**Water line extension to E.K. Service Inc. in the amount of \$45,366.25 (between Summer Drive and Fox Chase Drive).**

**Motion** by R. Stone and seconded by M. Cashman to award Water line extension to E.K. Service Inc. in the amount of \$45,366.25 (between Summer Drive and Fox Chase Drive), as presented. **Passed** with 5 ayes.

**Approval of Change Order #1 for the 2022 Bridge Maintenance Contract #2 in the amount of \$-2,886.00 to Wm. Orr and Sons, Inc.**

**Motion** by M. Cashman and seconded by R. Stone to approve Change Order #1 for the 2022 Bridge Maintenance Contract #2 in the amount of \$-2,886.00 to Wm. Orr and Sons, Inc., as presented. **Passed** with 5 ayes.

**Approval of Final Payment Application #1 for the 2022 Bridge Maintenance Contract #2 in the amount of \$50,399.00 to Wm. Orr and Sons, Inc.**

**Motion** by R. Stone and seconded by C. Richards to approve Final Payment Application #1 for the 2022 Bridge Maintenance Contract #2 in the amount of \$50,399.00 to Wm. Orr and Sons, Inc., as presented. **Passed** with 5 ayes.

**Approval of Resolution 2023-13 Traffic Signal and Maintenance Agreement with the Commonwealth of Pennsylvania, Department of Transportation (PennDOT)**

M. Fleming stated that PennDOT requires this agreement if there are future changes on any traffic signals. Wawa is proposing a signal change at Hilton Avenue and Carlisle Road.

**Motion** by C. Richards and seconded by S. Parthree to approve Resolution 202-13 Traffic Signal and Maintenance Agreement with the Commonwealth of Pennsylvania, Department of Transportation (PennDOT), as presented. **Passed** with 5 ayes.

## **RECREATION DIRECTOR'S REPORT**

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

Princess Tea Party on May 5<sup>th</sup> at the Carousel Building from 6:30-8 PM

Movies in the Park at Brookside starting at dusk

May 12<sup>th</sup>- Finding Nemo

May 26<sup>th</sup>- The Goonies

All About Mom Vendor Show on May 13<sup>th</sup> at Brookside Park from 10 AM – 3 PM.

## **MS4 UPDATE**

Manager Oswalt reported that there was a Joint Public Education Session held on April 13<sup>th</sup>, 2023, at 6:30 PM at the Dover Township Offices. The topic was “A Homeowners Guide to Stormwater Management”. The presentation is available on our website.

**OLD BUSINESS**

2020 Joint Comp Plan

Manager Oswald stated that she has heard back from the Borough about the next joint meeting date, and they have committed to Tuesday, August 8<sup>th</sup>, 2023, at 6:30 PM. The agenda items for that meeting will be determined at a later date.

**COMMENTS FROM THE BOARD**

M. Cashman stated that he is following up with his comment from last meeting. The Police Chief did provide a copy of the financial report, breaking everything down for the new building.

R. Stone stated that there was burn ban put into effect by the County and there were concerns about commercial campgrounds but after reaching out to the County they had explained that commercial campgrounds were exempted from the burn ban when they are burning in a fire ring.

C. Richards expressed concerns about utility companies closing roads without making the Township aware and without the Township's approval. There was an emergency call, and the road was closed and the emergency vehicle was not able to get through.

After more discussion, it was determined that Northern Regional needs to enforce the Motor Vehicle Code on these contractors.

**COMMENTS FROM THE PUBLIC**

None were offered.

**With no further business, Chairman Steven Stefanowicz concluded the Board of Supervisors meeting at 8:01 PM and the full Board of Supervisors then entered into an Executive Session to discuss personnel.**

Respectfully submitted by: Brooke M. Scarce

Brooke M. Scarce, Township Secretary