

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

The Dover Township Board of Supervisors for Monday, July 24<sup>th</sup>, 2023, was called to order at 7:00 PM by Chairperson Stephen Stefanowicz in the Dover Township Board of Supervisors meeting room. Supervisors present were Charles Richards, Stephen Parthree, Michael Cashman, and Robert Stone. Other Township Representatives in attendance were Laurel Oswalt, Township Manager; Charlie Rausch, Township Solicitor; John McLucas, Planning Director; Michael Fleming, Public Works Director; Terry Myers, Township Engineer; Cory McCoy, CS Davidson; Gregg Anderson, Northern Regional Police Lieutenant; and Brooke Scarce, Township Secretary. There were 8 members of the public present.

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

**APPROVAL OF THE WORK SESSION MINUTES FOR JUNE 26<sup>TH</sup>, 2023  
APPROVAL OF THE REGULAR BOARD OF SUPERVISOR MINUTES FOR JUNE  
26<sup>TH</sup>, 2023**

**Motion** by S. Parthree and seconded by C. Richards to approve the Work Session Minutes from June 26<sup>th</sup>, 2023 and the Regular Board of Supervisor Minutes from June 26<sup>th</sup>, 2023, as presented. **Passed** with 5 ayes.

**TREASURER'S REPORT**

**APPROVAL OF THE JUNE 29<sup>TH</sup>, 2023 WARRANT IN THE AMOUNT OF \$388,679.38  
(2020 BOND)**

**APPROVAL OF THE JUNE 30<sup>TH</sup>, 2023 WARRANT IN THE AMOUNT OF \$142,878.49**

**APPROVAL OF THE JULY 7<sup>TH</sup>, 2023 WARRANT IN THE AMOUNT OF \$156.85**

**(LIQUID FUELS)**

**APPROVAL OF THE JULY 10<sup>TH</sup>, 2023 WARRANT IN THE AMOUNT OF \$393,125.56**

**APPROVAL OF THE JULY 18<sup>TH</sup>, 2023 WARRANT IN THE AMOUNT OF \$104,113.59**

**APPROVAL OF THE JULY 20<sup>TH</sup>, 2023 WARRANT IN THE AMOUNT OF \$821.53**

**(EAGLE VIEW)**

**APPROVAL OF THE JULY 24<sup>TH</sup>, 2023 WARRANT IN THE AMOUNT OF \$304,158.80**

**APPROVAL OF THE JULY 20<sup>TH</sup>, 2023 WARRANT IN THE AMOUNT OF \$27,310.00**

**(LIQUID FUELS)**

**APPROVAL OF THE JULY 21<sup>ST</sup>, 2023 WARRANT IN THE AMOUNT OF \$7,228.21**

**(2020 BOND)**

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

**PUBLIC COMMENT****Chris Cabo with the York County Planning Commission- 2025 Transportation Improvement Plan (TIP)**

C. Cabo stated the York County Planning Commission's mission is to guide sustainable development and preservation to improve quality of life in York County. There are four other committees that provide input which are as follows: the Transit Committee (Rabbit Transit), Bicycle and Pedestrian Committee, Freight Advisory Committee, and the Tassel Review Committee. The Transportation Improvement Plan starts with the long range transportation plan (Go York 2045), then moves onto the Capital Improvements Plan, then the Twelve- Year Plan, and then finally, the Transportation Improvement Program. In 2023, there were 116 projects in four years totaling \$192,216,794 investment in York County. There are six different project types: road maintenance and other needs, bridge maintenance, safety, congestion and air quality, biking and walking, and transit. These programs are then funded by State and Federal money. The York County Planning Commission is projecting to have \$202,661,000 total funding for 2025. Out of the \$202,661,000, \$25,477,346 will go towards road maintenance, \$3,191,750 will go towards bridge maintenance, \$4,620,248 will go towards safety, \$3,126,588 will go towards congestion and air quality, and the remaining \$1,392,000 will be allocated for biking and walking which is about \$48 million available for new projects. The York County Planning Commission is currently reaching out to all 72 municipalities and then will then be reaching out to any municipalities that have a potential candidate project. After that has been completed, there will be documentation with a formal comment period and then adoption will take place around June of 2024. They are currently taking inventory from all municipalities and then identifying which projects needs to be prioritized.

S. Stefanowicz questioned if PennDOT creates their own list based on the information that was provided.

C. Cabo stated that PennDOT does provide a list, but the York County Planning Commission has a criteria list that they also go through to best determine which projects need to be prioritized.

S. Parthree questioned if the money would be funneled down to the Townships via grants.

C. Cabo stated the money will not be provided by grants. It is money provided to the York County Planning Commission Transportation Committee by State and Federal funding. There are grants offered by the York County Planning Commission and they work with PennDOT to assist other municipalities when they apply for a grant.

**Barry Emig, EMC -Appointment of Donald Hively as Deputy EMA pending satisfactory completion of required background checks**

B. Emig stated that the former Deputy EMA has passed away so there is no Deputy at this moment. Donald Hively has stepped forward to volunteer his time as the new Deputy EMA. Donald is well versed in emergency management services and knows Dover Township very well. He is recommending that the Board appoints Donald Hively as the new Deputy EMA.

**Motion** by C. Richards and seconded by S. Parthree to appoint Donald Hively as Deputy EMA pending satisfactory completion of required background checks, as presented. **Passed** with 5 ayes.

Additionally, Barry noted that he helped coordinate traffic services for the Red, White and Boom event on July 3 and the event went very well.

### **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. However, he noted that the paving Walker Avenue has been completed and the contractor has begun paving on Fountain Rock Drive.

T. Myers noted that the Board has 60 days from the day the agreement was signed on how to move forward with adding sidewalks through the open space areas in the Fox Run Creek development.

C. Rausch questioned if the HOA wants the sidewalks installed.

J. McLucas stated they would be missing the part that links the development together.

T. Myers stated that there is a number of access points that connects into the open space areas where there is handicap access for crosswalks for getting across the road. The residents have also been asking the inspectors when the sidewalks will be completed.

S. Stefanowicz questioned why would the sidewalks not be completed.

T. Myers stated it's going to be money that is over and above what's available in the settlement.

C. Richards stated it will all depend on how much money is left over after black topping has been completed and how much the sidewalks will cost.

Manager Oswalt stated that the agreement gave the Township 60 days to make a decision and request that they provide us with a price. The letter was dated July 5<sup>th</sup> so if the Board does make a decision tonight, a decision will have to be made at the August meeting.

Consensus of the Board was to sign the agreement and get a price to complete the sidewalks in the open space areas.

T. Myers stated he met on site with a representative from Doli Construction, contractor for the North of the Borough Sewer and Water Project, to explore the possibility of utilizing the material that they will excavate from the utility trenches to fill in the basin and complete the grading for the basin conversion at Creekside Village. They would like to utilize the existing 20' wide stormwater easement between Lots 30 and 31. With the Township purchasing some materials and possibly supplying some trucks and drivers to help with the removal of the existing material in the bottom of the basin, there is a potential to keep Doli's portion of the project under

\$22,500. If that is possible, we would not have to go through the formal bidding process, but would need to get two other quotes. Doli is putting their costs together and will furnish their quote to do the work. I will review the costs with the Township staff and see what portions of the project the Township could do. The anticipated date for construction has not yet been determined but he was told sometime in September.

M. Fleming stated that the North of the Borough project will be starting in 3 weeks.

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

### **PL 22-14 – Buchmeyer Pools (formally Apple Outdoor Wholesale) – Revised P/F LD Plan for 15,120 SF Contractor’s Office – 1701 Hilton Avenue – Commercial Zoning District**

J. McLucas stated the Board conditionally approved the plan back in April. All of the conditions have been met.

**Motion** by M. Cashman and seconded by R. Stone to reapprove Revised P/F LD Plan for 15,120 SF Contractor’s Office – 1701 Hilton Avenue – Commercial Zoning District, as presented.  
**Passed** with 5 ayes.

### **Consider Amendment to Dover Highlands Developer’s Agreement**

J. McLucas stated that they received a request to amend the current Dover Highlands Developer’s Agreement.

Stacey MacNeal from Barley Snyder stated the Developer's Agreement currently has two limitations on building permits. First, it requires that the emergency access and water line extension be completed within eight months of issuance of building permit for the fifth building. Because the Developer received building permits for Buildings 1-5 at the same time in October 2022, the building permit for Building 5 has been issued for in excess of eight months; however, none of these buildings have been completed or occupied. The earliest occupancy is now anticipated for mid-September 2023. It is to her recollection that the intent of this provision was to ensure that the first five buildings were not occupied for an extended period of time without an emergency access. That should no longer be a concern. Additionally, the current Agreement restricts the Developer from receiving a building permit for Buildings 8-15 until such time as the emergency access and water line extension is complete. Unfortunately, the Developer was unaware that a major modification to its NPDES was needed to complete this work. Site Design Concepts, Inc. has been working in conjunction with the Conservation District and Township staff in order to design the emergency access and water line extension. The permit modification application was submitted to the York County Conservation District on July 13, 2023 in accordance with its expedited program. While typically this would take a significant period of time, through the expedited program, it is anticipated that this permit will be received by the end of September, allowing construction for the emergency access and water line to be completed simultaneous with the vertical construction of Buildings 5-10. It is reasonably anticipated that the second group of buildings will not be ready for occupancy until the third quarter of 2024. This is

more than sufficient time to complete construction of the emergency access and water line extension project. Given this, the Developer is asking for an amendment to the Developer's Agreement, as proposed, to allow the issuance of these building permits with the understanding that occupancy certificates cannot be received for these buildings until the construction of the emergency access and water line extension is complete. The Developer expressly assumes the risk that the vertical construction of Buildings 6-10 could be completed, and occupancy certificates withheld due to failure to complete the emergency access and water line extension.

C. Richards expressed concerns about not having emergency access from the North side of the development and wants to make sure that all emergency apparatus will be able to get into the development as necessary. He also shared concerns about where the hydrants are.

N. Baker stated that if there is a fire, they like to use 2 hydrants.

M. Fleming stated that the hydrants they would be utilizing are on Intermediate Avenue. He also stated there would be a hydrants throughout the development.

C. Richards questioned which side of the road was the hydrant on.

T. Myers stated that they hydrant is on the same side as the buildings.

B. Emig expressed concerns about the nervous poles that would be in way at the moment, he thinks the emergency access should be completed before occupancy.

After more discussion, the Board decided to carry this item on the agenda until the next meeting.

#### **Discussion Regarding Fountain Rock Lots 41 & 42 – Storm sewer Easements**

J. McLucas stated the original Fountain Rock Subdivision Plan did not include an easement for the storm sewer pipe that runs between lots 41 & 42 and discharges to Basin 1. When reviewing the permit application, we asked the builder to supply an easement to clean this up for future access issues, and they agreed. The contracted buyer has contacted us about wanting to install a fence in this newly created easement. This pipe will be owned & maintained by the HOA and establishing the easement is a corrective action.

T. Myers stated that the easement would be maintained by the HOA, not the Township.

J. McLucas stated the Township would still have access to the easement for inspection purposes.

Consensus of the Board is to allow for a fence license agreement when the deed has been recorded.

J. McLucas stated that one item that did not make it on the agenda was to sign Fox Run Road Parcel 153 Pedestrian Access Easement.

**Motion** by R. Stone and seconded by S. Parthree to move Sign Fox Run Road Parcel 153 Pedestrian Access Easement onto the agenda, as presented. **Passed** with 5 ayes.

**Sign Fox Run Road Parcel 153 Pedestrian Access Easement**

J. McLucas stated that one of the plans that the Board signed last month was for the small subdivision off of Thunderbird Terrace. There was two water ways through the parcel that we got green way conservation easements for. One item that was still remaining was the pedestrian access easement. Charlie has also reviewed the agreement and had no issues.

**Motion** by R. Stone and seconded by S. Parthree to approve the signature for the Fox Run Road Parcel 153 Pedestrian Access Easement, as presented. **Passed** with 5 ayes.

**SOLICITOR'S REPORT, C. RAUSCH****Discussion of documents for a potential joint traffic signal maintenance agreement**

C. Rausch stated that Milt Services was, for the most part, the only signal maintenance contractor in York County. Unfortunately, Milt Sultzbaugh, who was the gentleman who took care of our traffic signals, has passed away. There are some outfits who have stepped in to prepare maintenance as needed for the time being. However, since a lot of municipalities used Milt, it may make sense to go out for joint bid for the traffic signal maintenance. The idea is to have a resolution and agreement to all municipalities that want join by the end of August.

**TOWNSHIP MANAGER REPORT, L. OSWALT****Approval of the following Payment Applications for the Fire Department Dorm Project:**

**#7 from Myco Mechanical, Inc. in the amount of \$8,460.00**

**#7 from Monacacy Valley Electric, Inc. in the amount of \$34,813.89**

**#5 from East Coast Contracting, Inc in the amount of \$117,738.89**

**#5 from SSM Industries, Inc. in the amount of \$17,867.45**

**#2 from Triangle Protection in the amount of \$9,000.00**

**Motion** by C. Richards and seconded by R. Stone to approve the following payment applications: Payment Application #7 from Myco Mechanical, Inc. in the amount of \$8,460.00, Payment Application #7 from Monacacy Valley Electric, Inc. in the amount of \$34,813.89, Payment Application #5 from East Coast Contracting, Inc in the amount of \$117,738.89, Payment Application #5 from SSM Industries, Inc. in the amount of \$17,867.45, and Payment Application #2 from Triangle Protection in the amount of \$9,000.00, as presented. **Passed** with 5 ayes.

**Acknowledgement of the completion of Kelly Kunkle's probationary period as Utility Billing Clerk**

**Authorization to have the Chair sign the deed for the Grenway Road Parcel being donated to the Township by Irene Bonsell**

**Motion** by S. Parthree and seconded by M. Cashman to authorize the Chair to sign the deed for the Grenway Road Parcel being donated to the Township by Irene Bonsell, as presented. **Passed** with 5 ayes.

**Authorization to have the Township Manager sign the Retention Letter with Zaepfel Law, P.C. for legal services involving the Wastewater Treatment Plant Permitting**

**Motion** by R. Stone and seconded by M. Cashman to authorize the Township Manager to sign the Retention Letter with Zaepfel Law, P.C. for legal services involving the Wastewater Treatment Plant Permitting, as presented. **Passed** with 5 ayes.

**Approval of the York County Stormwater Consortium Funding Contract for the Little Conewago Creek Floodplain Restoration Project in the amount of \$162,000.00**

Manager Oswald stated that we have previously received \$235,000.00 for the permit and design and due to needing more assistance to try and find grant funding, we approached the Consortium for more funds to carry us through grant applications and right up to construction.

**Motion** by M. Cashman and seconded by R. Stone to approve the York County Stormwater Consortium Funding Contract for the Little Conewago Creek Floodplain Restoration Project in the amount of \$162,000.00, as presented. **Passed** with 5 ayes.

**Approval of Resolution 2023-18 authorizing a grant application to DCED for a Multimodal Transportation Fund Program Project involving the off-site improvements for the Wawa Convenience Store in the amount of \$472,521.00**

Manager Oswald stated Wawa would like to apply Multimodal Transportation grant through DCED for off- site improvements. The off-stie improvements company has asked the Township to be the applicant for the grant which is the only way for them to receive the funding.

**Approval of the Cooperation Agreement with JMPAWA, LLC to serve as Administrator of the DCED Multimodal Transportation Fund Grant**

Attilio Frati from Ferbert stated the grant with be used for street upgrades on Carlisle Road,

Hilton Avenue, and Poplars Road. There are some significant improvements that need to be made on those roads.

**Motion** by S. Parthree and seconded by R. Stone to approve Resolution 2023-18 authorizing a grant application to DCED for a Multimodal Transportation Fund Program Project involving the off-site improvements for the Wawa Convenience Store in the amount of \$472,521.00 and the Cooperation Agreement with JMPAWA, LLC to serve as Administrator of the DCED Multimodal Transportation Fund Grant, as presented. **Passed** with 5 ayes.

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

#### **Approval of Payment Application #6, Revision 1 from Lobar Site Development Corp. in the amount of \$104,543.73 for the 2022 Bridge Improvements**

**Motion** by C. Richards and seconded by S. Parthree to approve Payment Application #6, Revision 1 from Lobar Site Development Corp. in the amount of \$104,543.73 for the 2022 Bridge Improvements, as presented. **Passed** with 5 ayes.

### **MS4 UPDATE**

M. Fleming stated that they have been working with Thornton Automotive's engineering firm to design their stormwater basin. They have signed a contract with Bark to start working on the repairs. There is a swale at Sparrow's Way that was not properly installed so a letter was sent to them. Copper Chase was sent a letter in regard to stormwater management, and they have started work today. There was a meeting today with Weis Markets about the drainage channel along Emig Mill Road, they are in violation of the stormwater ordinance, and they are the have the work completed by September 1.

Manager Oswalt stated that we were offered to be a part of Watershed Week to have tours of the floodplain project at Eagle View Park. Land Studies is willing to provide their employees for the tours. After more discussion, it was determined that would also be a good time to do the park dedication. This will be happening on September 19.

### **OLD BUSINESS**

2020 Joint Comp Plan -Nothing to note.

August 8<sup>th</sup> Joint Meeting with the Borough

### **COMMENTS FROM THE BOARD**



### COMMENTS FROM THE PUBLIC

G. Anderson stated that he followed tractor trailers across Butter Road, and they were all doing the speed limit of 35 miles per hour. There was a bad accident on Baker Road involving a motorcycle. After 30 days PennDOT will declare if it was a fatal crash or a nonfatal crash. There were 3 new rookies who started last week. They go through a 6 month police academy training and then are training in a vehicle with a veteran officer for another 4 months.

Mark Miller from 2631 Rock Creek Drive complimented the walkways that tie into Lehr Park at the intersection of Davidsburg Road and Jayne Lane. He also expressed concerns about there not being sidewalks along Carlisle Road on the busy sections of the road. There are sidewalks in front of Members First, but the sidewalks go away when you go to the neighboring property at Wellspan. He is concerned for the residents who walk or ride bicycles on those roads, especially at night.

**With no further business, Chairman Stephen Stefanowicz concluded the Board of Supervisors meeting at 8:27 PM and the full Board of Supervisors then entered into an Executive Session to discuss personnel matters.**

Respectfully submitted by: Brooke M. Scarce  
Brooke M. Scarce, Township Secretary