

**DOVER TOWNSHIP
BOARD OF SUPERVISORS/ BOROUGH COUNCIL
MEETING MINUTES
August 8th, 2023**

The Dover Township Board of Supervisors' Dover Borough Council Meeting for Tuesday, August 8th, 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 and Stephen Parthree. Michael Cashman and Robert Stone was absent with prior notification. Other Township Representatives in attendance were Laurel Oswalt, Township Manager; Michael Fleming, Township Public Works Director; John McLucas, Planning Director; Chalet Harris, Recreation Director; and Brooke Scearce, Township Secretary. Borough Representatives present were Vice- President Joseph Sabold; Lori Koch, Councilwoman; Jeff Raffensberger, Councilman; Cynthia Snyder, Councilwoman; Douglas Ferry, Councilman; Georgia Sprenkle, Zoning Officer; Elizabeth Gangloff, 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.

PUBLIC COMMENT

None were offered.

ZONING OFFICER REPORT, J. MCLUCAS

J. McLucas stated they are currently updating the zoning revisions between Dover Borough and Dover Township that are complimentary between each other's current zoning ordinances. Both municipalities are looking at areas to place new trending land uses. The Borough is comfortable with the draft ordinance that has been completed, as for the Township, the Planning Commission is still heavily reviewing the draft ordinance. The ordinance will be completed by the end of the year.

C. Snyder questioned if there is a copy of the draft ordinance.

J. McLucas stated that after the meeting, he will send her the draft ordinance.

Manager Oswalt stated that there are two separate draft ordinances, one for each municipality.

J. McLucas stated that the goal is to have the definitions and use requirements compliment each other.

C. Snyder questioned if there are new definitions that are added to the ordinance or if they are just revising the current definitions.

J. McLucas stated that there will be new definitions and there will also be revisions to the current definitions that are in the existing ordinance.

TOWNSHIP MANAGER REPORT, L. OSWALT

Manager Oswalt stated the Township has implemented Savvy Citizen which is a phone app for promotion of recreation activities, board meeting agendas, public announcements, etc. We currently have 1,256 individuals that have signed up for the app. If the Borough has any information that needs to be posted through the app, we can help share the information through this resource.

C. Snyder questioned who they should contact if they would like information to be added to the app.

Manager Oswalt stated that there are 6 people who are able to post information which are as follows: Township Manager, Secretary, Technology Specialist, Zoning Officer, Parks and Recreation Director, and Assistant Public Works Director.

Manager Oswalt noted that last year, we tried to have 2 regional events but one of the events got cancelled due to a rain event. So far this year, we've successfully completed one regional event which was Red, White, and Boom. We are hoping this year we are able to complete the second regional event, which would be Dover Days in October. Another item to note is that Phase 1 of Eagle View Park has been completed and is open to the public. There will be a ribbon cutting on Tuesday, September 19 that the Borough is invited to attend, the time will be determined at a later date.

Manager Oswalt stated that there are settlements scheduled through the month of August to acquire 4 more properties on Pine Road with demolition to follow this fall/ winter. It is a goal of the Comp Plan to acquire properties, when possible, in this area to mitigate flooding, loss of property and emergency response to this area.

J. Sabold questioned what is the future idea for properties that the Township is acquiring on Pine Road.

Manager Oswalt stated that the properties were acquired through the FEMA Hazard Mitigation Grant and once the properties are acquired, FEMA does not allow you to put any physical structure back in the floodplain. Therefore, the floodplain is basically being restored for open space purposes. However, the Township is pursuing a regional project with West Manchester Township to connect the Pine Road properties to West Manchester Township's Conservation Area across the stream and then back down the Mayfield Park area.

C. Snyder questioned if the car wash that sits in front of the Pine Road properties will stay.

Manager Oswalt stated that the car wash will stay where it is at. The Hazard Mitigation Grant Program only pays for homes, it does not fund businesses. It is a purely a voluntary program so the residents have to be willing to sell.

RECREATION DIRECTOR'S REPORT, C. HARRIS

Discussion of Recreation Plan Recommendation 4.1 -Formalize a Joint Parks and Recreation Services in Dover Borough/Township

Excerpt of the Recreation Plan Section 4.1

Peer to Peer Grant Brochure

New Freedom Borough Intergovernmental Cooperative Agreement Example

C. Harris noted that the Dover Borough and Dover Township Joint Comprehensive Recreation, Parks and Open Space Plan has been completed. The Grant is almost ready to be closed out, the final payment has been made to the consultant and once the check has been cashed, it will be presented to the York County Planning Commission.

C. Harris stated that one of the big items to discuss was a formal agreement between the Township and the Borough. There is an intergovernmental cooperative agreement example that was provided to the Borough Council and Township Board of Supervisors which is between New Freedom Borough and Shrewsbury Township. There is also another option of a purchase of service contract which was a recommendation that came out of the Recreation Plan. They are not to make a decision tonight as to which agreement or contract they would like to pursue because they suggest the Borough and the Township obtain a grant through DCNR which is called a Peer-to-Peer Grant. A committee would need to be formed from both sides and then get assigned someone who is an expert in developing the option which would be best for the parties involved.

Manager Oswald stated that the plan has a lot of things incorporated in it, so the Township needs to know if the Borough would like to work with us in some capacity and on which items. The Recreation Plan also talks about the school district being involved, so we would also need to reach out to them for participation in the development of an agreement.

C. Snyder questioned if the grant would still move forward if the school district was not involved.

Manager Oswald stated we would still be able to apply for the grant even if the school district does not want to be involved. The school district was brought up because they have ample space to hold programming and events for large crowds.

Manager Oswald noted that we are providing the information so a decision can be made on whether or not the Borough would like to participate in a group effort. A decision does not need to be made tonight but the Township can try to answer any questions the Council might have.

S. Stefanowicz questioned if there would be any desire to create a committee tonight.

C. Snyder stated that the desire is there, but they are not ready to make a final decision tonight.

C. Harris stated that there would be a specific number from each municipality, one of them being an elected official.

S. Stefanowicz questioned if the representative is someone who is recommended by the County.

C. Harris stated that DCNR has a list of professionals that they would then assign to us. One of the professionals is someone who helped develop the Recreation Plan.

S. Stefanowicz questioned if there is a timeframe for the Grant.

C. Harris stated they are available at any time throughout the year.

PUBLIC WORK'S DIRECTOR, M. FLEMING

M. Fleming stated they are in the process of scheduling a completion inspection for the bridge on Clearview Road. PennDOT still has Colonial Road closed since they are working on the bridge. We are currently unsure where the County stands with closing Schoolhouse Road to work on that bridge. The information regarding the bridges has been posted on the website and Savvy Citizen to keep residents informed.

OTHER MATTERS OF CONCERNS FROM COUNCIL OR SUPERVISORS

Norma's Ridge

A. Kroft stated that since the project started, they have seen increased flooding and mud runoff on Canal Road. Originally, PennDOT was waiting on the Borough to sign off on the Highway Occupancy Permit, but their engineer informed them that PennDOT is going to issue the permit without the sign-off. The calculation states they are going to be putting out 50% less water than what was produced pre-development due to the installation of the new stormwater basin. There are concerns that even though it is less water, it will be running over a longer period of time which then causes erosion since the water will not be draining straight into the storm drain. The Borough decided at their meeting they are going to send a letter to PennDOT stating they do not support the decision.

Ketterman Park

A. Kroft stated that Chalet Harris was at Ketterman Park to complete a playground inspection. During the inspection, there were some areas of concern that needed to be addressed. The tot lot at Ketterman Park is currently closed to the public due to safety issues. The Borough is going to get quotes so they can fix the park issues to make it safer for the community. The Council thanked Ms. Harris for her assistance in assessing the playground.

PUBLIC COMMENT

Gina Myers from 1046 Rohlers Church Road questioned what the timeline is for the completion of construction of Norma's Ridge and when residents will be able to occupy it.

Clint Huhra, the developer of Norma's Ridge Developer, stated that the Highway Occupancy

Permit is currently their biggest issue right now, so the timeline is currently unknown. They are hoping the buildings are completed by October and ready to move in by November.

G. Myers questioned if the construction of the buildings has been completed.

C. Huhra stated that the infrastructure has been completed and framing of Phase 1 will start on August 14th.

G. Myers asked if the apartments are rentals or if they will be for sale.

C. Huhra stated the apartments will be rented, Boyd Wilson is the property management company. Boyd Wilson is also the property management company for the Dover Run Apartments on Davidsburg Road.

C. Snyder asked if there is an age restriction on the apartments.

C. Huhra stated that there is not an age restriction.

G. Myers asked if the apartments will be low income housing.

C. Huhra stated that the apartments will not be low income housing.

J. McLucas noted that Dover Highlands will also not be section 8 housing/low-income housing.

A. Kroft questioned when Dover Highlands will be completed.

J. McLucas stated that the first 5 buildings will hopefully be completed by September- October, but there is also an emergency access and water line installation that needs addressed prior to further building development.

Manager Oswald questioned if everyone would like to meet again in February. The Township has a meeting February 12th, but we can cancel that meeting. If that date does not work for everyone, we can always choose a different date.

S. Stefanowicz stated that February 12th sounds like a good tentative date for the next joint meeting.

With no further business, Chairman Stephen Stefanowicz and President Andrew Kroft concluded the Board of Supervisors/ Borough Council meeting at 7:16 PM. 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