

**DOVER TOWNSHIP
BOARD OF SUPERVISORS REORGANIZATION
MEETING MINUTES
January 2nd, 2024**

The Dover Township Board of Supervisors' Re-Organization for Tuesday, January 2nd, 2024, was called to order at 6:58 PM by Chairperson Stephen Stefanowicz 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 and Brooke Scarce, Township Secretary. There were 0 members of the public present.

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

FINAL BUSINESS FOR 2023

Approval of Final Expenditures

APPROVAL OF THE DECEMBER 18TH, 2023 WARRANT IN THE AMOUNT OF \$29,078.92

APPROVAL OF THE DECEMBER 21ST, 2023 WARRANT IN THE AMOUNT OF \$252,188.07

APPROVAL OF THE DECEMBER 28TH, 2023 WARRANT IN THE AMOUNT OF \$221,661.83

APPROVAL OF THE DECEMBER 29TH, 2023 WARRANT IN THE AMOUNT OF \$29,163.35 (LIQUID FUELS)

APPROVAL OF THE DECEMBER 29TH, 2023 WARRANT IN THE AMOUNT OF \$20,964.81 (2020 BOND)

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

Nominations for the 2024 Slate of Officers

Supervisor C. Richards asked for nominations for the position of Chairperson.

Motion by S. Parthree and seconded by M. Cashman to have Stephen Stefanowicz serve as Chairperson of the Dover Township Board of Supervisors for 2024 and to close the nominations, as presented. **Passed** with 5 ayes.

At this point during the 2024 Board of Supervisors' Re-Organization meeting, Chairperson Stefanowicz resumed the nominations for the officer positions and conducted the rest of the meeting.

S. Stefanowicz opened nominations for the position of Vice Chairperson.

Motion by M. Cashman and seconded by C. Richards to have Robert Stone serve as Vice Chairperson of the Dover Township Board of Supervisors for 2024 and to close the nominations, as presented. **Passed** with 5 ayes.

S. Stefanowicz opened nominations for the position of Assistant Secretary.

Motion by S. Parthree and seconded by M. Cashman to have Chuck Richards serve as Assistant Secretary of the Dover Township Board of Supervisors for 2024 and to close the nominations, as presented. **Passed** with 5 ayes.

The 2024 Slate of Officers for the Dover Township Board of Supervisors is accepted as follows:

Chairperson- Stephen Stefanowicz
Vice Chairperson- Robert Stone
Assistant Secretary- Chuck Richards

ESTABLISHED DEPARTMENT BOARD RESPONSIBILITIES

Chair Stefanowicz assigned the duties of liaison positions for 2024 as follows:

Administration- Stephen Stefanowicz and Robert Stone
Police (Northern York County Regional Police)- Michael Cashman
Highways- Charles Richard
Water (Production & Distribution)- Robert Stone and Michael Cashman
Sewer/ Wastewater Treatment (Plant)- Stephen Stefanowicz
Sewer (Township In-House)- Robert Stone
Fire/ Emergency Services & Dover Area Ambulance Club- Charles Richard
Recreation/ Parks- Stephen Parthree
Industrial/ Commercial Development Committee- Stephen Parthree
MS4 Stormwater- Robert Stone

TOWNSHIP VOTING DELEGATE FOR YORK ADAMS TAX BUREAU

Motion by C. Richards and seconded by R. Stone to appoint Trena Hall as the Dover Township Representative, Stephen Stefanowicz as the alternate for the York Adams Tax Bureau Meetings, as presented. **Passed** with 5 ayes.

YORK COUNTY ADVISORY COMMITTEE REPRESENTATIVE

Motion by R. Stone and seconded by S. Parthree to appoint Stephen Stefanowicz as the York County Advisory Committee Representative and Michael Cashman as the alternate, as presented. **Passed** with 5 ayes.

APPOINT PROFESSIONAL AND DEPARTMENTAL OFFICIALS

Motion by R. Stone and seconded by C. Richards to appoint the Professional and Departmental Officials for 2024 as indicated:

- Township Manager- Laurel A. Oswalt
- Township Secretary- Brooke M. Scearce
- Township Treasurer- Trena M. Hall
- Township Engineer- C.S. Davidson/ Cory A. McCoy, P.E.
- Township Zoning Officer- John McLucas
- Sewage Enforcement Officer- Keith Hunnings
- Sewage Enforcement Officer Alternate- CS Davidson
- Township Fire Marshal- Glen P. Jansen

as presented. **Passed** with 5 ayes.

APPOINT LEGAL COUNSEL FOR BOARDS AND COMMISSIONS

Motion by R. Stone and seconded by M. Cashman to reappoint the legal counsel for 2024 as follows:

1. Board of Supervisors- Christian R. Miller, Esq. MPL Law Firm
2. Planning Commission- MPL Law Firm

as presented. **Passed** with 5 ayes.

APPROVE BANK DEPOSITORIES FOR 2024

Motion by M. Cashman and seconded by C. Richards to approve the bank depositories and financial institutions for 2024 as listed: M & T Bank, Truist Bank, Pennsylvania Local Government Investment Trust, Wealth Management, Peoples Bank, and ACN Bank, as presented. **Passed** with 5 ayes.

NEW APPOINTMENTS/ REAPPOINTMENTS OF BOARDS AND COMMISSION DISCUSSION

Motion by C. Richards and seconded by R. Stone to authorize the following appointments/ reappointments:

1. Planning Commission Reappointment- Justin Bigham (4 year term)
2. Planning Commission Alternate Reappointment- Anthony Pinto (2 year term)
3. Sewer Authority- Tyler Lerman (5 year term)
4. ICDC- James Turnure (5 year term)

as presented. **Passed** with 5 ayes.

ACTION TO APPOINT REPRESENTATIVES FOR THE YORK COUNTY STORMWATER CONSORTIUM REGINAL COMMITTEE

Motion by S. Parthree and seconded by R. Stone to authorize the following reappointments:

- Board Representative- Michael Fleming
- Alternate- Laurel Oswalt

as presented. **Passed** with 5 ayes.

DESIGNATE A REPRESENTATIVE/ CONTACT FOR THE YORK COUNTY HAZARD MITIGATION PLAN

Motion by C. Richards and seconded by R. Stone to designate Laurel A. Oswalt as the York County Hazard Mitigation Representative, as presented. **Passed** with 5 ayes.

APPROVAL OF RESOLUTIONS FOR 2024

Resolution 2024-01 Setting the Fee Schedule for 2024

Manager Oswalt reviewed the recommended changes from the staff on this year’s resolution. The Water Rate increase authorized during the budget process is also included in the 2024 Fee Resolution.

Motion by R. Stone and seconded by C. Richards to approve Resolution 2024-01 Setting the Fee Schedule, as presented. **Passed** with 5 ayes.

Resolution 2024-02 Ratifying and Confirming Appointments to the Dover Township Zoning Hearing Board

Motion by M. Cashman and seconded by C. Richards to approve Resolution 2024-02 Ratifying and Confirming Appointments to the Dover Township Zoning Hearing Board, as presented. **Passed** with 5 ayes.

Resolution 2024-03 Ratifying and Confirming Appointments to the Dover Township Sewer Authority

Motion by R. Stone and seconded by C. Richards to approve Resolution 2024-03 Ratifying and Confirming Appointments to the Dover Township Sewer Authority, as presented. **Passed** with 5 ayes.

2024 MEETING SCHEDULE

Board of Supervisors- January 9 and 23; February 13 and 27; March 13 and 27; April 10 and 24; May 8 and 22; June 12 and 26; July 10 and 24; August 14 and 28; September 11 and 25; October 9 and 23; November 13 and 27; December 11, 2023.

The Board of Supervisors will hold their regular meetings in the Township Municipal Building, 2480 West Canal Road, Dover, Pennsylvania at 7:00 PM. The Board of Supervisors may hold a work/executive session before each of their meetings to begin at 6:00 PM and may continue with a work/executive session following adjournment of their meetings.

Planning Commission- 1st Wednesday of each month at 7:00 PM- Township Municipal Building

Zoning Hearing Board- 3rd Wednesday of each month at 7:00 PM- Township Municipal Building.

Sewer Authority- 4th Wednesday of each month at 6:00 PM, except for the November and December meetings to be held on the 3rd Wednesday of the month. The Sewer Authority will meet in the Dover Township Wastewater Treatment Plant Operations Building, 851 Graffius Road, York, Pennsylvania.

Codes Enforcement Board- at the call of the Chairman

Industrial/ Commercial Development Committee- 4th Wednesday of each month at 4:00 PM, except for the November and December meetings which will be held on the 3rd Wednesday of the month in the Township Municipal Building, 2480 West Canal Road, Dover, Pennsylvania.

Agricultural Security Committee- at the call of the Chairman

Motion by R. Stone and seconded by M. Cashman to approve and adopt the 2024 Meeting Schedule dates for the various Boards, the Authority, and the Committees, as presented. **Passed** with 5 ayes.

2024 TREASURER'S BOND

Motion by R. Stone and seconded by M. Cashman to establish the \$1,000,000.00 Treasurer's bond for 2024, as presented. **Passed** with 5 ayes.

VACANCY BOARD APPOINTMENT

Motion by C. Richards and seconded by M. Cashman to appoint Mark Miller to be the Resident at Large on the Vacancy Board with the Board of Supervisors for 2024, as presented. **Passed** with 5 ayes.

2024 MEETING, CONVENTION, SEMINAR ATTENDANCE AUTHORIZATION

Motion by R. Stone and seconded by S. Parthree to approve authorization for the 2024 meetings, conventions, and seminars attendance by the Supervisors, Township Manager, Office Administrator, Township Secretary, Treasurer, and other designees, as presented. **Passed** with 5 ayes.

2024 STATE CONVENTION VOTING DELEGATE

Motion by S. Parthree and seconded by R. Stone to appoint Township Manager, Laurel A. Oswald, as the Voting Delegate at the 2024 State Convention, as presented. **Passed** with 5 ayes.

With no further business, Chairman Stephen Stefanowicz adjourned the reorganization meeting at 7:24 PM.

Respectfully submitted by: Brooke M. Scarce

Brooke M. Scarce, Township Secretary