

**DOVER TOWNSHIP  
BOARD OF SUPERVISORS  
MEETING MINUTES  
January 8<sup>th</sup>, 2024**

The Dover Township Board of Supervisors for Monday, January 8<sup>th</sup>, 2024, 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, Robert Stone, and Michael Cashman. Other Township Representatives in attendance were Laurel Oswalt, Township Manager; Christian Miller, Township Solicitor; John McLucas, Planning Director; Michael Fleming, Public Works Director; Terry Myers, Township Engineer; Cory McCoy, CS Davidson; and Brooke Scarce, Township Secretary. There were 6 members of the public present.

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

Chairperson Stephen Stefanowicz announced that a Work Session was held prior to the evening's regularly scheduled Board of Supervisors meeting to discuss the Brookside Park Master Plan and the Draft Zoning Ordinance Revisions.

S. Stefanowicz stated there is a change to the agenda. Resolution 2024-06 and 2024-08 are under the Manager's Report to recognize the following people and their service to Dover Township; Ira Keech and Robert Wright.

C. Richards presented Resolution 2024-06 which recognizes the service that Mr. Keech dedicated to the Dover Township Volunteer Fire Department.

Mr. Keech's family was present at the meeting as well as members from the Fire Department.

**Approval of Resolution 2024-06 recognizing Ira Keech for his service to the Dover Township Volunteer Fire Department**

**Motion** by C. Richards and seconded by S. Parthree to approve Resolution 2024-06 recognizing Ira Keech for his service to the Dover Township Volunteer Fire Department, as presented.  
**Passed** with 5 ayes.

S. Stefanowicz presented Resolution 2024-08 to Robert Wright who was present at the meeting.

**APPROVAL OF THE WORK SESSION MEETING MINUTES FOR DECEMBER 11<sup>TH</sup>, 2023**

**APPROVAL OF THE REGULAR BOARD OF SUPERVISOR MINUTES FOR DECEMBER 11<sup>TH</sup>, 2023**

**Motion** by R. Stone and seconded by S. Parthree to approve the Work Session Minutes from December 11<sup>th</sup>, 2023 and the Regular Board of Supervisor Minutes from December 11<sup>th</sup>, 2023, as presented. **Passed** with 5 ayes.

**APPROVAL OF THE REGULAR BOARD OF SUPERVISOR REORGANIZATION MINUTES FOR JANUARY 2<sup>ND</sup>, 2024**

R. Stone questioned why the Sewer/ Wastewater Treatment (Plant) was separate from the Sewer (Township In- House) on page 2 of the minutes under the established department Board responsibilities.

Manager Oswalt stated that the Board agreed to split up the liaison positions between the Wastewater Collection System and Wastewater Treatment Plant in previous years.

**Motion** by S. Parthree and seconded by R. Stone to approve the Reorganization Minutes from January 2<sup>nd</sup>, 2024, as presented. **Passed** with 5 ayes.

**TREASURER'S REPORT**

**APPROVAL OF THE JANUARY 4<sup>TH</sup>, 2024 WARRANT IN THE AMOUNT OF \$111,231.77 (Paying 2023 Invoices)**

**APPROVAL OF THE JANUARY 8<sup>TH</sup>, 2024 WARRANT IN THE AMOUNT OF \$312,104.65**

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

**PUBLIC COMMENT**

No comments were offered.

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

**Creekside Village Basin Conversion schedule update**

T. Myers stated they are still going through the review process. No permits are required, but an E&S Control plan has been submitted to the York County Planning Commission for their review and approval. The plans and specs have been provided to the Township Staff for review and they have received comments from the Public Works Director which are being incorporated. The project schedule has been revised as well as the receiving authorization to bid until the February 12<sup>th</sup>, 2024 Board of Supervisors meeting. The advertisement for the project would be in late February. Then opening and awards the bids would take place in March with construction to begin in early May with a 60-day construction period with project completion in early July.

**Butter Road – 25 MPH Speed Limit**

T. Myers stated that at the last meeting, there was discussion about the ability to establish a 25 MPH speed limit on the eastern section of Butter Road. It was previously thought that the section of roadway from Bull Road to the curve at the Stover's property could be considered a Residential District. Subsequently, the Township Public Works Director supplied literature from

a PENNDOT Publication which further explains how to determine what qualifies as a Residential District. The Board was provided with a copy of the material that shows that this section of Butter Road will not qualify as a Residential District and therefore it would not qualify for a 25 MPH speed limit. Based on this information, the Township Solicitor was asked to put the Ordinance reducing the speed limit to 25 MPH on hold.

T. Myers stated that the Board has also asked to take the next steps with the traffic engineer regarding the intersection at Fox Run Road and Canal Road. The plan is to gather information for the 2<sup>nd</sup> meeting in February and review the cost and scope of the project for the alternative route.

### **Pine Road Demolition – contract award**

T. Myers stated that bids were opened on January 3<sup>rd</sup>. There were nine bidders ranging from \$53,800.00 to \$139,890.00. The project cost is estimated at \$100,000.00 and he is recommending that the contract be awarded to BRB Contractors at their low bid of \$53,800.00.

**Motion** by R. Stone and seconded by S. Parthree to award the contract to the lowest bidder for the Pine Road Demolition project, as presented. **Passed** with 5 ayes.

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

#### **Accept Review Extension for Hines/ Bull Canal Dover Owner LLC**

J. McLucas stated that he provided the Board with a copy of the updated review extension letter. This extends the action time until April 22<sup>nd</sup> at which time the plan will need to be approved, denied, or an additional extension provided by the applicant.

**Motion** by M. Cashman and seconded by S. Parthree to accept the review extension for Hines/ Bull Canal Dover Owner, LLC, as presented. **Passed** with 5 ayes.

#### **Reapprove PL 22-17- 4881 Paradise Road- 2 Lot Final Subdivision Plan**

J. McLucas stated that this plan was previously approved pending DEP sewage approval. The plan has been revised to incorporate the necessary Groundwater Recharge Easement and Sewage which has been approved DEP. He is asking the Board to reapprove the plan and sign it.

**Motion** by R. Stone and seconded by C. Richards to approve PL 22-17- 4881 Paradise Road- 2 Lot Final Subdivision Plan, as presented. **Passed** with 5 ayes.

### **TOWNSHIP MANAGER REPORT, L. OSWALT**

#### **Approval of the following payment application for the Fire Department Dorm Project**

**Payment Application #12 to Monocacy Valley Electric in the amount of \$19,312.89**  
**Payment Application #13 to Myco Mechanical, Inc. in the amount of \$12,825.00**

**Motion** by C. Richards and seconded by R. Stone to approve Payment Application #12 to Monocacy Valley Electric in the amount of \$19,312.89 and Payment Application #13 to Myco Mechanical, Inc. in the amount of \$12,825.00, as presented. **Passed** with 5 ayes.

**Approval of Resolution 2024-04 naming the Right to Know Officer and Alternates**

Manager Oswalt stated that Township Secretary is being added as an alternate for responding to Pennsylvania Open Records requests.

**Motion** by R. Stone and seconded by M. Cashman to approve Resolution 2024-04 naming the Right to Know Officer and Alternates, as presented. **Passed** with 5 ayes.

**Approval of Resolution 2024-05 adopting amended Job Descriptions for the Union Public Works Job Descriptions**

**Motion** by C. Richards and seconded by S. Parthree to approve Resolution 2024-05 adopting amended Job Descriptions for the Union Public Works Job Descriptions, as presented. **Passed** with 5 ayes.

**Approval of Resolution 2024-07 recognizing David Hogeman for service on the Dover Township Sewer Authority**

**Motion** by R. Stone and seconded by M. Cashman to approve Resolution 2024-07 recognizing David Hogeman for service on the Dover Township Sewer Authority, as presented. **Passed** with 5 ayes.

**Approval of Resolution 2024-08 recognizing Robert Wright for service on the Dover Township Zoning Hearing Board**

**Motion** by R. Stone and seconded by S. Parthree to approve Resolution 2024-08 recognizing Rober Wright for service on the Dover Township Zoning Hearing Board, as presented. **Passed** with 5 ayes.

**Approval of Resolution 2024-09 authorizing an application to DCNR for a Peer to Peer Grant**

Manager Oswalt stated that this grant will provide the Parks and Recreation Director support from another Recreation Professional to begin to explore a Joint Recreation Commission with the Borough and Dover Area School District.

**Motion** by M. Cashman and seconded by R. Stone to approve Resolution 2024-09 authorizing an application to DCNR for a Peer to Peer Grant, as presented. **Passed** with 5 ayes.

**Approval of Resolution 2024-10 authorizing the application to York County Planning Commission for 2024-2026 Community Development Block Grant Funding to complete three phases of Stormwater Pipelining in the Sunrise Acres Development**

Manager Oswalt stated that with the assistance of Public Works and Engineering an application has been prepared to complete the project which will be broken up into three phases to complete 6,405 linear feet of lining work that will benefit 103 households in the development.

**Motion** by C. Richards and seconded by S. Parthree to approve Resolution 2024-10 authorizing the application to York County Planning Commission for 2024-2026 Community Development Block Grant Funding to complete three phases of Stormwater Pipelining in the Sunrise Acres Development, as presented. **Passed** with 5 ayes.

Manager Oswalt noted that there will be an executive session to discuss a union healthcare personnel matter.

**PUBLIC WORKS REPORT, M. FLEMING**

**Accept the proposal from Spotts, Stevens, and McCoy (SSM) for the design and preparation of the Public Water Supply Permit Application to DEP for Well 11**

M. Fleming stated the proposal covers the design of the well's connection to the system and disinfection treatment of the source water will be completed in conjunction with the application. The total cost is not to exceed \$46,800.00.

**Motion** by C. Richards and seconded by S. Parthree to accept the proposal from SSM for the design and preparation of the Public Water Supply Permit Application to DEP for Well 11, as presented. **Passed** with 5 ayes.

**Accept the proposal from SSM for the exploration and development of the new well located on the property owned by the Dover Township Sewer Authority along Old Carlisle Road**

M. Fleming stated that the pre-drilling preparation, test well drilling, and production well drilling to aquifer testing is not to exceed a total of \$162,800.00.

C. Richards questioned why the cost of this is much higher than permit application for Well 11.

M. Fleming stated that some of the work that is included in the total amount has already been completed on Well 11.

**Motion** by R. Stone and seconded by M. Cashman to accept the proposal from SSM for the exploration and development of the new well located on the property owned by the Dover Township Sewer Authority along Old Carlisle Road, as presented. **Passed** with 5 ayes.

**Accept the proposal from SSM for the exploration and development of a new well located on the property owned by Charles and Carol Richards at 2730 Emig Mill Road**

**Motion** by M. Cashman and seconded by R. Stone to accept the proposal from SSM for the exploration and development of a new well located on the property owned by Charles and Carol Richards at 2730 Emig Mill Road, as presented. **Passed** with 4 ayes, Charles Richards abstained.

C. Richards stated that his property was looked at for a potential location by a study that was conducted prior to his election as a Township Supervisor.

#### **MS4 UPDATE**

M. Fleming stated that there was a meeting with PennDOT in regard to an flooding issue at the intersection of Taxville Road and South Salem Church Roads. He is waiting to hear back from PennDOT as to when they will be completing their section of road before the Township can fix their portion. The property owner is also responsible for maintenance to the stormwater pond discharge pipe.

#### **OLD BUSINESS**

There is no old business at this time.

#### **COMMENTS FROM THE BOARD**

C. Richards stated that the old radio room is being turned into an office for the Emergency Management Coordinator. With the Fire Department getting remodeled he feels as if the office needs to be repainted and new countertops need to be installed. The total cost for labor, parts, paint, and new countertops comes to a total of \$3,000.00.

Manager Oswald stated there is unlikely to be any money leftover in the bond to pay for the radio room to be remodeled. This room was not in the budget for 2024. Perhaps there is money in the community building maintenance budget.

#### **COMMENTS FROM THE PUBLIC**

Wanda Stover from 1280 Butter Road stated the project at Fox Run Road and Canal Road is going to take years before the project even begins and the residents on Butter Road need their concerns addressed sooner. She is asking that the Board follows the traffic study that states no trucks over 30 feet are allowed on Butter Road.

Marie McInerney from 6331 Salem Run Road questioned if anyone went to look at the “No Trucks Over 25 feet” sign that is located on Bowman Road and how they were able to place that sign along the road.

J. McLucas stated that he talked to someone from Jackson Township, and they said it was part of their land development plan for the turning lane and the sign is not easily enforcement because of it only be authorized by the plan.

Manager Oswald stated that the sign is not enforceable under a traffic study.

J. McLucas stated that the turning lane that was added was solely for employee traffic.

Barry Emig stated that their needs to be notification when a road is closed. On December 18 there was a lot of rain which resulted in flooding, a section of Conewago Road was closed and he was not made aware of the situation. He is asking that he is made aware of any road closures in the future.

C. Richards noted that PennDOT gave Doli Construction permission to close Harmony Grove Road between the hours of 7 AM and 5 PM starting the week of January 12<sup>th</sup>. The road will be closed between those hours for roughly three weeks, weather permitting.

**With no further business, Chairman Stephen Stefanowicz concluded the Board of Supervisors meeting at 8:44 PM.**

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