

**DOVER TOWNSHIP
BOARD OF SUPERVISORS
MEETING MINUTES
December 11th, 2023**

The Dover Township Board of Supervisors for Monday, December 11th, 2023, was called to order at 7:13 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; Charlie Rausch, Township Solicitor; Christina Miller, MPL Law; 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 10 members of the public present.

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

S. Stefanowicz stated there is a change to the agenda. Resolution 2023-32 is under the Manager's Report to recognize Charles Rausch's service as the solicitor for the Zoning Hearing Board, Planning Commission, and Board of Supervisors.

Charles Rausch was present at the meeting and Stephen Stefanowicz presented the Resolution to Charles and thanked him for his 38 years of service.

C. Rausch thanked the Board and stated that Dover has been a big part of his life, career, and an exceptional journey.

APPROVAL OF THE WORK SESSION MEETING MINUTES FOR NOVEMBER 27TH, 2023

APPROVAL OF THE REGULAR BOARD OF SUPERVISOR MINUTES FOR NOVEMBER 27TH, 2023

Motion by R. Stone and seconded by M. Cashman to approve the Work Session Minutes from November 27th, 2023, and the Regular Board of Supervisor Minutes from November 27th, 2023, as presented. **Passed** with 5 ayes.

TREASURER'S REPORT

APPROVAL OF THE DECEMBER 1ST, 2023 WARRANT IN THE AMOUNT OF \$345,682.64

APPROVAL OF THE DECEMBER 7TH, 2023 WARRANT IN THE AMOUNT OF \$166.85 (LIQUID FUELS)

APPROVAL OF THE DECEMBER 7TH, 2023 WARRANT IN THE AMOUNT OF \$121,268.57 (2020 BOND)

APPROVAL OF THE DECEMBER 7TH, 2023 WARRANT IN THE AMOUNT OF \$3,041.53 (EAGLE VIEW PH II)

APPROVAL OF THE DECEMBER 11TH, 2023 WARRANT IN THE AMOUNT OF

\$188,357.89

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

PUBLIC COMMENT

Donna Jordan from Skytop Trail expressed concerns about the solar farms. She does not want solar farms in Dover. She would like the Board to consider amendments that would prevent continued development of solar farms.

George Holder from 1918 Virginia Avenue stated that he was present at a meeting in October with concerns about a letter he had received from the Codes Enforcement Officer regarding his property being in violation. Due to the property not being cleaned up in a timely manner, he was issued a fine.

J. McLucas stated that when Mr. Holder was present at the meeting in October, he provided him with his business card and had asked him to give him a call or email; however, this never occurred.

G. Holder provided his phone number to the Zoning Officer.

G. Holder questioned if Walnut Avenue between Salem Avenue and Covington Avenue is a private road. There is a sign on the road that states no through traffic, private road.

J. McLucas stated that this road has been abandoned and technically, every property owner on that street has rights to access it. It is a civil matter between all of the property owners who share that access.

Matt Lamarter from 4090 Bull Road stated that at the previous Board meeting a supervisor had mentioned that Northern Regional can take trucks to the incinerator to get weighed and he would like to know where that information came from.

M. Cashman stated that he had a meeting with the Police Chief and had discussions about weigh scales.

G. Anderson stated he knows of inspecting tractor trailers at the York County incinerator , but not weighing the trucks at that location.

M. Lamarter provided the Board with a printout regarding a Pennsylvania Law stating that it is illegal to take a truck more than 2 miles away in order to be weighed.

M. Cashman stated that he could have misunderstood the information that the Police Chief had provided to him.

G. Anderson stated that Northern Regional used to do inspections all the time with the

commercial inspector at the incinerator's request to make sure they were safe to be on the road. He stated that he is unaware of trucks being told to drive to the incinerator.

M. Cashman stated that he will get clarification from the Police Chief.

NORTHERN REGIONAL POLICE UPDATE

G. Anderson stated that at the meeting on November 13th there was discussion about tractor trailers, traffic, and accidents on Butter Road. The statement had been made that there had not been any tractor trailers accidents for 10 years. A resident who was at the meeting stated that the Pennoni traffic study indicated that there were 3 accidents involving trucks, but the traffic study did not indicate what kind of trucks were involved. After more research, it was discovered that the 3 accidents involving a truck on the following dates: October 11, 2017, May 25, 2018, and October 8, 2018, involved pick-up trucks, none of the accidents involved a tractor trailer.

ENGINEER'S REPORT, T. MYERS

Creekside Village Basin Conversion Project update

T. Myers stated that in his report, he provided an updated sheet of the project. He would be looking to get authorization at the January 8th meeting, open and award bids in February, and begin construction in early May.

Canal Road/Fox Run Road Intersection Improvements as requested during Butter Road discussion.

T. Myer stated that a site meeting was held in the afternoon of November 22, 2024, with a Supervisor and the Public Works Department to review the Fox Run Road and Canal Road intersection. The Township requested that C.S. Davidson take a look at the intersection and determine a scope of work and rough cost estimates to facilitate the intersection being turned into an alternate truck route. The assumption was made that a signal and 200-foot-long left turning lanes would be warranted. The project cost estimate that was put together included surveys, design and permitting, bidding, contracting, and administration. This also included right of way acquisition cost, utility relocation, and adjustment specifically the power and communication lines. The total cost estimate came to about \$1.8 million. The signals, the poles, the controllers, and anything else associated with the signals would be right around \$400,000.00 which is included in the total cost estimate.

C. Rausch questioned if the total cost included property acquisition.

T. Myers stated that that the total cost does include property acquisition and the cost estimate shows \$150,000.00 for acquiring the property.

T. Myers questioned the Board's desire to pursue the intersection improvements. If so, traffic counts will need to be done and verification made that a traffic signal is warranted. There would also need to be a meeting with PennDOT to discuss the generalities of what they would require.

R. Stone questioned if this project was budgeted in 2024.

Manager Oswalt stated that there is \$500,000.00 in the Liquid Fuels account for the improvements on Butter Road, the curve, and Butter Road and Bull Road. However, this would unlikely be the right funding source for this project, due to its larger cost.

S. Stefanowicz questioned if the Board would like to review the information some more and wait until January to act on the item or give the approval to the engineer now to start the process.

T. Myer stated that if the Board has other questions, he can meet with the traffic engineer to have a more detailed discussion about the topic.

M. Fleming mentioned that under his report he would be bringing up the intersection of Davidsburg and Canal, which staff recently discussed with a LTAP engineer. The LTAP engineer is proposing a 4 way stop at the intersection based on the current traffic stops and traffic accidents.

Manager Oswalt stated that if it does not warrant a traffic signal because there is not enough traffic PENNDOT would need to install two more stop signs and the Township would be required to change the four-way flash to all red lights.

M. Fleming stated that under his report there is approval of a Road Safety Audit from PennDOT and LTAP. When completed the Audit would determine which intersections in the Township need to be prioritized.

M. Cashman stated that he agrees that the Fox Run and Canal intersection needs improvements but questioned how it resolves the issue on Butter Road.

T. Myers stated that the idea is that traffic would use Fox Run Road to access Canal to move east and west.

M. Cashman questioned if it makes sense to complete the Road Safety Audit first to know which intersections need to be prioritized before moving forward.

S. Stefanowicz stated he is unsure if that can happen first and questioned if the road safety audit is something that is completed within a week.

Manager Oswalt stated they have not been made aware of how long it would take to complete the road audit.

M. Fleming stated it could take a few months.

T. Myers stated that he can meet with the traffic engineer and try to put together additional information for the Board.

Fountain Rock Bond Settlement – Allison Concrete billing for sidewalks - \$33,640.00

T. Myers stated that Allison Concrete is about 80 percent complete with the contract to put sidewalks along the open space areas in the Fountain Rock development and there is also some minor sidewalk work included in the contract along Cardinal Lane. CS Davidson's inspector verified the quantities on the invoice, and they are recommending the money to be released from the bond fund to cover the invoice.

S. Stefanowicz questioned how much money is left in the bond.

Manager Oswalt stated that there is no more money left in the bond, it has been spent. The money is coming out of the General Fund Capital Reserves.

Motion by R. Stone and seconded by M. Cashman to approve reimbursement to Road Homes, LLC in the amount of \$33,640.00 to Allison Concrete for the sidewalk contract , as presented. **Passed** with 5 ayes.

ZONING OFFICER REPORT, J. MCLUCAS

Hines Warehouse/ Bull Road Canal LLC Developer's Agreement MOU

J. McLucas stated that the Board was provided with a draft memorandum of the developer's agreement. Staff met with the developer to discuss the scope of the project and also met on and off site to discuss the infrastructure improvements that will be needed. He is seeking a consensus from the Board to determine if they are good with the overall framework of the agreement so it can be formalized.

Manager Oswalt stated that it is anticipated that the plan will be before the Planning Commission early next year. The MOU spells out the parameters of what the agreement will contain.

S. Stefanowicz questioned whether the MOU has been reviewed.

Manager Oswalt stated that Christin Miller has reviewed the MOU and has made the amendments as well.

Manager Oswalt stated that the MOU outlines the lobbying contribution to exit 26 committee and a temporary traffic signal at Bull Road and Canal Road which is coming from the idea that Dover Township and Conewago Township prefer a roundabout at this location. The Township would also receive money for the maintenance of the traffic signal. Other items that are outlined are the intersection at Hilton Avenue and Bull Road and the water and sewer project.

C. Rausch stated that are still some details that need to be worked out with the easement right of way for utilities for the property located at 1501 East Canal Road.

C. Richards questioned if the Board needs a motion or a consensus.

Manager Oswalt stated that the Board can wait to see if the developer has any changes to the

MOU or make a recommendation to approve based upon the marked-up version that was provided to the Board tonight.

Motion by R. Stone and seconded by M. Cashman to authorize the Township Manager to sign the Hines Warehouse/ Bull Road Canal LLC Developer's Agreement MOU on behalf of the Township, as presented. **Passed** with 5 ayes.

TOWNSHIP MANAGER REPORT, L. OSWALT

Approval of the following payment applications for the Fire Department Dorm Project:

Payment Application #12 to Myco Mechanical, Inc. in the amount of \$5,818.75

Payment Application #9 to SSM Industries, Inc. in the amount of \$9,839.56

Motion by C. Richards and seconded by S. Parthree to approve Payment Application #12 to Myco Mechanical, Inc. in the amount of \$5,818.75 and Payment Application #9 to SSM Industries, Inc. in the amount of \$9,839.56, as presented. **Passed** with 5 ayes.

Manager Oswalt stated that at this point the Myco Mechanical, Incorporated is 100% complete, they have provided a manual of mechanical maintenance items for the architect to review. Triangle Fire Protection is 100% complete although they are waiting to hear back from Middle Department Inspection Agency on the passing of the sprinkler test. Monocacy Valley Electric and SSM Industries have both requested an extension of time due to the generator not being delivered until March. The plumbing contractor has to run the gas line to the generator and complete pavement restoration for the trenching they have already done to the building which cannot be completed until spring.

Approval of Monocacy Valley Electric's request for extension of time until March 28th, 2024, on the Fire Department Dorm Project

Motion by C. Richards and seconded by R. Stone to approve Monocacy Valley Electric's request for the extension of time until March 23rd, 2024, on the Fire Department Dorm Project, as presented. **Passed** with 5 ayes.

Approval of SSM Industries, Inc.'s request for extension of time until April 1st, 2024, on the Fire Department Dorm Project

Motion by C. Richards and seconded by R. Stone to approve SSM Industries, Inc's request for the extension of time until April 1st, 2024, on the Fire Department Dorm Project, as presented. **Passed** with 5 ayes.

Manager Oswalt stated that the electrical contractor and the plumbing contractor are not substantially complete due to the generator being an outstanding item. The general contractor, East Coast Industries, have an issue with an ADA sink that needs to be worked out and the

installation of the FRP which was the material put on the wall in the bathrooms. This FRP was not installed satisfactorily. East Coast Contracting still has about \$15,000.00 in outstanding work, the AIA contract that they signed required 150% withholding for substantial completion. This adds an additional \$10,000 in cost to be withheld. On the electrical side, with the generator work outstanding, the remaining work is expected to cost about \$71,000. Withholding 150% is a substantial burden to place on the electrical contractor. Especially since the delay is not their fault. She is being asked if the Board would want to consider allowing them to not post the 150%.

General consensus was to withhold 150% from East Coast, but except the recommended lower amount for the electrical contractor.

Approval of SSM Industries, Inc. Change Order #2 in the amount of \$1,263.00

Manager Oswald stated that this change order has to do with a condensation line that had to be replaced.

Motion by C. Richards and seconded by M. Cashman to approve Change Order #2 with SSM Industries, Inc. in the amount of \$1,263.00, as presented. **Passed** with 5 ayes.

Approval of an Amendment to the CDBG Grant for the Zoning Revisions granting an extension of time

Motion by M. Cashman and seconded by R. Stone to approve the amendment to the CDBG Grant for the Zoning Revisions granting an extension of time, as presented. **Passed** with 5 ayes.

Approval of Resolution No. 2023-31 Regarding the Disposal of Records under the Pennsylvania Historical Museum Commission Guidelines

Motion by R. Stone and seconded by M. Cashman to approve Resolution 2023-31 Regarding the Disposal of Records under the Pennsylvania Historical Museum Commission Guideline, as presented. **Passed** with 5 ayes.

Approval of Resolution 2023-32 Recognizing Charles Rausch for his service to Dover Township

Motion by R. Stone and seconded by S. Parthree to approve Resolution 2023-32 recognizing Charles Rausch for his service to Dover Township, as presented. **Passed** with 5 ayes.

C. Richards stated that he would like to make a motion to reduce the speed limit on Butter Road to 25 miles per hour.

C. Rausch stated that a motion cannot be made because the item was on the agenda. Manager Oswald stated that the Board request to have a draft ordinance put together to bring for the next meeting.

C. Richards stated that he would like would more information gathered to be able to drop the speed limit on Butter Road to 25 miles per hour for the next meeting.

PUBLIC WORKS REPORT, M. FLEMING

Approval to send a letter to PennDOT to request a safety review of the intersection at West Canal Road and Davidsburg Road

M. Fleming stated that West Canal Road and Davidsburg Road are both PennDOT roads, but the Township maintains the flashing beacon. He reached out to York County Planning Commission to see what funds were available to improve the intersection. The comprehensive plan talks about a traffic signal, but the recommendation was to have LTAP look at the intersection, provide a study, and then from there it could open doors to certain funding. He needs the Boards approval to send a letter to PennDOT to request a safety review of the intersection.

Motion by R. Stone and seconded by S. Parthree to approve sending a letter to PennDOT to request a safety review of the intersection at West Canal Road and Davidsburg Road, as presented. **Passed** with 5 ayes.

Approval of a Road Safety Audit from PennDOT and LTAP for the entire Township

M. Fleming stated that the Road Safety Audit from PennDOT and LTAP is a free service.

Motion by M. Cashman and seconded by C. Richards to approve a Road Safety Audit from PennDOT and LTAP for the entire Township, as presented. **Passed** with 5 ayes.

MS4 UPDATE

There are no new updates at this time.

OLD BUSINESS

There is no old business at this time.

COMMENTS FROM THE BOARD

M. Cashman questioned if he could make an amendment to the minutes that were approved at the beginning of the meeting.

Manager Oswalt stated that the minutes could not be amended once they have been approved.

G. Anderson stated that the information that was given in the minutes was not inaccurate.


COMMENTS FROM THE PUBLIC

M. Lamparter stated that it is illegal for Northern Regional to take a truck out of the Township to be weighed.

G. Anderson stated that there is a partnership with the incinerator where if Northern Regional wanted to use their scales, the answer would be yes. If Northern Regional had a problem with a trucking company and the company agreed to allow their vehicle to be weighed at the incinerator, then it would happen. If there is a criminal act or a fatal accident the vehicle would be seized and then a search warrant for the vehicle would be issued. If weighing the vehicle is required to provide evidence of a crime it would be completed on certified scales through the State Police.

M. Lamparter stated that with the development of the Township and more truck traffic, Northern Regional and Dover Township should look into getting scales to weigh tractor trailers.

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

Respectfully submitted by: 

Brooke M. Scarce, Township Secretary