

**DOVER TOWNSHIP  
BOARD OF SUPERVISORS  
MEETING MINUTES  
January 22<sup>nd</sup>, 2024**

The Dover Township Board of Supervisors for Monday, January 22<sup>nd</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, and Michael Cashman. Robert Stone was absent with prior notification. 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; David Lash, Northern Regional Police Chief, and Brooke Scarce, Township Secretary. There were 7 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 Draft Zoning Ordinance Revisions. Since the Work Session ended at 6:25 PM the Board then held their executive session prior to the regularly scheduled meeting to discuss personnel matters.

**APPROVAL OF THE WORK SESSION MEETING MINUTES FOR JANUARY 8<sup>TH</sup>, 2024**

**APPROVAL OF THE REGULAR BOARD OF SUPERVISOR MINUTES FOR JANUARY 8<sup>TH</sup>, 2024**

**Motion** by M. Cashman and seconded by S. Parthree to approve the Work Session Minutes from January 8<sup>th</sup>, 2024 and the Regular Board of Supervisor Minutes from January 8<sup>th</sup>, 2024, as presented. **Passed** with 4 ayes.

**TREASURER'S REPORT**

**APPROVAL OF THE JANUARY 11<sup>TH</sup>, 2024 WARRANT IN THE AMOUNT OF \$50,131.24 (Paying 2023 Invoices)**

**APPROVAL OF THE JANUARY 12<sup>TH</sup>, 2024 WARRANT IN THE AMOUNT OF \$87,012.29**

**APPROVAL OF THE JANUARY 19<sup>TH</sup>, 2024 WARRANT IN THE AMOUNT OF \$336.00 (Liquid Fuels)**

**APPROVAL OF THE JANUARY 19<sup>TH</sup>, 2024 WARRANT IN THE AMOUNT OF \$32,137.89 (2020 Bond)**

**APPROVAL OF THE JANUARY 19<sup>TH</sup>, 2024 WARRANT IN THE AMOUNT OF \$386.00 (HMGP)**

**APPROVAL OF THE JANUARY 18<sup>TH</sup>, 2024 WARRANT IN THE AMOUNT OF \$154,963.59 (Paying 2023 Invoices)**

**APPROVAL OF THE JANUARY 19<sup>TH</sup>, 2024 WARRANT IN THE AMOUNT OF \$91,743.36 (Paying 2023 Invoices)**

**APPROVAL OF THE JANUARY 22<sup>ND</sup>, 2024 WARRANT IN THE AMOUNT OF \$20,376.21**

**Motion** by M. Cashman and seconded by S. Parthree to approve the above referenced warrant totals, as presented. **Passed** with 4 ayes.

**PUBLIC COMMENT**

No comments were offered.

**NORTHERN REGIONAL POLICE UPDATE**

D. Lash stated that their project of the week is rolling out new mobile and portable radios, as well as car cameras. Northern Regional applied for a grant and received \$927,000.00 to be able to purchase the new radios and cameras. There were also six officers who graduated from the Police Academy on December 21<sup>st</sup>, 2023 and they are currently in field training. As for now, the new Northern Regional Building is track for development.

**SOLICITOR'S REPORT**

C. Miller stated that he has no action items under his report. The report shows what is ongoing on behalf of the Township.

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

**Creekside Village Stormwater Basin Conversion update**

T. Myers stated that the plans and specs are 98% complete. The plans and specs have been provided to the Township staff for review. He has received some comments back from the Public Works Director and recommended not to advertise for construction bids until all the temporary construction easements have been obtained. He agrees with the recommendation and made a follow up contact with the property owners and the HOA Management Company during the week of January 8th, 2024. Authorization to advertise is on hold until all temporary construction easements have been secured. The temporary construction easements status is as follows: 3646 Kortni Drive- signed; 3644 Kortni Drive- recently sent updated plans, response letter and revised agreement; 3642 Kortni Drive- has not heard from the property owner, assistance from the HOA has been requested; 3625, 3637, 3639, 3653,3655 Kortni Drive- sent plans and easement agreement to the trustee of the properties; Open Space Lot 69- recently discovered that the lot is still listed under Cornerstone at Creekside Village Limited Partnership and was never transferred to the HOA. C.S. Davidson is working with the Township Solicitor to determine a path forward on obtaining permission to do the pond conversion on this lot.

C. Miller stated that his office has contacted the developer for lot 69 and is in the process of getting the property transferred to the HOA.

S. Stefanowicz questioned what happens if the residents do not comply.

T. Myers stated that none of the property owners object to the conversation update. There are a lot of concerns from the residents, so he is working on getting them the answers they need.

### **Intermediate Avenue Extension – discuss next steps**

T. Myers stated that the Township through C.S. Davidson and its traffic subconsultant, TPD, Inc., have completed conceptual alternatives for a signalized intersection and a roundabout. Several work sessions and numerous individual meetings have been held with the affected property owners. After consultation with PennDOT, an Intersection Control Evaluation (ICE) Study was completed and submitted to PennDOT. The ICE Study concluded that the roundabout is the preferred alternative. The Township Supervisors have collectively agreed with the conclusion of the study. The Board has previously requested a proposal to complete the design and permitting of the roundabout. A draft was received from TPD, Inc., but was never completed due to the uncertainty of the property acquisition. He is looking for steps from the Board to move forward with the project.

S. Parthree questioned if the roundabout will move forward even if the church does not participate.

T. Myer stated that the roundabout will not be able to be installed without impacting the church's property and the adjacent church parking lot. He stated that the Board members will have to come to an agreement with the church or use other means available to the Township to acquire the land.

S. Parthree questioned if there has been a response from the hair salon yet.

Manager Oswald stated the Township has not been in contact with the hair salon recently. The last time they were in contact they were not satisfied with the appraisal. They were told that they had the option to have their own appraisal completed.

S. Parthree questioned if the roundabout could be moved closer north or south on Carlisle Road where only one of the property owners will be affected.

T. Myers stated that if the roundabout is moved north or south, it will be affecting more property owners.

J. McLucas stated that the concept of the roundabout was to affect the least number of property owners. Where the roundabout is situated now, it is only affecting two property owners whereas if the roundabout is moved north or south it will be affecting more than two property owners.

S. Parthree questioned if any other possibilities have been exhausted that would not be affecting the two property owners.

T. Myers stated that the signalized intersection was examined, but it was going to take two signals with coordination between the two traffic lights, which would not make the intersection operate efficiently.

Manager Oswalt stated that even with the traffic signal the church's property would still be affected.

S. Parthree questioned if there is another access route to Carlisle Road from Harmony Grove Road.

S. Stefanowicz stated that another idea was suggested to create a route that connected to George Street. The connection to George Street would not impact the intersection at Carlisle Road and Harmony Grove Road.

Manager Oswalt stated that the connection to George Street does require a more significant amount of road to be built.

C. Miller stated that the affected property owners would be losing half of their property.

Manager Oswalt stated that the engineer has not been provided with clear directions as to what to do with the roundabout moving forward. The engineer needs clarification on whether or not he should be preparing the proposal for the roundabout or prepare a proposal for the connection to George Street.

J. McLucas noted that Carlisle Road is a County designated bike route with hopes of tying it into other streets within the Township.

S. Parthree stated that the elephant in the room is eminent domain. He has not talked with the hair salon, but he has talked to the church and has told them he will not vote to take their property.

S. Stefanowicz stated that even if a connection to George Street is pursued, there would be more property affected by the road that would need to be installed, rather than just two properties being affected with the roundabout.

J. McLucas stated that from the planning standpoint this has been marked on the future transportation plans for a very long time. The roundabout will be affecting the church and hair salon, but it is affecting the least amount of properties for the best and safest solution for the community.

T. Myers stated that it is very rare that with any type of project, a property owner is not affected. However, the property or properties that are affected create an overall benefit for the community as a whole.

M. Cashman questioned if the developer has any interest in purchasing either property or both properties. Ultimately, it comes down to the property owners wanting more than market value for their properties.

Manager Oswalt stated that she is unsure about the developer reaching out to the salon, but they have reached out to the church and the church wants significantly more than what the property is appraised at in order to fund a new church in the future.

M. Cashman stated that the decision now will affect the residents for a long time. There are a lot of good reasons for the roundabout, and it is unjust that the property owners should be paid exponentially more than the appraised value.

S. Stefanowicz stated that he would like the engineer to provide the estimated cost for the roundabout.

M. Cashman stated that he would also like the engineer to provide the estimated cost for the roundabout.

Manager Oswalt stated the Board is not committing to anything just yet, but the engineer will bring a proposal that maps out the preliminary vision and cost.

Consensus of the Board was to move forward with the preliminary process of the roundabout.

#### **CDBG Projects – George Street Guiderail and Poplars Road Storm Sewer Replacement – authorization for Engineering and Inspection**

T. Myers stated that Township has entered into a contract to receive a grant from the York County Board of Commissioners under the CDBG Program. The grant is for \$37,000.00 to install approximately 400 linear feet of guiderail at the stream crossing on George Street. A grant was previously utilized to replace the two culverts in the area of this project. The engineering and inspection costs, which are the Townships' responsibility, were previously estimated to be \$7,000.00. The Township staff is requesting assistance to complete the project. Before moving forward, the engineer needs authorization from the Board. Dover Township has entered into a Contract to receive a grant from The York County Board of Commissions under the CDBG Program. The Grant is for \$55,000 to replace approximately 120 LF of deteriorated storm sewer pipe on the north side of Poplars Road. A grant was previously utilized to replace the storm sewer in and downstream of Poplars Road. The engineering and inspection costs, which are the Township's responsibility, were previously estimated to be \$15,000.

**Motion** by C. Richards and seconded by S. Parthree to authorize the engineering and inspection for the George Street Guiderail and Poplars Road Storm Sewer Replacement, as presented.  
**Passed** with 4 ayes.

T. Myers stated that there was one item that did not make the agenda which he would like to mention to the Board, but the item does not need any action taken at this point in time. At the meeting in December, CSD was requested to layout the next step in pursuing the intersection upgrade at Butter Road and Fox Run Road and provide an estimate of the cost. ELA Group was contacted and provided a scope for the next step in completing a traffic study and warrant analysis. The scope of the traffic study is to evaluate the feasibility of signaling the intersection and rerouting truck traffic from Butter Road between Fox Run Road onto Canal Road. The scope

would include the following: 12 turning movement counts at Canal Road and Fox Run Road intersection and at the Butter Road and Fox Run Road intersection; Two automatic traffic recorder counts on Butter Road- one on either side of Fox Run Road; Site visit, sketch, and sign distance measurements; Develop future traffic volumes, including redistribution of existing truck traffic on Butter Road; Traffic signal warrant analysis; Turn lane warrant analysis; Capacity analysis at Canal Road and Fox Run Road; and Preparation of a brief report. All the analyses will be done using PennDOT standards so that it is suitable for use in any future highway occupancy permits and/ or traffic signal permit applications. The estimated cost is \$8,500.00.

Manager Oswalt stated that the next meeting in February is the meeting with the Borough. She is unsure if there will be time for a full agenda at the next meeting.

T. Myers stated that the item can be added to the agenda at the later meeting in February. For the best results the study would be completed during a warmer month, so the information is more accurate.

M. Cashman stated that at the last meeting there was discussion regarding no trucks over 30 feet sign and he was curious to know if there was an update on that matter.

T. Myers stated that the Board has a traffic study from Pennoni that makes the recommendation.

M. Fleming stated that there was a concern about local traffic and not knowing where the truck traffic is going.

D. Lash stated that anything in and out of Pro Pallet would be local traffic so those trucks would be exempt. The only way for Northern Regional to know if a truck is local traffic would be that they would have to follow the truck from one end of Butter Road to the other end and if they do not stop somewhere in between, they would not be considered local traffic.

C. Richards noted that it is imperative to get another alternative route for the truck traffic.

M. Cashman stated that there was also discussion about a study being completed that would identify the road intersections that should be prioritized.

M. Fleming stated the Local Road Safety Plan has been started but is not completed yet.

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

### **PL-23-10- 2411 Emig Mill Road- Weigelstown Childcare Lot Consolidation- Commercial District**

J. McLucas stated that the consulting engineer is not present at tonight's meeting. Weigelstown Childcare purchased two lots that touch their existing property, and they are looking to consolidate all the properties as one.

J. McLucas stated that there is one waiver request: §704.B- Street Improvements which would require them to not have to widen any of the streets.

**Motion** by S. Parthree and seconded by C. Richards to approve the waiver request as noted above for PL-22-10- 2411 Emig Mill Road- Weigelstown Childcare Lot Consolidation- Commercial District, as presented. **Passed** with 4 ayes.

J. McLucas stated that there are 4 outstanding items that still need to be addressed per the letter from C.S. Davidson dated January 18<sup>th</sup>, 2024. Since the Board approved the waiver request, number 5 can be removed from the letter.

**Motion** by M. Cashman and seconded by C. Richards to conditionally approve PL-22-10- 2411 Emig Mill Road- Weigelstown Childcare Lot Consolidation- Commercial District with the following outstanding items; (1) §22-501.2.A a disk in an electronic format that is compatible with the Township GIS system; (2) §22-501.2.F. Engineer's/Surveyor's seal, signature and date certifying that he has been to the site and observed the present condition; (3) §22-501.2.H owner's notarized signature; (4) All outstanding comments made by the Public Works Director shall be addressed, as presented. **Passed** with 4 ayes.

### **Consensus of Zoning Revision Edits to Draft Ordinance Language**

J. McLucas stated there was a Work Session meeting prior to the regular meeting to finalize Parts 2, 4 and 6 of the Zoning update and he is seeking official action to take all the associated edits and draft them into an adopting ordinance and send them on to York County Planning Commission for review and comment.

**Motion** by C. Richards and seconded by M. Cashman to approve the Zoning Revision Edits to Draft Ordinance Language, as presented. **Passed** with 4 ayes.

M. Cashman questioned if this approves the ordinance.

Manager Oswalt stated that this does not approve the ordinance. The ordinance will need to be drafted, then sent to the York County Planning Commission for their review. When their review is complete, the Township will be required to hold a public hearing prior to adoption.

### **MANAGER'S REPORT, L. OSWALT**

Manager Oswalt stated that she does not have any action items under her report.

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

#### **Approval of Payment Application #9 to Lobar Site Development Corp. in the amount of \$136,724.67 for the 2022 Bridge Improvements**

**Motion** by C. Richards and seconded by S. Parthree to approve Payment Application #9 to Lobar Site Development Corp. in the amount of \$136,724.67 for the 2022 Bridge Improvements, as presented. **Passed** with 4 ayes.

#### **Approval of Change Order #2 with Lobar Site Development Corp. in the amount of \$207,078.50 for the 2022 Bridge Improvements for work completed on Bridge 366- Emig Mill Road and Fox Ridge Court**

**Motion** by C. Richards and seconded by M. Cashman to approve Change Order #2 with Lobar Site Development Corp. in the amount of \$207,078.50 for the 2022 Bridge Improvements for work completed on Bridge 366- Emig Mill Road and Fox Ridge Court , as presented. **Passed** with 4 ayes.

**Approval of Payment Application #1 to Lobar Site Development Corp. in the amount of \$207,078.50 for the 2022 Bridge Improvements Change Order #1**

**Motion** by M. Cashman and seconded by S. Parthree to approve Payment Application #1 to Lobar Site Development Corp. in the amount of \$207,078 for the 2022 Bridge Improvements Change Order #1, as presented. **Passed** with 4 ayes.

**Approval of Work Order #1 with Utility Services Co. Inc., in the amount of \$85,574.00 for the Master Services Agreement and Scope for professional services to the 1,000,000 gallon water reservoir on Sky Top Trail**

**Motion** by M. Cashman and seconded by S. Parthree to approve Work Order #1 with Utility Services Co. Inc., in the amount of \$85,574.00 for the Master Services Agreement and Scope for professional services to the 1,000 gallon water reservoir on Sky Top Trail, as presented. **Passed** with 4 ayes.

**MS4 UPDATE**

M. Fleming stated there was a meeting scheduled at Judith Court, but it was canceled due to the snow.

**OLD BUSINESS**

There is no old business at this time.

**COMMENTS FROM THE BOARD**

There were no comments offered.

**COMMENTS FROM THE PUBLIC**

There were no comments offered.

**With no further business, Chairman Stephen Stefanowicz concluded the Board of Supervisors meeting at 8:06 PM and the full Board of Supervisors.**

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