

**DOVER TOWNSHIP
BOARD OF SUPERVISORS
MEETING MINUTES
March 11th, 2024**

The Dover Township Board of Supervisors for Monday, March 11th, 2024, was called to order at 7:01 PM by Chairperson Stephen Stefanowicz in the Dover Township Board of Supervisors meeting room. Supervisors present were Charles Richards, Stephen Parthree, Michael Cashman, and Robert Stone. Other Township Representatives in attendance were Laurel Oswalt, Township Manager; Christian Miller, Township Solicitor; Michael Fleming, Public Works Director; Terry Myers, Township Engineer; Gregg Anderson, Northern Regional Police Lieutenant; and Brooke Scarce, Township Secretary. There were 11 members of the public present.

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

**APPROVAL OF THE REGULAR BOARD OF SUPERVISORS MINUTES FOR
FEBRUARY 26TH, 2024**

Motion by S. Parthree and seconded by R. Stone to approve the Regular Board of Supervisors Minutes for February 26th, 2024, as presented. **Passed** with 5 ayes.

TREASURER'S REPORT

**APPROVAL OF THE FEBRUARY 28TH, 2024 WARRANT IN THE AMOUNT OF
\$908,783.47 (2017 PLGIT BOND)**

**APPROVAL OF THE FEBRUARY 28TH, 2024 WARRANT IN THE AMOUNT OF
\$242,498.31 (2022 PLGIT WATER BOND)**

APPROVAL OF THE MARCH 1ST, 2024 WARRANT IN THE AMOUNT OF \$18,749.98

**APPROVAL OF THE MARCH 8TH, 2024 WARRANT IN THE AMOUNT OF \$27,521.50
(2020 BOND)**

**APPROVAL OF THE MARCH 8TH, 2024 WARRANT IN THE AMOUNT OF \$34,161.44
(LIQUID FUELS)**

**APPROVAL OF THE MARCH 11TH, 2024 WARRANT IN THE AMOUNT OF
\$568,597.87**

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

PUBLIC COMMENT

No comments were offered.

SOLICITOR'S REPORT

Approval of the Developer's Agreement for Norma's Ridge

C. Miller stated that the Developer's Agreement has been finalized and signed by the Developer and the Borough.

Motion by S. Parthree and seconded by M. Cashman to approve the Developer's Agreement for Norma's Ridge, as presented. **Passed** with 5 ayes.

ENGINEER'S REPORT, T. MYERS

Creekside Village Basin Conversion Project

T. Myers stated that all of the construction easements have been signed. Pasch Companies has indicated that they have excess topsoil in Phase 4 of the Season's Development which they are offering to the Township. Public Works has obtained a sample of the topsoil and sent it to the lab to test for contaminants. In addition to other provisions, Pasch will load the topsoil onto trucks provided by the Township. The Township Public Works Department is obtaining quotes for tri-axle trucks. Topsoil is needed for the Fountain Rock sidewalk restoration work (10 loads; Creekside Village Basin Conversion [20 loads; and several other various projects throughout the Township (20 loads)].

C. Richards questioned where the topsoil will be stored.

Manager Oswalt stated one of the property owners purchased all the lots in the middle of the cul-de-sac and permission was granted by that property owner for the storage.

R. Stone questioned what savings will obtaining the topsoil from Pasch afford.

T. Myers stated that he is offering the topsoil at a price of \$200.00 to \$250.00 per load which would roughly be ½ the cost of getting the topsoil from elsewhere.

C. Miller questioned the timing of the bids and Pasch's need to have the topsoil removed.

T. Myers stated bids would be received a week before the April 22nd meeting and Pasch was looking to the topsoil removed within the next couple of weeks.

M. Cashman stated that he would like to wait until the bids have been received before making any further decisions about the topsoil.

Motion by R. Stone and seconded by C. Richards to advertise bids for the Creekside Village Basin Conversion Project, as presented. **Passed** with 5 ayes.

MANAGER'S REPORT, L. OSWALT

Appointment of David Wolverton to the Industrial and Commercial Development Committee

Manager Oswalt stated that David Wolverton will be filling Kathy Herman's position as the

School Board of Directors member on the committee.

Motion by S. Parthree and seconded by R. Stone to appoint David Wolverton to the Industrial and Commercial Development Committee, as presented. **Passed** with 5 ayes.

York County Tax Claim Bureau request for 2023 Tax Exoneration of \$6.04 for 5551 Pine Hill Road, Lot 29

Manager Oswalt stated the mobile home has been removed and there is no real estate to collect the monies against.

Motion by C. Richards and seconded by S. Parthree to approve the request from York County Tax Claim Bureau for 2023 Tax Exoneration of \$6.04 for 5551 Pine Hill Road, Lot 29, as presented. **Passed** with 5 ayes.

Approval of the following Payment Applications for the Fire Department Dorm Project

Payment Application #11/ Final from East Coast Contracting, Inc., in the amount of \$25,125.00

Payment Application #14/ Final from Myco Mechanical, Inc., in the amount of \$9,200.00

Payment Application #10 from SSM Industries, Inc., in the amount of \$21,696.81

Manager Oswalt stated that temporary occupancy was approved on March 6th and the generator was to be shipped on March 5th.

Motion by R. Stone and seconded by C. Richards to approve Payment #11/ Final from East Coast Contracting, Inc., in the amount of \$25,125.00, Payment Application #14/ Final from Myco Mechanical, Inc., in the amount of \$9,200.00, and Payment Application #10 from SSM Industries, Inc., in the amount of \$21,696.81, as presented. **Passed** with 5 ayes.

Selection of Architect for Dover Township Municipal Office Addition/ Renovation Project

Manager Oswalt stated that she has received 3 proposals for the selection of the Architect for the addition/renovation project from the following; TKS (Dorm Architect)- \$270,600.00; Mula Group (Driving Feasibility Study)- \$322,800.00; and Core Design Group (Garage Expansion Project)- \$259,500.00. Based upon the proposal there is an \$80,000.00 difference between the three firms. The proposals from Core Design Group and TKS are set proposals, and the proposal from Mula Group is an estimate based on an hourly rate. Although the price from Mula Group is \$63,800.00 difference in pricing there are many benefits to selecting them. Mula Group has a partnership with CS Davidson, and they are proposing to use the assistance of Andy Ferrari and John Rea for the structural engineering company. John Rea is familiar with this the building and has been very good to work with on several other structural projects which are as follows; Pine Road's 3 demolition project, Log House Repairs and Condemnation, Brookside Park's Building assessments and rebuilds of structures including the Carousel. With both the architects for the Dorm Project and Garage Project, there were still items in the mechanical/electrical/plumbing area that resulted in significant change orders to the project. Since the architects are considered a

consultant, the Board does not have to go with the lowest price.

R. Stone expressed concerns with Mula Group since they are the highest price architect.

Manager Oswalt stated that their pricing is higher, but they provided an hourly fee with an estimate of how many hours each task may take. There is an opportunity to save money on the project if the Township can work through the planning efficiently. Additionally, she spoke with all the architects and Mula Group provided the best ideas of what to do with the project, Core Design was focused on the plans that were previously provided with the garage addition project.

R. Stone questioned if the Board has to decide tonight.

Manager Oswalt stated that if the Board is not comfortable with deciding, they can take more time to look over the information and provide her with any questions that then need to be forwarded to any of the three architects.

S. Stefanowicz stated that the price for Mula Group is higher, but the man hour cost is lower.

M. Cashman stated that he would like to get more information from Mula Group and have a conversation with them before making a final decision.

R. Stone stated that from the information and pricing they received tonight, Core Design Group should be selected to be the architect.

After further discussion, the Board has decided not to make a decision and table the agenda item until the next meeting.

Advertisement of the Janitorial Services RFP from June 2024 to December 2025

Manager Oswalt stated an internal review from affected departments as well as input from Stephen Parthree was provided to amend the past RFP Package.

Motion by R. Stone and seconded by M. Cashman to advertise the Janitorial Services RFP from June 2024 to December 2025, as presented. **Passed** with 5 ayes.

Approval of Resolution 2024-13 authorizing an application to the Department of Conservation and Natural Resources for Phase III of Eagle View Park- Playground

Manager Oswalt stated that as indicated in the grant spreadsheet that was provided to the Board, there is approximately \$300,000.00 in grant funding already available for the Playground Project and this application is requesting another \$300,000.00.

Motion by C. Richards and seconded by M. Cashman to approve Resolution 2024-13 authorizing an application to the Department of Conservation and Natural Resources for Phase III of Eagle View Park- Playground, as presented. **Passed** with 5 ayes.

PUBLIC WORKS REPORT, M. FLEMING

Approval of Payment Application #3 to Doli Construction Corp. for the North of the Borough Water Facilities Improvements in the amount of \$175,786.52

Approval of Payment Application #4 to Doli Construction Corp. for the North of the Borough Water Facilities Improvements in the amount of \$33,386.03

M. Fleming stated that Buchart Horn is recommending that the Board approve Payment Applications #3 and #4 to Doli Construction but there has been emails back and fourth due to PennDOT having an issue with the condition of Carlisle Road and Harmony Grove Road.

After discussion, the Board has tabled the payment applications until the next meeting which will hopefully give Doli enough time to fix the paving patches that PennDOT does not feel are satisfactory.

Approval of Invoice 123321 from Buchart Horn for professional services for the North of the Borough Water Facilities Improvements in the amount of \$26,408.14

Motion by R. Stone and seconded by M. Cashman to approve Invoice 123321 from Buchart Horn for professional services for the North of the Borough Water Facilities Improvements in the amount of \$26,408.14, as presented. **Passed** with 5 ayes.

M. Fleming stated that the Township received a letter from PennDOT on March 3rd regarding the multi-way stop for the intersection at Davidsburg Road and Canal Road and they have decided to change the intersection from a two-way stop to a multi-way stop which will occur in 60 days.

MS4 UPDATE

There are no updates at this time.

OLD BUSINESS

Butter Road- Local Truck Traffic Signs

C. Richards stated that he would like to make a motion to install Local Truck Traffic Only signs on Butter Road.

Manager Oswalt stated that an ordinance must be created first.

S. Stefanowicz stated that he would also like the ordinance to include signs to be placed on Nursery Road between Bull Road to Butter Road.

T. Myers stated that a traffic study has been completed for Butter Road only, there has not been a traffic study completed on Nursery Road.

R. Stone questioned how much it would cost to have a traffic study completed for Nursery Road.

M. Fleming stated it would cost a couple thousand dollars. The ordinance must coincide with the traffic study.

Motion by C. Richards and seconded by S. Stefanowicz the approval of creating an ordinance

for Butter Road from the traffic study that was completed by Pennoni, as presented. **Passed** with 5 ayes.

COMMENTS FROM THE BOARD

S. Stefanowicz stated that at the last Planning Commission meeting, the Board members were presented a copy of the revised ordinance that is going to the York County Planning Commission. In addition to that meeting, they reviewed a plan for another storage facility that will have indoor and outdoor units located on Carlisle Road where Bald Hills Distillery used to be.

COMMENTS FROM THE PUBLIC

Wanda Stover from 1280 Butter Road thanked the Board for moving forward with their decision on moving forward to create an ordinance.

Neil Lamparter from 1029 Butter Road questioned if there would be clarification on what is considered local truck traffic.

C. Richards stated that local truck traffic would be any tractor trailer deliveries to any facility or residency located on Butter Road.

M. Fleming questioned if the Borough would also have to create an ordinance or if the Township would be able to post a regulatory sign in the Borough.

C. Miller stated that the Township is not allowed to post a regulatory sign in the Borough. The Borough would have to create their own ordinance and post their own signs to enforce local truck traffic only.

T. Myers stated that the recommendation for the signs started at Fox Run Road and ended at Bull Road.

Matt Lamparter from 4090 Bull Road questioned what the traffic study included for Nursery Road.

M. Fleming stated that the traffic study was a curve study.

G. Anderson stated that on April 27th, they will be breaking ground for the new police department building.

With no further business, Chairman Stephen Stefanowicz concluded the Board of Supervisors meeting at 8:03 PM and the full Board of Supervisors entered into an Executive Session to discuss personnel matters.

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