

**DOVER TOWNSHIP
BOARD OF SUPERVISORS
MEETING MINUTES
May 28th, 2024**

The Dover Township Board of Supervisors for Monday, May 28th, 2024, was called to order at 7:02 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; John Baranski, Township Solicitor; Michael Fleming, Public Works Director; John McLucas, Zoning Officer; Terry Myers, Township Engineer; Cory McCoy CS Davidson; and Brooke Scarce, Township Secretary. There were 28 members of the public present.

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

Chairperson Stephen Stefanowicz announced that an Executive Session was held prior to this evening's regularly scheduled Board of Supervisors meeting to discuss several personnel matters.

APPROVAL OF THE REGULAR BOARD OF SUPERVISORS MINUTES FOR MAY 13TH, 2024

Motion by S. Parthree and seconded by C. Richards to approve the Regular Board of Supervisors Minutes for May 13th, 2024, as presented. **Passed** with 5 ayes.

TREASURER'S REPORT

**APPROVAL OF THE MAY 24TH, 2024 WARRANT IN THE AMOUNT OF \$180.00
(EAGLE VIEW)**

**APPROVAL OF THE MAY 24TH, 2024 WARRANT IN THE AMOUNT OF \$19,900.00
(2020 BOND)**

**APPROVAL OF THE MAY 24TH, 2024 WARRANT IN THE AMOUNT OF \$6,172.98
(LIQUID FUELS)**

APPROVAL OF THE MAY 28TH, 2024 WARRANT IN THE AMOUNT OF \$522,012.34

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

PUBLIC COMMENT

Richard Sweitzer from 2990 Barley Circle was present representing Dover Assembly of God Church. He stated that the equipment that is sitting on the property for the North of Borough Sewer and Water Project must be removed by June 9th because that is when Vacation Bible Study starts. He also stated that the grass is torn up from the equipment coming in out of the parking lot and questioned if the grass will be fixed.

S. Stefanowicz stated that the grass will be put back to the way it was prior, and the Township will make sure that construction company is informed about VBS.

SOLICITOR'S REPORT

J. Baranski stated that a report was provided but there are no action items for this evening.

ENGINEER'S REPORT, T. MYERS

George Street Guiderail CDBG Bid Award

T. Myers stated that the Board 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 to install approximately 400 linear feet of guiderail at the stream crossings 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 Township's responsibility, were previously estimated to be \$7,000. Authorization to advertise was received at the April 22nd Board meeting and bids were opened on Monday, May 20th. The low bid was received from Kriger Construction in the amount of \$19,894.00. We anticipated receiving a clearance letter from the York County Planning Commission prior to the Board meeting that would indicate Kriger Construction's qualification as an authorized contractor under the CDBG Program.

C. McCoy stated that he is recommending that the Board award the contract to Kriger Construction pending receipt of the clearance letter from the York County Planning Commission.

T. Myers stated that the anticipated construction schedule will be from July through August.

Motion by R. Stone and seconded by S. Parthree to award the CDBG George Street Guiderail Replacement to lowest bidder Kriger Construction pending receipt of the clearance letter from the York County Planning Commission, as presented. **Passed** with 5 ayes.

Butter Road Improvements – Survey and Design Authorization (Old Business Item)

T. Myers stated that at the last meeting, there was some discussion about the Butter Road improvements located at the curve near 1280 and 1281 Butter Road and at the intersection of Bull Road and Butter Road. The improvements are part of the Capital Improvements Plan and there was also money in the budget for 2024 to make the improvements.

R. Stone stated that he would like to move forward with the improvements.

C. Richards stated that if the improvements are made, is there a way to restrict trucks on a Township road for certain time periods.

J. Baranski stated that an ordinance would need to be passed indicating when trucks would not be allowed on the road.

R. Stone stated that he would like to stay with the agenda item of making the improvements and discuss any other Butter Road matters at a different time.

T. Myers stated that depending on the Board's decision the next step would be allowing CS Davidson to begin the survey and designing the improvements necessary for Butter Road. There will be a PennDOT highway occupancy permit that will need to be obtained for the improved intersection at Bull Road and Butter Road.

Motion by R. Stone and seconded by M. Cashman to authorize CS Davidson to begin the survey and design process to make the necessary improvements on Butter Road, as presented. **Passed** with 5 ayes.

ELA Group Traffic Studies – Update

T. Myer stated that at the April 22nd meeting, the Board approved a proposal from ELA Group to complete a truck restriction study on Nursery Road from Bull Road to Old Carlisle Road and a study on George Street from Carlisle Road to Nursery Road. ELA Group is continuing to work on both the traffic studies. They have indicated that the Canal Road and Fox Run Road intersection does not meet the warrants for a signal or a four way stop. However, it does meet the warrants to add turning lanes on Canal Road. After discussion with the Township Manager, he told ELA Group to continue with the traffic study looking focusing on safety improvements for that intersection. They have looked at Nursery Road and George Street and they are going to make a recommendation putting a truck restriction on those two roads as well as Temple School Road.

Carlisle RD/ Harmony Grove Rd/ Intermediate Rd Roundabout – Schedule

T. Myers stated that at the January 22 Board meeting, it was requested that C.S. Davidson provide a proposal to complete the design of the roundabout and get approvals from PennDOT. He had a subsequent meeting with TPD, Inc during which they strongly suggested that the next step be a Line and Grade Submission/Approval through Penn DOT. This approval will establish the location, line and grade of the proposed roundabout, including the required pedestrian and bike lane locations. With this approval, ultimate street right of way requirements can be established. It is estimated that getting this approval from PennDOT will take a combined C.S Davidson and TPD, Inc. effort of about \$80,000.00. The Roundabout Line and Grade Proposal was approved by the Board at the February 26 meeting. An Engineering Agreement was presented and signed by the Township Manager. He provided the Board with the tentative schedule of the project. He suspects that a highway occupancy permit from PennDOT would not be acquired until late 2025/early 2026.

3300 Cardinal Lane Sidewalk

T. Myers stated that it was decided to obtain a quote from Allison Concrete to complete this work. Allison Concrete got back to him indicating that they are willing to provide a quote to install the concrete sidewalk and replace the concrete steps, but they are not equipped to do the extensive grading or lawn restoration that will be required. He has asked them to provide the quote on the sidewalk and steps. He also obtained a quote on the remaining work required to complete the project from Salem Springs Landscaping, approximately \$6,000.00, but he has not received a quote from Allison yet. He estimated the concrete work, sidewalk and steps, to be approximately \$6,000.00. The total cost of the project is about \$12,000.00.

S. Stefanowicz questioned where the money would come from to fund the project.

Manager Oswalt stated that money from the Fountain Rock settlement has been spent so the money would come from out of the General Fund Capital Reserve Fund.

T. Myers stated that the completion of this sidewalk would finalize the development per the subdivision plans.

Motion by M. Cashman and seconded by S. Parthree to approve the completion of the sidewalk located at 3300 Cardinal Lane, as presented. **Passed** with 5 ayes.

ZONING OFFICER'S REPORT, J. MCCLUCAS

Consider Waiver of Permit Fees (\$556) for Dover Area School District Veterans' Memorial

J. McLucas stated there are two permits which total \$556.00. The Township's inspection company has decided to waive their fees. He also stated that they had their groundbreaking ceremony last Monday. The opening of the memorial is anticipated to occur on Veterans Day.

Motion by M. Cashman and seconded by C. Richards to approve the waiver request of permit fees in the amount of \$556 for Dover Area School District Veterans' Memorial, as presented. **Passed** with 5 ayes.

Consider Waiver of §22-708 at 3460 Holly Road – Second Driveway for Road Frontage not in excess of 100'

J. McLucas stated that the residents that reside at 3460 Holly Road are requesting to add a second a driveway for the purposes of storing a camper. According to the deed of the property there is 100 feet from the southwest intersection of Holly Road. The ordinance states that for lots with road frontage in excess of 100 feet, a second driveway per street frontage is permitted as long as the driveways are at least 25 feet apart.

Motion by C. Richards and seconded by S. Parthree to approve waiver of §22-708 at 3460 Holly Road – Second Driveway for Road Frontage not in excess of 100', as presented. **Passed** with 5 ayes.

PL 22-6 Bupp McNaughton Phase III Final Subdivision Plan – 16 Single-Family Semi-Detached Units on Bull Road – R1 District, Age Restricted Community

J. McLucas stated that the Board conditionally approved the plan on September 26, 2022. The Board received a copy of the letter dated May 23, 2023 showing that only one item is under review and all of the other outstanding comments have been addressed. He will need the chairperson to sign the Financial Security Agreement to supplement the Surety Bond.

Motion by R. Stone and seconded by S. Parthree to authorize the Chairperson to sign the Financial Security Agreement to supplement the Surety Bond, as presented. **Passed** with 5 ayes.

J. McLucas stated that the plan needs reapproved and signed after the meeting.

Motion by M. Cashman and seconded by C. Richards reapprove PL 22-6 Bupp McNaughton Phase III Final Subdivision Plan- 16 Single-Family Semi-Detached Units on Bull Road- R1 District, Age Restricted Community, as presented. **Passed** with 5 ayes.

PL 23-9 – 5061 Carlisle Road P/F Land Development Plan & Lot Line Amendment – Boat/RV Storage & Self Storage Facility – Business Park District

J. McLucas stated that the Board has received an updated letter from CS Davidson dated May 23, 2024.

Eric Johnston from Johnston and Associates, Inc. stated that the plan was revised on April 25 proposing an adjustment to parcels 24-000-KF-0070.E0 and 24-000-KF-0070.G0. 1.07 acres are proposed to be subdivided from parcel G0 and consolidated into E0 so that it works with the existing driveway. The majority of the storage space will be buildings with 22 open spaces. There will be climate control storage with exterior doors. There will also be buildings for RV storage. There will be a rental office in the front of the entrance as well as a security fence around the whole facility. After discussion with the Planning Commission, they have eliminated a couple of the units and pushed the building back to ensure that there's enough room for two RVs to be able to access the inside of the storage facility at the same time. There is public water being proposed to be brought into the site. However, the site is currently sewered by an on-lot septic system. There has been conversations with the Township Sewage Enforcement Office (SEO) and a meeting has been scheduled to meet on site to further discuss if the on-lot septic system will be adequate to handle the sewage flows.

R. Stone questioned if there will be on-lot dumping stations for the RVs.

E. Johnston stated that RVs will have the ability to dump their black or grey water into the dumping station. There will also be a wash area to be able to rinse off the RVs. He stated that he will have more information regarding the dumping station once they have met with the Township SEO.

R. Stone questioned how many units are allotted for RVs.

E. Johnson stated that there is a total of 86 spots for RVs.

J. McLucas stated that the Planning Commission expressed the same concerns, but standard

practice is that someone will empty their black and grey tanks at the camping facility. The SEO does have some concerns but that won't be verified until after the meeting on site.

S. Stefanowicz expressed concerns about people using an excessive amount of water which is taken from the public water system.

J. McLucas stated that there are two waiver requests which are as follows; 1. § 22-1102C - Requirement of Landscape Plans to be certified by a Registered Landscape Architect and 2. § 22-713.2.B – Requirement for sewer main connection for a development within 1,000 feet of a Sewer Main.

Motion by M. Cashman and seconded by C. Richards to approve both waiver requests which are as follows; 1. § 22-1102C - Requirement of Landscape Plans to be certified by a Registered Landscape Architect and 2. § 22-713.2.B – Requirement for sewer main connection for a development within 1,000 feet of a Sewer Main, as presented. **Passed** with 5 ayes.

C. McCoy stated that under the subdivision and land development ordinance there are some open items which are as follows; 1. Revise the title of the planting requirements detail on sheet 7 to "Minimum Plantings Required Per 100 feet, 2. Sewer Enforcement Officer (SEO) approval shall be obtained for the proposed RV dump station use and anticipated flows; A. Provide a detail or shop drawings for the connection to the RV Dump Station to be approved by the township's SEO; B. Update the Sewage planning waiver note on the bottom left of sheet 1 to reference Dover Township; C. Update the Sewage planning waiver note on the bottom left of sheet 1 to reference the requirement of township's SEO approval prior to issuance of occupancy, 3. A water meter pit is required in accordance with the township's Construction and Materials specifications. 4. Provide a note on the plans referencing the distance to the nearest fire hydrant and its location with respect to the site. 5. Prior to final plan approval, a disk in an electronic format compatible with the Township GIS system should be provided. (§ 22-501.2.A), 6. Name, address, seal, signature, and date of the Professional Engineer/Surveyor shall be added to the plan, certifying the accuracy. (§22-501.2.F), 7. The legal and/or equitable Owner's notarized signatures must be added to the plan certifying concurrence with the plan. (§22-501.2.H), 8. SWM plan approval needs to be obtained from the Township Engineer. (§22-602.3), 9. Verification shall be provided indicating that the Erosion and Sedimentation control plan was approved by the York County Conservation District. (§22-602.4), 10. Public Improvements Security is required in a form and amount acceptable to the Township, prior to final plan approval (§ 1201.1), and 12. The applicant shall address all outstanding comments made by the Public Works Director.

S. Stefanowicz questioned if there will be an automatic shut off for the wash station.

E. Johnston stated that they will review options that would enable them to shut the wash station off after a certain amount of time.

C. Richards questioned how wide the access drive width will be.

E. Johnston stated that the access drive width is 30 feet in width and 77 feet around the RV storage.

Motion by M. Cashman and seconded by C. Richards to include all numbered conditions and outstanding items being addressed as noted by C. McCoy above, as presented. **Passed** with 5

ayes.

MANAGER'S REPORT, L. OSWALT

Fire Department Dorm Project

Approval of Change Order #7 from Monacacy Valley Electric, Inc. in the amount of \$5,926.63

Approval of Payment Application #15 and Final to Monacacy Valley Electric, Inc. in the amount of \$5,926.63

Motion by C. Richards and seconded by R. Stone to approve Change Order #7 from Monacacy Valley Electric, Inc. in the amount of \$5,926.63 and Payment Application #15 and Final to Monacacy Valley Electric, Inc. in the amount of \$5,926.63, as presented. **Passed** with 5 ayes.

Manager Oswalt noted that the Fire Department has received final occupancy, and the furniture was ordered and should be arriving in June. The Fire Department has discussed having an open house in October during Fire Prevention week.

Acknowledgement of the completion of the probationary period for Jason Hamberger, Wastewater Collection Trainees

Manager Oswalt stated that no action is needed.

Approval of Resolution No. 2024-18 authorizing the execution of a contract with Tonya Brown for the DCNR Peer to Peer Grant Recreation Project

Motion by S. Parthree and seconded by R. Stone to approve Resolution No. 2024-18 authorizing the execution of a contract with Tonya Brown for the DCNR Peer to Peer Grant Recreation Project, as presented. **Passed** with 5 ayes.

Approval of the Amendatory Contract with York County Planning Commission for the Joint Zoning Ordinance Update until December 31st, 2024

Manager Oswalt stated that the Board has passed the Zoning Ordinance, but the Borough has not passed their ordinance yet. Their ordinance has been sent to the York County Planning Commission for their review and they have received comments, but they have not had their Public Hearing yet.

Motion by R. Stone and seconded by M. Cashman to approve the Amendatory Contract with York County Planning Commission for the Joint Zoning Ordinance Update until December 31st, 2024, as presented. **Passed** with 5 ayes.

PUBLIC WORKS DIRECTOR'S REPORT, M. FLEMING

M. Fleming stated that he provided the Board with a written report but does not have any action items.

MS4 UPDATE

There was no MS4 update.

OLD BUSINESS

There is no old business at this time.

COMMENTS FROM THE BOARD

M. Cashman thanked everyone involved with the interview on the Gary Sutton talk show; there was a lot of accurate information that was provided. He also stated that Northern Regional Police Commission is going through the Draft revised charter and they have gotten through the first five sections. He will make sure the Board receives a copy of the revisions, but the next section will be a difficult one. He sees the Northern Regional Police Commission spending multiple meetings on the section.

R. Stone stated that the Carlisle Road detour has caused many complaints that have been handled by the Sewer Authority and Township employees. He thanked the Township employees for handling the brunt of the complaints. He noted that there will not be Sewer Authority meeting in June, the next meeting will be in July.

Manager Oswalt noted that the North of Borough project has been a discussion point with the Borough since the 80's. All properties in the Township on Route 74, who are on public sewer, are on the Borough Sewer System. This matter became more imperative to address when there were issues with Borough Sewer System and the Dollar General Plan was brought to the Township for consideration. At that time, the Borough agreed to allow Dollar General to connect to their system and the Township recommitted to planning for the North of the Borough Sewer Interceptor to be installed.

COMMENTS FROM THE PUBLIC

Cherie Saxon from 1591 East Canal Road stated that the intersection at Fox Run Road and Canal Road does not warrant a traffic signal but she questioned if it would be warranted to add a 4 way stop.

T. Myers stated there is not enough traffic to warrant a 4 way stop but it does meet the warrants to add turning lanes on Canal Road.

C. Saxon questioned what the timeframe is from the time the report is finalized and sent to PennDOT for their approval.

T. Myers stated that it would first need to be approved from the Board to be able to move forward. An engineering estimate cost engineering to improve the intersection would also need to be prepared. As for a timeframe he roughly said 6 months to a year but probably closer to a year realistically until the improvements would be permitted.

C. Saxon also expressed concerns about the stop signs on Fox Run Road not being close enough to the intersection. Based on where the stop signs are placed, vehicles still need to pull out past the stop signs to be able to see the whole intersection. She also stated that a couple weeks ago there was an accident at that intersection and a vehicle damaged a bush on her property which acts as a buffer for her home.

T. Myer stated that they can discuss further options once the full report has been received.

Thelonious Saxon from 1591 East Canal Road suggested adding advanced stop sign signage to make people more aware of the intersection.

With no further business, Chairman Stephen Stefanowicz concluded the Board of Supervisors meeting at 8:13 PM.

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