

**DOVER TOWNSHIP  
INDUSTRIAL COMMERCIAL DEVELOPMENT COMMITTEE  
MINUTES  
APRIL 24<sup>TH</sup>, 2024**

The Dover Township Industrial Commercial Development Committee (I/CDC) Meeting for April 24<sup>th</sup>, 2024, was called to order at 4:00 PM by Industrial/Commercial Development Vice Chairman Anthony Sarago. Committee members present were Charles Benton, Dave Wolverton, Ashley Spangler Jr., Kim Hogeman and James Turnure. Ashley Spangler Sr., and Brian Caden were absent with prior notice. Also, in attendance were Cindy Snyder, Borough Council Member; Laurel Oswalt, Township Manager; John McLucas, Township Planning Director; Stephen Parthree, Township Supervisor; John Popovich, Representative Seth Grove, and Brooke Scarce, Township Secretary. There were 4 members of the public present.

**APPROVAL OF MEETING MINUTES FOR MARCH 27<sup>TH</sup>, 2024**

**Motion** by Kim Hogeman and seconded by James Turnure to approve the March 27<sup>th</sup>, 2024, Industrial Commercial Development Committee meeting minutes as presented. **Passed** with 6 ayes.

**PUBLIC COMMENT**

Edward Kopsick from 3402 Jodi Lane expressed concerns about the warehousing project.

A. Sarago stated that this committee focuses on encouraging development and business opportunities in the community. The warehouse project is not something this committee has any part in recommending or approving.

Manager Oswalt stated that this committee is about promoting development, but this committee does not have a part in the process of the project. The committee does, however, try to make the business community more at home. There is a business association that is made up of the Township, the Borough, and the School District that help provide better contact for the surrounding businesses. The committee also helps promote parcels that are not being utilized that they think should be developed which are mostly located along Carlisle Road.

E. Kopsick stated that he is attending the meeting to get a better understanding of how local government works. He does plan to attend more meetings in the future.

J. McLucas stated that this committee tries to communicate with the commercial real estate world what the community would like to have on parcels that are not being utilized.

A. Sarago stated that near the animal hospital along Carlisle Road there is a priority sign showing what are potential development options given the existing zoning for the area.

**BUSINESS ASSOCIATION UPDATE**

A. Arago stated at their last meeting they met at 2Delicious to solidify some topics. Sarah Bedsaul from Zephyr Strategic Services will be presenting at the meeting in May.

### **Comprehensive Plan Action Items**

There were no Comprehensive Plan action items discussed.

### **OLD BUSINESS:**

#### **Employees Soft Skills Training**

Marc McClure with Toastmasters stated that Toastmasters is a worldwide organization, and he has been a part of York Toastmasters since 2012. The idea of the organization is to offer ways to develop people's communication and leadership skills.

K. Hogeman stated that one thing she enjoyed when she attended previous meeting was some of the exercises that were offered. It's not all about standing up and giving a speech, there are other things incorporated like people's cadence, projection, interjection, one-on-one discussion, and impromptu speaking.

M. McClure stated that the exercises during the meetings vary each time. One of the exercises provided is where two to three people will come up with a speech that lasts five to seven minutes. After the people have presented, two to three different people will offer feedback on how to improve their public speaking.

S. Parthree stated that one thing the committee has discussed is how interviewees should present themselves at a job interview and to an employer. He questioned if that is something Toastmasters offers.

M. McClure stated that one of exercises provided includes tabletop topics which is led by the tabletop master, and they come up with five to seven randomized questions to ask someone who is participating in the class.

K. Hogeman stated that one of the table topics could be interview questions.

C. Snyder recommended making sure that the workshop would not just include people sitting and listening. The workshops should be interactive.

M. McClure stated that with tabletop topics, the people are encouraged to participate but they are not required. It gives people the opportunity to speak in front of a bunch of strangers. So, there is less pressure.

Manager Oswalt stated that many people are good at speaking on the technical side, but when it comes to talking freely about a topic that might not be something they are used to talking about, they be closed off or become nervous.

A. Sarago stated that each interview and the business's process is different.

M. McClure stated that one of the tabletop topics can be referenced around mock interview questions. The audience can be instructed to keep in mind they are speaking to their "potential future boss". The questions can be less industry specific like "what do you like to do for fun?"

C. Snyder stated that it would help people gauge their parameters and know what is and is not appropriate to say during an interview when the employer asks a more personal question.

A. Spangler stated that he does the hiring at his place of business and right now his current issue is not receiving calls back from people he has called that have been offered positions.

C. Snyder stated that maybe one of the tabletop topics could include responsibilities as an interviewee as a courtesy to the potential employer.

J. Turnure stated that the topics could include different types of questions that someone would ask during the interview process like a skills question which would be more open-ended. He has also noticed that interviews today are conducted with more than one person as a small group of people so that could be something else that is included in the workshops; how to prepare for an interview process with more than one person.

Manager Oswalt stated that when people come in to interview for a Public Works position there is always a small group involved.

J. McLucas questioned if the workshops would solely be focusing on interviewing techniques and skills or are we attempting to offer people skills/communication skills in the workplace beyond the interview.

C. Snyder stated that with the workshops, they are hoping to see people who are employed that need to maybe refresh skills as well as people who are starting completely fresh and do not know where to start. The workshop could include a general session and then breakout sessions which would be smaller groups.

C. Benton stated that he did follow up with ManTech and they referred him to someone from PA Career Link but is still waiting for a response back from them. He also contacted the York Literacy Institute and is waiting on a response from them as well. He stated that he likes the ideas that Toastmasters has so far.

M. McClure stated that if the committee likes the ideas provided, he can go back to Toastmasters and pitch them the idea of having tabletop topics geared more towards the interview process.

A. Sarago questioned if we could receive feedback from the attendees and what their motivation was to attend the class.

M. McClure stated they do receive feedback, one of the questions being how they heard about Toastmasters and the most common response they get is the person wants to become better at presenting and communicating.

M. McClure noted that they meet at the York YMCA, the second and fourth Wednesday of each month and the class is from 6:45- 8:00 PM.

K. Hogeman questioned if Toastmasters would be able to meet at different location to be able to accommodate what the committee is trying to put together.

M. McClure stated that he did talk to Toastmaster about relocating one the meetings and there was positive feedback from them, so he does not see an issues with that.

C. Benton stated that he would check the school calendar to see what is available in October for the second and fourth Wednesday.

Manager Oswalt questioned which type of setting would best fit Toastmasters tabletop concept. The school has multiple different rooms that could be available to us.

M. McClure stated it would depend on how many people sign up.

C. Benton stated that at the next Business Association meeting they could get a rough head count as to how many people they would think participate.

J. McLucas stated that people signing up would have to sign up by a certain time to make sure we could get the appropriate classrooms or common area necessary.

M. McClure stated that at their meetings they have about 25-30 people show up at each meeting.

### **Development Update**

J. McLucas stated that he received a handful of plan resubmissions. The Planning Commission will meet on Thursday to do a final review of the Zoning Ordinance Revisions. The regular Planning Commission meeting the following Wednesday should have three plans on the agenda: The Seasons development, the Dover Antique Mall, and the Dover Solar Farm. He also noted that he and the Township Manager are working on Frequently Asked Questions about the Warehouse project which will soon be available on the website and sent out on Savvy Citizen. One thing they want to specifically address is that PennDOT cannot file for eminent domain for a private developer. The Township is receiving a lot of questions from residents and reports concerning that matter. There is a County (YAMPO) project that coincides with the timeline of the Warehouse project. The County has identified the improvements which need to happen at the intersection of Bull Road and Canal Road, and they have been aware of that for many years prior to the Warehousing project.

E. Kopsick stated that he is here to better understand the process of the committee and whatever else is happening within the Township. From his understanding, this committee reaches out to companies asking them to fill the vacant parcels.

J. McLucas stated that there is a designated growth boundary, and the committee looks at priority parcels that seem suitable for development of vacant land but also redevelopment of existing structures. The committee themselves does not reach out to companies.

Manager Oswalt stated that while the committee is looking for specific things the community wants, we do not get a choice about what a landowner chooses to develop within the zoning districts.

E. Kopsick questioned the process as to where this committee's suggestions are forwarded.

J. McLucas stated that there is not another next step. It's an initiative outlined in the Comprehensive Plan to spur more economic development.

A. Sarago stated that the farthest it would go would be to place a sign on a vacant commercial lot with ideas of what potential uses that are lacking in the community would fit within the zoning regulations. As he said earlier there is a sign currently along Carlisle Road near the Dover Area Animal Hospital.

E. Kopsick questioned who does what to elevate and allow people to build on the commercial and industrial zoned properties.

J. McLucas stated that the developer or anyone with an existing commercial business wanting to build, expand, or do anything on their property does not come to the ICDC meeting. That property owner would need to consult with an engineer to file a plan with the Township.

Manager Oswalt stated once the plan is filed, there is then an in-house meeting with some Township Staff including the Public Works Department, Township Engineer, and the York County Planning Commission who then review the plan. The in-house meeting verifies there is adequate water and sewer capacity and questions anyone has like; How they can connect? Could they connect? What type of size line they might need? All the comments are then provided back to the developer or property owner who filed the plan whether that be for creating a new structure or adding on to an existing structure. In the process of this plan review, they are talking to DEP if they need environmental approvals or PennDOT if their project involves state roads. The Board of Supervisors nor the Dover Township Planning Commission is involved in the in-house meeting. There are several revisions to the plan before the Planning Commission ever sees it with the goal of having as few open items as possible. Once the Planning Commission reviews the plan and they make a recommendation.

E. Kopsick questioned that once this committee reviews the plan in-house, they then pass it along the Planning Commission.

S. Parthree stated that this committee does not approve of anything. This committee promotes business activity.

Manager Oswalt stated that the in-house meeting consists of Township Staff and consultants as well as York County Planning Commission staff.

E. Kopsick stated that there is a lot of emotions within the community about the Warehouse project and the residents of the Township are trying to understand the process from start to finish of how it works when a plan is presented.

J. McLucas stated that it is not a simple process, and it depends on the project as to what steps might be necessary. In the December newsletter, there was an article which outlines the planning process in Pennsylvania. It's not only Township regulations that are required to be met but developers also need to meet State and sometimes Federal regulations.

Manager Oswalt stated in the FAQ about the Warehouse there will also be clarification about the Warehouse project versus the Dover Solar Farm Project. The solar farm went through the Zoning Hearing Board because it is only allowed by a special exception which can only granted by the Zoning Hearing Board and once they received that permission then they are allowed to submit a subdivision and land development plan for the staff to review before going to the Dover Township Planning Commission for their recommendations, however, the warehouses don't need a special exception. The warehouses are allowed by right because it is an industrial zone and since it is allowed by right, they do not need to go to Zoning Hearing Board to get their approval.

J. McLucas stated that when a Zoning application is received the surrounding neighbors are informed but when you have a traditional land development plan the neighboring properties do not need to be informed since it is already a permitted use in that zone.

Kim Hogeman left the meeting at 5:00 PM.

J. McLucas stated that as a Township, we have no legal right to deny a plan if they meet all the requirements. Now meeting requirements may also mean satisfying DEP, EPA or PennDOT among other outside agencies.

E. Kopsick stated that the biggest concern the residents have is the additional trucks and their impact on the intersection of Bull Road and Canal Road.

J. McLucas stated that the Township has required the developer to go to PennDOT and meet their requirements to improve the intersection according to PennDOT standards and once those requirements have been satisfied, the developer has satisfied their requirement to the Township.

E. Kopsick stated if they need permissions from PennDOT he would like to know if those meetings or discussions are conducted publicly.

Manager Oswalt stated that there is usually only one meeting with PennDOT approval, it's called a scoping meeting. This meeting was already held, which was at the very beginning of the project. The meeting involves representation from York County Planning and the affected municipalities. It is primarily held to determine which intersections and roads may be impacted by a proposed project. In this case, 9 intersections were proposed for potential improvements. However, based on information provided by the developer through their Traffic Study to PennDOT, PennDot has determined that the intersection of Hilton Avenue and Bull Road, Bull Road and Canal Road, and Susquehanna Trail and Canal Road are where improvements will be required. After the Scoping Meeting, the developer can then submit an application to PennDot detailing the planned improvements. The PennDot Scoping Meeting is not held publicly.

J. Popovich stated that one example he likes to use is the Dunkin Donuts on Carlisle Road. The originalinal plan was that vehicles would be able to turn directly into Dunkin Donuts parking lot, however, PennDOT said no to a driveway permit that would allow left in/left turn onto Carlisle Road. So, the developers resubmitted a plan showing the entrance on the side street, which is Township owned.

J. McLucas stated that the Wawa and Moove- In Self Storage sites sat vacant for many years because of issues with access directly onto Route 74. Wawa will be accessible from Hilton Avenue and Poplars Road and Moove- In Self Storage will only have access from Hilton Avenue.

With no further business, the meeting was adjourned at 5:35 PM by Vice Chairman A. Sarago.

Respectfully submitted by: Brooke Scarce

Brooke Scarce, Township Secretary