

**DOVER TOWNSHIP
INDUSTRIAL COMMERCIAL DEVELOPMENT COMMITTEE
MINUTES
JUNE 26TH, 2024**

The Dover Township Industrial Commercial Development Committee (I/CDC) Meeting for June 26th, 2024, was called to order at 4:00 PM by Industrial/Commercial Development Chairman Brian Caden. Committee members present were Anthony Sarago, Charles Benton, Dave Wolverton, Kim Hogeman and James Turnure. Ashley Spangler Sr., and Ashley Spangler Jr., were absent with prior notice. Also, in attendance were Cindy Snyder, Borough Council Member; Laurel Oswald, Township Manager; John McLucas, Township Planning Director; Stephen Parthree, Township Supervisor, and Brooke Scarce, Township Secretary. There were 0 members of the public present.

APPROVAL OF MEETING MINUTES FOR APRIL 24TH, 2024

Motion by Chuck Benton and seconded by Kom Hogeman to approve the April 24th, 2024, Industrial Commercial Development Committee meeting minutes as presented. **Passed** with 6 ayes.

PUBLIC COMMENT

No comments were offered.

BUSINESS ASSOCIATION UPDATE

B. Caden stated that at their last meeting Sarah from Zeifer Strategic Services presented information regarding Human Resource items. The Business Association Board had a meeting on June 11th to discuss upcoming meetings and other presenters that could possibly be brought in. Seth Grove will be presenting at the July meeting and in September someone will be present to discuss AI.

C. Benton stated that there are a lot of software's that offer AI. He also stated that he has a contact within a leading AI software company that he can provide for DABA.

A. Sarago stated that he heard that Zoom and Microsoft Teams offer AI to help secretaries record minutes.

Manager Oswald stated that Microsoft Teams has a dictation to transcriptions component. She also stated that she attended a training about AI and its application to Human Resources.

C. Benton stated that with a paid AI software it will allow you to upload documents so that it is more personalized for what you need it to do.

K. Hogeman stated that YCEA has a partnership with a couple different organizations for a subscription to Placer which is a software that uses AI. They are testing the software to determine its use by the organization.

J. McLucas stated that the website is up and running and there are some tweaks that need to be made. DABA is also a sponsor for Red, White, and BOOM which is happening on July 3rd.

A. Sarago stated that DABA is also committed to helping at the Veteran's Breakfast that is held at the Community Building each year.

Comprehensive Plan Action Items

There were no Comprehensive Plan action items discussed.

OLD BUSINESS:

Employees Soft Skills Training

Manager Oswald stated Toastmasters was provided the two dates in October and they are available to attend both dates. The two dates are October 9th with the backup date as October 23rd.

C. Benton stated that there is a form that needs to be filled out for the use of the High School.

J. McLucas brought the form that was provided by Chuck and asked the committee for help with filling out the form.

There was discussion about which rooms to select and how many. The rooms selected were 5 classrooms, LGI (large group instruction), and the cafeteria.

C. Benton noted to write on the form asking for no disruptions from other activities in the cafeteria.

Manager Oswald stated that there were previous discussions about offering childcare and questioned which room that would be located in.

C. Benton stated that the childcare can be held in the auxiliary gym so that room needs to be selected too. He also recommended asking to reserve the rooms from 6-9 PM.

J. McLucas questioned how many people are anticipated to attend the training.

A. Sarago stated 25-30 people.

C. Benton stated that on the form John should put 70 people will be attending just in case.

J. McLucas questioned what equipment will be needed.

C. Benton stated we will need a microphone, tables, and chairs.

B. Caden questioned if food will be provided before the training.

J. McLucas stated that there was some discussion about offering pizza before the training.

C. Benton stated that if we are offering food, we should also select the concession stand on the form.

Manager Oswald stated that there should be an advanced registration form, so we know how much food to order and know for sure the total number of people that will be attending.

K. Hogeman stated that the registration form can be completed through Google Forms.

B. Caden stated that the registration form should include the following items: first and last name, email address, street address, phone number, number of attendees, and number of children between the ages of 5 to 13.

Manager Oswald suggested adding if they are affiliated with a business on the form.

There was discussion about adding a RSVP date that people need to be signed up by. After further discussion, it was decided to have the RSVP date as October 1.

C. Benton noted to add trash cans and liners to the form.

Development Update

J. McLucas stated that the warehouse project is still two months out from resubmitting plans. We originally thought they were going to be present at the July 8th Board of Supervisors meeting but that has been cancelled since they are not ready yet.

Manager Oswald stated that is the normal process. It is very rare for a plan to leave the Planning Commission and then go straight to the Board of Supervisors. Sometimes when the Board does receive a plan, they conditionally approve the plan based on outstanding items. The plan they are resubmitting is just the preliminary plan, so they would still need approval of the final plan. The final plan will include approval from outside agencies.

J. McLucas stated that with this plan, we are asking that they get approval from the outside agencies before coming to the Board with the preliminary plan.

Manager Oswald stated that there are many properties that are impacted by the warehouse project, specifically with the highway occupancy permit that is necessary for the road improvements that will need to be completed.

C. Benton questioned when the warehouse project will start and be completed.

Manager Oswalt stated that once they have approval of the preliminary plan, they can start site work. They can start moving earth as long as they have their erosion and sediment control plan.

J. McLucas stated that he is anticipating the warehouses to be open in 2026 or 2027. The project will take a couple years to complete because they are doing a major sewer and water extension, and they also have to address stream impacts.

A. Sarago stated that the Dover Eagle Foundation has started construction on the Veteran's Memorial that is to be completed by Veteran's Day.

With no further business, the meeting was adjourned at 5:02 PM by Chairman B. Caden.

Respectfully submitted by: Brooke Scarce

Brooke Scarce, Township Secretary