

**DOVER TOWNSHIP
BOARD OF SUPERVISORS
MEETING MINUTES
July 22nd, 2024**

The Dover Township Board of Supervisors for Monday, July 22nd, 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, Michael Cashman, Robert Stone and Stephen Parthree. Other Township Representatives in attendance were Laurel Oswalt, Township Manager; Christian Miller, Township Solicitor; Michael Fleming, Public Works Director; John McLucas, Zoning Officer; Terry Myers, Township Engineer; Cory McCoy CS Davidson; Greg Anderson, Northern Regional Police Lieutenant, Christopher Hamme, Assistant Public Works Director, Matthew Helwig, Utilities Superintendent; Kristina Rodgers, Assistant Township Manager; and Brooke Scarce, Township Secretary. There were 11 members of the public present.

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

Chairperson Stephen Stefanowicz announced that a Work Session and an Executive Session was held prior to this evening's regularly scheduled Board of Supervisors meeting to review the layout of the building addition renovation with Mula Group and to discuss personnel matters.

**PUBLIC HEARING ON ROYAL FARMS WELLHEAD PROTECTION PERMIT
MODIFICATION APPLICATION**

A Public Hearing on Royal Farms Wellhead Protection Permit Modification Application was opened by Attorney Christian Miller at 7:03 PM in the meeting room of the Dover Township Municipal Building.

Scott DeBell with KCI Technologies stated that there are existing gas tanks at the Royal Farms located at 3120 Carlisle Road. The tanks are considered above ground, but they are in concrete vaults below the surface. Royal Farms is looking to install underground storage tanks in replacement of the existing tanks. The site is in the Township's Wellhead Protection Area where underground storage tanks are not permitted without a waiver.

Tom Bruising with Royal Farms stated that the reason they need to replace the tanks is because of the inability to inspect 360 degrees. The current tanks are tucked in the back corner so you can easily walk around two of the four sides, but the other two sides are pinned up against the wall. When the ten-year inspection was completed in 2020 it was treated as an out of service inspection and all the fuel had to be pumped out. A reinspection was completed in 2023, and the Department of Environmental Protection (DEP) determined that the tank was no longer compliant. DEP provided two potential solutions; attempt to reposition the tanks between the vaults which is an unfeasible operation or pull those tanks out of service and install new underground storage tanks.

R. Stone questioned why it is not a feasible solution to reposition the tanks.

T. Bruising stated that the vaults come in two pieces, and they would have to take the two vaults apart. Once the vaults were separated there would be no space left on the inside for someone to safely inspect the tanks. As far as the proposed underground storage tank system is concerned, it would be brine filled, double walled, would have sensors and be monitored 24/7. If there was water or fuel in the tanks, there would also be a way to automatically shut down the fuel system which is a DEP requirement. The change for an updated system is coming from the inspection in 2023.

C. Richards questioned why the inspection from 2023 is requiring a change in the tank storages.

T. Bruising stated that the change came from DEP's above ground storage tank inspection records. Previously, they were able to use a sensor in place of a visual inspection, but they are now requiring someone to visually inspect all sides of the tank.

C. Richards questioned if there was any leakage.

T. Bruising stated that there has been no discharge to the environment.

M. Fleming stated that the Township Ordinance refers to the State's Wellhead Protection regulations and it talks about the containment vaults. To grant this waiver, it is his position Royal Farms needs to prove a hardship.

R. Stone questioned if an 8,000-gallon tank would be feasible so the vault would not need to be removed.

T. Bruising stated that they have not explored that option, but he would presume that for the money they would spend on the construction it would make more sense to upgrade the whole system.

S. Stefanowicz questioned if the new technique is better than what they currently have installed.

T. Bruising stated that he feels more confident with the underground storage tanks that are installed at other Royal Farms locations.

S. Stefanowicz stated that he does not know how to compare what system is currently installed versus what is being proposed to be installed.

T. Myers stated that they have not received any submittals on the underground storage tanks.

C. Richards expressed concerns about fuel spillage reaching Well #9, which is the best well within the Township.

C. Hamme stated that if the waiver is granted, he would like to see an agreement drawn up stating that if anything were to happen to Well #9, Royal Farms would be responsible for fixing any damages that could occur.

T. Bruising stated currently there is a single wall above ground tank. With the underground tank there would be a double wall system which includes a layer of brine which is monitored 24/7. What is being proposed is like what was approved for Wawa which is right down the street.

T. Myers questioned if there are any other Royal Farms locations that are in a Wellhead Protection Area.

T. Bruising stated there are a couple of facilities in Maryland where they are located in high-risk areas, but it is mostly because the neighboring property is on a well or the site has a well on the property.

T. Myers questioned what type of backup system is being incorporated with the proposal.

T. Bruising stated that there is a battery backup system, and it can operate from inside the store.

Manager Oswald stated that the Board was provided with a letter from Buchart Horn and there were some things that they had recommended.

T. Bruising stated that they provided Buchart Horn with an updated spill prevention control as of today.

Manager Oswald questioned if they have addressed all Buchart's conclusions and recommendations.

S. DeBell stated they were hoping to address the comments tonight at the meeting.

C. Miller stated that the Board was provided plans, and he was under the impression that the plans would be reviewed. If there are no plans that address our consultant's questions it might be better to continue the meeting until the second meeting in August.

After further discussion, it was determined that the Local Agency Hearing would be continued to allow more time for the applicant to provide additional information to meet the comments provided in the Buchart Horn review letter.

With no further comments from the public, Attorney Christian Miller concluded the Public Hearing at 7:28 PM.

APPROVAL OF THE REGULAR BOARD OF SUPERVISORS MINUTES FOR JUNE 24TH, 2024

S. Stefanowicz noted that there was an edit needed at the conclusion of the draft minutes with reference to the adjournment of the meeting. He was not present at the meeting.

Motion by S. Parthree and seconded by C. Richards to approve the Regular Board of Supervisors Minutes for June 24th, 2024 with the noted correction, as presented. **Passed** with 3 ayes and 2 abstaining.

TREASURER'S REPORT

APPROVAL OF THE JUNE 27TH, 2024 WARRANT IN THE AMOUNT OF \$17,667.95

**APPROVAL OF THE JULY 9TH, 2024 WARRANT IN THE AMOUNT OF \$56,884.01
(HMGP PINE ROAD)**

APPROVAL OF THE JULY 10TH, 2024 WARRANT IN THE AMOUNT OF \$531,738.93

**APPROVAL OF THE JULY 19TH, 2024 WARRANT IN THE AMOUNT OF \$3,981.85
(EV PARK PHASE II)**

**APPROVAL OF THE JULY 19TH, 2024 WARRANT IN THE AMOUNT OF \$3,545.00
(2023 BOND)**

**APPROVAL OF THE JULY 19TH, 2024 WARRANT IN THE AMOUNT OF \$2,001.43
(HMGP PINE ROAD)**

**APPROVAL OF THE JULY 19TH, 2024 WARRANT IN THE AMOUNT OF \$11,629.73
(LIQUID FUELS)**

**APPROVAL OF THE JULY 19TH, 2024 WARRANT IN THE AMOUNT OF \$30,483.67
(2020 BOND)**

APPROVAL OF THE JULY 22ND, 2024 WARRANT IN THE AMOUNT OF \$699,550.17

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

PUBLIC COMMENT

No comments were offered.

NORTHERN REGIONAL POLICE UPDATE

G. Anderson stated that the National Night Out Event is scheduled for August 6th.

SOLICITOR'S REPORT

Authorize the Advertisement for Truck Restriction Ordinances on George Street, Nursery Road, and Temple School Road

C. Miller stated that he prepared a draft ordinance based on the information that was provided to him from the Engineer.

T. Myers stated that he received an updated copy of the traffic study, the updates only included updated pictures of the correct intersections. The previous traffic study included pictures of the wrong intersections. This change did not change any of the restrictions that were noted in the traffic study.

Motion by C. Richards and seconded by S. Parthree to authorize the advertisement for Truck Restriction Ordinances on George Street, Nursery Road, and Temple School Road, as presented. **Passed** with 5 ayes.

Approval of the Seasons Developer's Agreement

C. Miller stated that this item would be discussed under the Zoning Officer's Report.

ENGINEER'S REPORT, T. MYERS**Creekside Village Basin Conversion Change Order No. 1**

T. Myers stated that he recently received an email from one of the property owners who previously signed a temporary easement agreement. The property owner expressed concerns and would like to withdraw her permission to do the project. The situation has been reviewed with the Solicitor and all indication is that the property owner cannot rescind her permission by sending an email. While the project is moving forward, the contractor is willing to provide another two weeks to address the property owner's concerns.

Motion by S. Parthree and seconded by M. Cashman to approve Change Order No. 1 for the Creekside Village Basin Conversion, as presented. **Passed** with 5 ayes.

Authorization to Advertise for Bids for the Poplars Road Storm Sewer Replacement

T. Myers stated that Dover Township has entered a contractor to receive a grant from the York County Commissioners under the CBDG Program. The grant is for \$55,000.00 to replace approximately 120 linear feet of deteriorated storm sewer pipe on the north side of Poplars Road. The survey has been completed and the design is currently underway. A temporary easement agreement has been provided to the property owner and they plan to have a signed copy by the next meeting. The bid opening will take place on August 21st, the bid award will be on August 26th, and the construction will happen starting in mid-September and will be completed by the end of October.

Motion by R. Stone and seconded by M. Cashman to authorize the advertisement of bids for the Poplars Road Storm Sewer Replacement, as presented. **Passed** with 5 ayes.

ZONING OFFICER'S REPORT, J. MCCLUCAS**Accept Hines Letter Extending the Plan Action Deadline to October 28, 2024**

J. McLucas stated that he received a letter dated June 28th, 2024, requesting to extend the deadline till October 28th. The developer is still going through utility access issues and plan revisions.

Motion by C. Richards and seconded by S. Parthree to accept Hines Letter Extending the Plan Action Deadline to October 28, 2024, as presented. **Passed** with 5 ayes.

PL 23-11 – Dover Antique Mall Expansion/Lot Combination – 6,010 SF Building Addition – Commercial District

J. McLucas stated that he provided the Board with a copy of the Planning Commission minutes.

There was a fair amount of discussion regarding the location of the parking facilities as well as the approved surface for parking. He also noted that he was provided an updated response letter. He has spoken with Eric from Johnston Associates about parking bollards to create some separation between the building. The issue with the parking bollards is that the bollards were 3 feet into a parking space which would make the parking space 17 feet rather than the required 20 feet.

C. Richards stated that he is going to exclude himself from this agenda item because his son-in-law has worked on this project.

Eric Johnston from Johnston and Associates stated that the project is expanding the existing Dover Antique Mall. There is a parcel between the mall and the Dover Animal Hospital, all three of the parcels are owned by the same property owner. The three parcels would be consolidated, and the mall would be expanding to the north side parcel which is the parcel in the middle between both the businesses. With the revised plan, nothing has changed in relation to the parking spaces but now, the area where someone gets out of their vehicle would have a 3 x 6 clearance to walk along the building to access the front door. The front of the building will have the ADA spaces. With the antique mall there are various uses, a barber shop, a family clothing store, and an apartment. As for water and sewer, they would be connecting into the public system for water and sewer.

C. McCoy stated that CS Davidson has not reviewed the revised plans with the bollards, but they can still move forward with their letter dated July 17th, 2024. The following Zoning Ordinance comments are outstanding; joint parking facilities shall remain under control of the owner or operator of the use to which the parking area is appurtenant. Provide an agreement between the owners of the Animal Hospital and Antique Mall for the shared parking to be recorded with the plans (§27-704.2.B.3 and §22-602.1) and for commercial use, all parking areas shall be paved or improved with another hard surface as approved by the Township (§27-709). A portion of the required parking area is proposed to be improved with compacted millings in lieu of paving. One of the biggest concerns about the compacted millings is the line painting. In the wintertime if they need to plow it will remove the line paintings.

E. Johnston stated that part of the parking lot is paved.

J. McLucas stated that there was a lot of discussion regarding line painting during the Planning Commission meeting, but if the lines are not visible for the customers it can become an enforcement issue.

T. Myers stated that if the Board moves forward with allowing compacted millings, the certificate of occupancy can state that the line painting must be maintained.

C. McCoy stated that under the Zoning Ordinance comments to add number 3 which would be updating the parking spaces on the plan.

C. McCoy stated that the following subdivision and land development ordinance comments are still outstanding; 1. Name, address, seal, signature, and date of the Professional Engineer/Surveyor shall be added to the plan, certifying the accuracy. (§22-501.2.F), 2. The legal and/or equitable Owner's notarized signatures must be added to the plan certifying concurrence

with the plan. (§22-501.2.H), 3. The PA DEP code number referencing approval of the planning module shall be added to the plans upon receipt. (§22-601.2.L), and 4. Any outstanding comments made by the Township Public Works Director shall be addressed.

J. McLucas stated that the waiver requests should be acted on first before conditionally approving the other outstanding comments.

E. Johnston is requesting the following waiver requests; 1. §2-1102.2.C - Requirement of Landscape Plans to be certified by a Registered Landscape Architect, 2. §22-1103.5.B - Requirement of Street Trees along Carlisle Rd. frontage, 3. §22-1103.12.B - Requirement for 6' separation from parking to building, 4. §22-1103.12.D - Requirement for 10% of Parking Facility devoted to landscaping, 5. §22-1103.12.F - Requirement for all areas between the right-of-way and parking lot to be planted, 6. §22-1103.14 - Requirement for loading space screening, and 7. §22-720.3 - Requirement for an Independent Consultant to prepare the Environmental Impact Assessment Report.

Motion by R. Stone and seconded by M. Cashman to approve waiver requests one through seven which are as follows; 1. §2-1102.2.C - Requirement of Landscape Plans to be certified by a Registered Landscape Architect, 2. §22-1103.5.B - Requirement of Street Trees along Carlisle Rd. frontage, 3. §22-1103.12.B - Requirement for 6' separation from parking to building, 4. §22-1103.12.D - Requirement for 10% of Parking Facility devoted to landscaping, 5. §22-1103.12.F - Requirement for all areas between the right-of-way and parking lot to be planted, 6. §22-1103.14 - Requirement for loading space screening, and 7. §22-720.3 - Requirement for an Independent Consultant to prepare the Environmental Impact Assessment Report, as presented. **Passed** with 4 ayes with C. Richards abstaining.

Motion by M. Cashman and seconded by S. Parthree to conditionally approve PL 23-11 – Dover Antique Mall Expansion/Lot Combination – 6,010 SF Building Addition – Commercial District and to include all numbered conditions and outstanding items being addressed as noted by C. McCoy above, as presented. **Passed** with 4 ayes with C. Richards abstaining.

PL 24-2 – The Seasons Phase 4 Final Subdivision Plan – 56 Single Family Detached Dwelling Units – R3 District

J. McLucas stated that the Board approved a rephasing plan a couple of months ago based on a developer's agreement. He also noted that the Board was provided an updated letter from CS Davidson dated July 22nd, 2024.

Adam Anderson from Site Design Concepts stated that this is the final subdivision plan for 56 single family detached dwelling units. There are six waiver requests which are as follows; 1. §22-704- to allow 32' cartways instead of 36' cartways (previously approved 6/24/2006), 2. §22-1103.e.2- to allow greater than 60' spacing between street trees (previously approved 6/24/2006), 3. §22- Section 7 Table 1- to allow cul-de-sacs greater than 500' in length (previously approved 6/24/2006), 4. §22-501.2GG- to allow construction to begin after the preliminary plan approval (previously approved 3/26/2007), 5. §22-501.2.A and §22-601.2.A- to allow for 30x42 plan sheets, and 6. §22-501.2.D- to not require the north arrow oriented to the top of the page.

Motion by M. Cashman and seconded by S. Parthree to approve waiver request five and six

which are as follows; 5. §22-501.2.A and §22-601.2.A- to allow for 30 x 42 plan sheets, and 6. §22-501.2.D- to not require the north arrow oriented to the top of the page, as presented. **Passed** with 5 ayes.

A. Anderson stated that the following subdivision and land development ordinance comments are still outstanding; 1. Prior to final plan approval, a disk in an electronic format compatible with the Township GIS system, should be provided. (§22-501.2.A}, 2. The seal, registration number, date, and signature of the professional engineer or land surveyor, responsible for preparation of the plan, shall be added to the plan (§22-501.2.F}, 3. The legal and/or equitable Owner's notarized signatures must be added to the plan certifying concurrence with the plan. (§22-501.2.H}, 4. Proposed Homeowner's Association documentation must be submitted to the Dover Township Solicitor for approval (§22-602.1}, 5. Verification shall be provided indicating that the Erosion and Sedimentation control plan was approved by the York County Conservation District (§22-602.4}, 6. The amount of land required to be provided for public recreational purposes for all residential subdivision or land development plans shall be a minimum of 0.025 acres per lot or dwelling unit. Dedication of recreation land or fees in-lieu-of for each dwelling unit is required on all residential subdivisions, and all multi-family developments, regardless of whether private recreational facilities are also provided. (§22-718.1}, 7. Public Improvements Security is required in a form and amount acceptable to the Township, prior to final plan approval. (§22-1201.1}, and 8. Any outstanding Township Public Works comments shall be addressed prior to final plan approval. He stated that comment numbers 4 and 5 have been addressed.

C. McCoy stated that the following stormwater management comments are still outstanding; 1. The developer shall be responsible for providing as-built plans of all SWM BMPs included in the approved SWM Site Plan. The as-built plans and an explanation of any discrepancies with the construction plans shall be submitted to the Township upon completion. The as-built submission shall include a certification of completion signed by a qualified person verifying that all permanent SWM BMPs have been constructed and will function according to the approved plans and specifications. (§19-407.1&2} and 2. Prior to final approval of the SWM site plan, the property owner shall sign and record an operation and maintenance (O&M} agreement covering all stormwater control facilities which are to be privately owned (§19-602.1).

C. McCoy stated that the following general comments are still outstanding; 1. The profile on sheet 8 shows the water main at a depth of +/- 13' from approximately Sta. 12+50 to Sta. 17+50. Revise the profile to show the water main at a consistent 4' depth with 45 degree bends to lower depths only at the storm sewer crossing at 15+83 and the immediately adjacent sanitary sewer laterals. Any portion of the water main below the sanitary sewer shall be encased in concrete, 2. The 10' wide bituminous paved walkway between lots 17 and 18 shall be revised to terminate at the rear property lines of lots 17 and 18, and 3. For consistency with the EDU table, provide a table with the number of lots created with each phase (1-4).

C. Miller stated that he would add that there is a developer's agreement that is the precursor to allow Phase 4 to go before Phase 3B which would be subject to posting the bond. The agreement is ready for the Chairman to sign with the approval of the plan.

Greg Joy from 3212 Brookside Avenue stated that general comment number 2 is in relation to his property lines. He also questioned if there is a HOA within The Seasons Development.

S. Stefanowicz stated that there will be an HOA.

C. Richards stated there is currently only one way into the development and expressed concerns if there is an emergency in the development.

J. McLucas stated that another road into the development will happen once the next phase is completed. A condition of approving this plan is making them post a bond to make sure that the road to Virginia Avenue is completed.

C. Richards stated there is an existing emergency access which is in need of maintenance for first responders to be able to use in an emergency.

T. Pausch stated that he would go look at the emergency access and get the access cleared.

Motion by C. Richards and seconded by S. Parthree to approve PL 24-2 – The Seasons Phase 4 Final Subdivision Plan – 56 Single Family Detached Dwelling Units – R3 District with the following comments; subdivision and land development comments number 1, 2, 3, 5, and 6, Zoning Ordinance comments numbers 1 and 2, and General comments one through three with number 4 added, as presented. **Passed** with 5 ayes.

Approval of the Seasons Developer's Agreement

Motion by S. Parthree and seconded by R. Stone to approve the Seasons Developer's Agreement, as presented. **Passed** with 5 ayes.

PL 20-5 – Dover Highlands Revised Final Land Development Plan – Modifications of Buildings 8, 9, & 10 – R4 District

J. McLucas stated that this plan is just a revision to the original plan. There were modifications to buildings eight, nine, and ten.

A. Anderson stated the plan is focused on phases one and two and the modifications are only to buildings eight, nine, and ten. The previously approved plan showed sidewalks and stairs going around the upper section of the apartment to gain access. So, with the revision it will move the access to the upper level near the access towards the lower level. There will be a total of four doors all at the same level.

Motion by M. Cashman and seconded by C. Richards to approve PL 20-5 – Dover Highlands Revised Final Land Development Plan – Modifications of Buildings 8, 9, & 10 – R4 District, as presented. **Passed** with 5 ayes.

Faire Wynd Associates LP – Faire Wynd 3 & Sagebrook 1 Developments - Bond Notifications

J. McLucas stated that Board had previously notified the developer about the Faire Wynd Development not being brought to completion. In the case of Sagebrook, they did pave over the weekend, and they will likely meet the deadline. The Faire Wynd development still has outstanding items. He questioned when the Board would like to declare a default on the bonds and have the work completed.

C. Miller stated that the Board cannot act on anything until the deadline has been met. The deadline the Board provided was July 30, 2024. The developer does not need to be made aware that the bond will be pulled.

Discussion - Consensus on Ordinance Development for Bamboo

J. McLucas stated that at the previous meeting there was a resident that was present concerned about bamboo growth on his property from the neighboring property. J. McLucas provided the Board with ordinances from other municipalities and is now looking for direction from the Board as to how they would like to proceed.

C. Richards stated that he thinks it should not be allowed in the Township.

S. Stefanowicz asked a question to a resident that was present at the meeting asking if there is any value to allowing bamboo in the Township.

Scott Miller, owner of Trail Nurseries stated if you can buy the plant at a store, it is hard to be banned. If the State had the plant on their noxious weed list, banning the bamboo would make sense but according to his knowledge it is not on the list.

C. Miller stated that it would be hard to regulate the bamboo ordinance. He questioned if the ordinance were to be created, would they be required to remove the bamboo that is already on their property, as well as who would oversee everything, and regulate it. He feels as if an ordinance is created and it would require some sort of setback.

J. McLucas stated that he would like the Board to go back and read the ordinances that he previously had given to them and provide feedback on whether a draft ordinance should be considered.

MANAGER'S REPORT, L. OSWALT

Approval of Resolution 2024-19 recognizing 31 years of service of Dawn Strausbaugh, Office Administrator to Dover Township

Manager Oswalt stated that Dawn Strausbaugh will be retiring on July 31st.

Motion by R. Stone and seconded by C. Richards to approve Resolution 2024-19 recognizing 31 years of service of Dawn Strausbaugh, Office Administrator to Dover Township , as presented. **Passed** with 5 ayes.

Shentel Cable Franchise Agreement Negotiations and Representation Letter with the Cohen Law

Manager Oswalt Shentel is expanding its service capabilities into the Dover Area, which will allow competition from Comcast and Dish companies. These services are required to negotiate the use of the Township's right of way through a Cable Franchise Agreement as has occurred in the past with Comcast. The last time the Township negotiated with Comcast we used The Cohen Law Group and received group pricing because several of the York County municipalities

worked together through the negotiations. However, that is not an option this time since Shentel is rolling out expansion areas at different times throughout the County. Shentel has agreed to pay for legal costs to negotiate the terms.

R. Stone questioned if anyone knew anything about the Shentel Cable Franchise, he stated that he has never heard of this company.

Manager Oswalt stated that she does not know much about the franchise, but they do have a cell lease on the Admire Water Tank.

Motion by R. Stone and seconded by M. Cashman to authorize the Township Manager to sign the representation letter with Cohen Law, as presented. **Passed** with 5 ayes.

Participation with York County Municipalities to Audit Franchise Fee Receipts from Comcast through the Cohen Law Group Proposal

Manager Oswalt stated that the Cable Franchise Agreement affords the Township the opportunity to review revenues received at the mid-term of the agreement looking back 5 years. We received \$75,683.78 in back-fees and liquidated damages from the 2015 audit plus were reimbursed for all costs from The Cohen Law Group due to the amount of funds that were owed retroactively. Realistically, she does not expect such a significant amount again and it is possible that Cohen will find no discrepancies. She thinks it is still a good idea to pursue the audit to ensure that we are receiving all the funds due to the Township. The pricing is based on the number of municipalities that participate, and she currently has six other municipalities that are taking the proposal to their Boards for consideration.

Motion by C. Richards and seconded by S. Parthree to participate with York County Municipalities to Audit Franchise Fee Receipts from Comcast through the Cohen Lawn Group Proposal, as presented. **Passed** with 5 ayes.

Authorization of the Revised Safety and Loss Policy and Naming of the Accident and Illness Prevention Program Coordinator as Brooke Scarce

Manager Oswalt stated that with Dawn's retirement, Brooke is taking over the Safety Coordinator position which is a requirement of Accident and Illness Prevention Plan (AIPP) Manual by the Susquehanna Municipal Trust Workers Compensation Trust.

Motion by C. Richards and seconded by R. Stone to authorize a AIPP manual and naming of the Accident and Illness Prevention Program Coordinator as Brooke Scarce, as presented. **Passed** with 5 ayes.

PUBLIC WORKS DIRECTOR'S REPORT, M. FLEMING

M. Fleming stated that he did not have any action items other than the Local Agency Hearing.

RECREATION DIRECTOR'S REPORT

Manager Oswalt noted that Old Fashioned Carnival will be held on July 24th from 4-8 PM at Brookside Park and the White Rose Classic will be held on July 26th at the Dover Area Middle School stadium from 8-10 PM.

MS4 UPDATE

M. Fleming stated that PA DEP will be on site July 30th to review the Township's MS4 Program.

OLD BUSINESS

Dover United Soccer Club Lehr Park Waiver of Fees

Manager Oswalt stated that Dover United Soccer Club made a request to waive the fees to use Lehr Park at the previous meeting, but the agenda item was tabled until all the Board members were present. The Parks and Recreation Director has been charging when an event is large enough that the other rental space cannot be rented. There are other organizations that use the field for free but when they have a large event they pay rent due to the Township's loss of income. Over the weekend the Dover United Soccer Club had an event, and they did rent the facility space due to the waiver not being granted yet.

C. Richards stated that he did go look at the fields at Lehr Park and you can see a difference as to where they pay to have the ground fertilized versus where it is not fertilized.

Manager Oswalt stated that the Parks and Recreation Director provided the Board with a spreadsheet of what other neighboring municipalities charge organizations for field usage. Dover Township does not charge for field usage. The reason for charging for the use of the facility is because the events are so large which means the other facilities cannot be rented out because there is not enough parking available.

M. Cashman questioned what the charges were for the two events that they held at Lehr Park.

Scott Miller from Dover United Soccer Club stated that the club has three fundraisers a year at Lehr Park, all money raised goes back to the organization or the High School soccer team. The Township is asking for \$300.00 which then results in the club losing revenue and money that could be put back into the club.

Melvin James from Dover United Soccer Club stated that their club fees are the lowest in Central Pennsylvania. The club currently charges \$165 per player and other soccer club's charge over \$200 per player.

S. Parthree stated that the recreation department loses revenue due to not being able to rent the facilities out at Lehr Park when the club has its events.

R. Stone questioned if we are denying residents request when they are asking to use the facilities at Lehr Park.

Manager Oswalt stated that the banquet facility is rented out every weekend and when Dover United Soccer Club has their events, we are unable to rent the banquet facility out due to the size of the soccer club's event. The facility has been rented in the past and it has caused problems due to not having enough parking.

R. Stone questioned how many children are in the program.

M. James stated that there is roughly 40-60 children registered with their program.

M. Cashman stated that he feels as if the club provides benefits to the Township, so maybe if we do charge them for the use of the facilities, then we could lease the goal posts that they keep there and pay for with their own money raised within the club.

C. Miller suggested not waiving the fees because that is then a precedent that all organizations would ask for.

S. Parthree stated that he thinks the Parks and Recreation Director is working on a program to be able to reduce the cost of the facility rental if organizations are willing to volunteer at events throughout the year.

Manager Oswalt stated that the recreation program has changed over the years but according to the Comprehensive Recreation and Open Space Plan programs should be self-sustaining and they are not.

The consensus of the Board was to table this agenda item until the second meeting in August.

Discussion regarding Audit Services and potential advertisement of the 2024-2027 Draft Audit RFP

Manager Oswalt stated that she provided the Board documents about the cost for the 2024 and 2025 audit. Brown Plus is stating that they have lost money on performing the audits with the Township and stated that they would need to double the Township's audit. Based upon the information, the Board will likely want to issue an RFP. However, the Township's Accounting Firm, Hamilton Musser, has indicated that there are fewer firms taking on municipal audits and there are no guarantees that we will get any other proposals. She has reached out to SEK who submitted a bid the last time an RFP was issued and has not heard back.

The consensus of the Board was to stay with whom we currently have for auditing services.

COMMENTS FROM THE BOARD

M. Cashman stated that Northern York County Regional Police Commission is still working through the Draft revised charter.

COMMENTS FROM THE PUBLIC

Mark Miller from 2631 Rock Creek Drive stated that more money needs to be invested in recreation. More money needs to be set aside for recreation because recreation is a positive aspect to the residents of the community.

With no further business, Chairperson Stephen Stefanowicz concluded the Board of Supervisors meeting at 8:12 PM and the full Board of Supervisors entered an Executive Session to discuss personnel matters.

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