

**DOVER TOWNSHIP
BOARD OF SUPERVISORS/ BOROUGH COUNCIL
MEETING MINUTES
August 12th, 2024**

The Dover Township Board of Supervisors' Dover Borough Council Meeting for Monday, August 12th, 2024, was called to order at 6:30 PM by Chairperson Stephen Stefanowicz and Council President Joseph Sabold in the Dover Township Board of Supervisors meeting room. Supervisors' present were Charles Richards, Michael Cashman, Stephen Parthree, and Robert Stone. Other Township Representatives in attendance were Laurel Oswalt, Township Manager; Christopher Hamme, Township Public Works Director; John McLucas, Planning Director; Chalet Harris, Recreation Director; Nathan Stone, Technology Specialist; Christian Miller; Township Solicitor, and Brooke Searce, Township Secretary. Borough Representatives present were Vice-President Lori Koch; Jeff Raffensberger, Councilman; Cynthia Snyder, Councilwoman; Guy Hassinger, Councilman; Paul Neiman, Councilman; Thomas Slusser, Jr., Councilman; Brenda Plowman, Borough Secretary/Treasurer; and Andrew Herrold, Borough Solicitor (virtually). There were 4 members of the public present.

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

At the request of Chairman Stefanowicz, introductions were made of all Borough and Township representatives in attendance.

**APPROVAL OF THE WORK SESSION MEETING MINUTES FOR JULY 22ND, 2024
APPROVAL OF THE REGULAR BOARD OF SUPERVISOR MINUTES FOR JULY
22ND, 2024**

Motion by R. Stone and seconded by S. Parthree to approve the Work Session Minutes from July, 22nd, 2024 and the Regular Board of Supervisor Minutes from July, 22nd, 2024, as presented. **Passed** with 5 ayes.

TREASURER'S REPORT OF CURRENT EXPENDITURES

**APPROVAL OF THE AUGUST 5TH, 2024 WARRANT IN THE AMOUNT OF \$79,083.86
APPROVAL OF THE AUGUST 9TH, 2024 WARRANT IN THE AMOUNT OF \$166.85
(LIQUID FUELS)
APPROVAL OF THE AUGUST 9TH, 2024 WARRANT IN THE AMOUNT OF \$1,260.00
(EV PH II)
APPROVAL OF THE AUGUST 9TH, 2024 WARRANT IN THE AMOUNT OF \$10,322.33
(2020 BOND)
APPROVAL OF THE AUGUST 12TH, 2024 WARRANT IN THE AMOUNT OF
\$532,334.08**

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

PUBLIC COMMENT

No comments were offered.

TOWNSHIP MANAGER'S REPORT

Manager Oswalt stated that she provided a report but does not have any action items.

TOWNSHIP PLANNING DIRECTOR'S REPORT

J. McLucas stated that he provided a report but does not have any action items. He would like to note that as of May 30th, 2024, the Township has 2,695.966 acres of preserved farmlands. He has started the planning process to highlight the agriculture community in Dover, and more information will be available in 2025.

RECREATION DIRECTOR'S REPORT

Update on the Peer to Peer Grant Project

C. Harris stated that we did receive the grant for this initiative and have chosen Tonya Brown to be coordinator. The executive committee meets monthly. A steering committee has been put together which is made up of residents within both communities. There will also be a meeting on August 21st at the Senior Center with all the youth sports programs. One of the goals in the recreation plan is to work with the youth sports programs and help them get organized as one group.

Manager Oswalt stated that Councilwoman Koch is on the steering committee. The committee is missing one person from the Dover Area School District. A School Board member did not attend the meeting last month.

C. Harris stated that School Board member did not attend the last meeting due to miscommunication but that has been straightened out and someone should be attending the next meeting.

S. Stefanowicz questioned when the next meeting will be held.

C. Harris stated that the next steering committee will be on September 19th.

J. Sabold stated that he was made aware of a DCNR workshop that will be coming up in November and he was unsure if that is something that the Borough should be involved in.

C. Harris stated that if the Borough would like to write a grant in 2025, they should attend the workshop session. There will be a question on the application that will ask if you attended the workshop and by checking yes, it gives you extra points. The workshop is very beneficial, it will cover the entire application process.

C. Snyder questioned if the workshop is in person or if it can be completed virtually.

C. Harris stated that the workshop is completely virtual.

Ketterman Park Tot Lot

J. Sabold stated there were issues with the tot lot at Ketterman Park, but all of the issues have now been addressed and resolved.

INFRASTRUCTURE

Update on Borough GIS Mapping

N. Stone stated that office work for the mapping of the stormwater, sewer, and water has been completed. There are a couple of other things that need to be reviewed but the information needs to be verified in the field so he would like to coordinate a time with Todd and/or Duane to verify that he has all of the correct information.

T. Myers stated the plans for the High School should have the missing information he is looking for regarding the stormwater.

S. Stefanowicz stated the sewer North of the Borough will now be going to the Township instead of the Borough.

C. Hamme stated that as of July 1st, all existing sewer connections have been going to the Township's Treatment Plant with the exception Jim and Nena's.

J. Sabold questioned if the inlet that came from the Borough's pipeline has been sealed off or capped.

C. Hamme stated that it has been capped off and he has the field verification which shows the inlet being capped off.

N. Stone stated that with the GIS Mapping there is another map that can be put together which shows the location of where signs are in the Borough. He was not sure if that was something the Borough would also be interested in.

C. Snyder stated that she thinks having a mapping system of where signs are located would be helpful, but it should be prepared after the other maps are completed.

Norma's Ridge Culvert Update

T. Myers stated that Dover Township and Dover Borough have entered into an agreement with Norma's Ridge, LLC to replace the deteriorated culvert south of East Canal Road near the Township/Borough Municipal Boundary line. In the agreement, all three parties have agreed to

work together cooperatively to facilitate the culvert replacement. He has been working with Johnston and Associates, the Developer's Engineer, to obtain survey and design information for the Township and Borough to complete the necessary design of the culvert replacement. CAD drawings of the base survey information have been received from Johnston. To complete the design, an additional topographic and property line survey was completed on the south side of East Canal Road by JR Holley and Associates, Borough Engineer. They requested that CS Davidson complete a preliminary design and pursue acquisition of the necessary easements. They also completed a preliminary design and submitted it to the Developer and his contractor, DH Funk and Sons, LLC. Funk's cost estimate to complete the work is \$51,572.23. One of the concerns with the cost estimate is the bidding requirements. We cannot just pay DH Funk because the cost estimate is over the bidding limits which is set at \$22,500.00. One of the alternatives to get the installation costs lower is to develop a list of the materials and have the Township/Borough pay for the materials through Costar's, which is state contract pricing. If the materials are purchased for the project, we would only need to obtain a total of 3 quotes to have the work performed.

C. Hamme stated that he put together a list of the materials that would need to be purchased and he determined the cost of pipe to be \$81.80 per foot while DH Funk was about \$120 per foot for material and installation. The estimated cost for purchasing the raw materials through Costar's would be about \$26,800.00.

Manager Oswald stated that there was a cost to street sweep the road which is something the Township could do since they own a street sweeper.

T. Myers stated that if we can get the estimated cost below \$22,500.00, we will not have to publicly bid for the project, we would only be required to get 3 cost estimates.

G. Hassinger questioned how long the project will take.

T. Myers stated that the project must be completed within 9 months.

Manager Oswald stated that the Township and the Borough have 30 days to decide whether to proceed from the time the quote is provided.

T. Myers stated that he is going to work with the Township's Public Works Director to get the pricing down below \$22,500.00 and seek two other quotes.

The consensus of the Board and the Council is to allow the Township to purchase the materials needed to complete the project, get a revised quote from DH Funk, and further to seek two additional quotes from other contractors.

Update on Traffic Studies recently conducted in the Township

T. Myers stated that the Township has decided not to pursue truck restrictions on Butter Road because there were not other good alternative routes for the trucks to use without causing

additional traffic problems. The Township has decided to make improvements to the intersection at Butter Road and Bull Road to make it safer for truck traffic.

T. Slusser stated that making the improvements to Butter Road encourages trucks to continue to use that road.

G. Hassinger stated that Pro Pallet should be turning right out of their facility, turning left onto Meadow Road which will then take them to Canal Road, but instead they are turning right out of their facility and following Butter Road to Carlisle Road. As for the mulch trucks, they should not be on Butter Road at all. He expressed safety concerns and has relayed those concerns to the business owners. According to the traffic study the Township can restrict trucks over 30 feet long on Butter Road between Bull Road and Fox Run Road.

C. Hamme stated that through conversations with the business owner of the mulch trucks, they are unable to make the appropriate turns in the square of Dover.

S. Stefanowicz stated that a draft ordinance was provided to the Board members to restrict trucks on Butter Road but when it came time to vote on the ordinance, it was that Pro Pallet trucks were not considered local traffic and would no longer be permitted to use Butter Road. This was not the Board's intention.

R. Stone stated that the Police Chief was present at a meeting and indicated that within the past 5 years, only 8 crashes have occurred on Butter Road and of those 8 crashes none of them involved tractor trailers.

G. Hassinger stated that every Saturday morning, there are police sitting at Ketterman Park and are always pulling people over for speeding.

C. Richards questioned how many stop signs that Borough has replaced at the intersection of Butter Road and Carlisle Road.

L. Koch stated that they have probably replaced a dozen over the past couple of years.

T. Slusser stated that there is a weight limit restriction on Butter Road at Meadow Drive.

T. Myers stated that a truck restriction study has been completed on Nursery Road, George Street, and Temple School Road and they all qualified to restrict trucks on the entire length of those roads. At the Township's next meeting in August, the ordinance for the truck restrictions will be on their agenda to consider. There was also a traffic study completed at Fox Run Road and Canal Road; the traffic study indicated that it does not meet warrants to install a traffic light, or a four way stop at that intersection. However, it does meet the warrants to install a left turn lane on westbound Canal Road to southbound Fox Run Road.

Water services provided to the Township from the Borough

A. Herrold stated that the Borough services water to three properties located in the Township which are as follows: Jim and Nena's, Dover Community Park, and Raycom. Since the Borough is providing services outside of their municipal boundary, the PUC looks at the Borough as a public utility and becoming a public utility comes with different requirements that the Borough does not want to be involved with. The Borough is working with a PUC attorney to address this matter. One of the options available is to turn the customers back over to the Township.

J. Sabold stated that the three customers do not use a lot of water, there are just concerns because the PUC would consider the Borough a public utility.

Manager Oswald stated that there are circumstances when the Township is also providing services to residents in the Borough. The Township provides water to the Dover Area Middle School and provides sewer to three properties on Canal Road.

C. Snyder questioned if the Township is considered a public utility.

C. Miller stated that the Township is not considered a public utility, and they have not heard anything from the PUC regarding the same information.

Manager Oswald stated that when the water line was replaced on Raycom Road, there was a stub put in for a future connection, so there is a possibility of this service being added. However, any existing service in the Borough which needs to connect to the Township's water system will need a pressure reducer valve since the Township has higher pressure.

A. Herrold stated that he was not aware that the Township was responsible for services in the Borough. The Borough and the Township can enter into a joint agreement or another option available is a declaratory order in which the Borough would petition the PUC.

C. Miller stated that the first step is to verify every property in the Township and Borough that is cross-served.

Manager Oswald showed the Board and the Council a list of which properties the Township provides water or sewer services to you.

C. Miller stated that once this list is finalized and verified between both the Borough and the Township, he and A. Herrold can connect with the PUC attorney and see what the options are from there.

Update on the North of the Borough Project

C. Hamme provided an updated schedule on the project; Monday 8/19- pave driveways along Carlisle Road, Tuesday 8/20- overlay Harmony Grove Road and base pave pump station, Wednesday 8/21- overlay the pump station and George Street plus finish driveways if necessary, Thursday 8/22- overlay one lane on Carlisle Road, Friday 8/23- overlay second lane of Carlisle Road. During the week of this construction, the road will remain open.

COMMENTS FROM THE PUBLIC

Sharon Hurd from 4280 Nursery Road stated that there is excessive speeding on Nursery Road.

COMMENTS FROM THE COUNCIL

None were offered.

COMMENTS FROM THE BOARD

S. Stefanowicz stated that at the previous Planning Commission meeting, there was a transportation vision presentation from Pennoni that was very informative. The Planning Commission has asked the Board to come up with a long-term active transportation plan.

Manager Oswalt stated that the Township is working on a Local Road Safety Plan. In addition the a Route 74 Transportation/Corridor Plan is an action item of the Joint Borough/Township Comprehensive Plan.

Manager Oswalt questioned if the Council would be available February 10th, 2025, to have our next joint meeting.

Consensus of the Board and the Council was to have the next joint meeting on February 10th, 2025, at 6:30 PM.

With no further business, Chairman Stephen Stefanowicz and President Joseph Sabold concluded the Board of Supervisors/ Borough Council meeting at 7:50 PM.

Respectfully submitted by: Brooke M. Scarce_____

Brooke M. Scarce, Township Secretary