

**DOVER TOWNSHIP  
BOARD OF SUPERVISORS  
MEETING MINUTES  
September 9<sup>th</sup>, 2024**

The Dover Township Board of Supervisors for Monday, September 9<sup>th</sup>, 2024, was called to order at 6:59 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; Kristina Rodgers, Assistant Township Manager; Christian Miller, Township Solicitor; John McLucas, Zoning Officer; Terry Myers, Township Engineer; Barry Emig, EMA Coordinator; and Brooke Scarce, Township Secretary. There were 6 members of the public present.

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

Chairperson Stephen Stefanowicz announced that a Work Session was held prior to this evening's regularly scheduled Board of Supervisors meeting to discuss the draft trash contract for July 1, 2025 through June 30, 2030.

**APPROVAL OF THE WORK SESSION MEETING MINUTES FOR AUGUST 26<sup>TH</sup>, 2024**

**APPROVAL OF THE REGULAR BOARD OF SUPERVISOR MINUTES FOR AUGUST 26<sup>TH</sup>, 2024**

**Motion** by R. Stone and seconded by M. Cashman to approve the work session meeting minutes for August 26<sup>th</sup>, 2024 and the regular board of supervisor minutes for August 26<sup>th</sup>, 2024, as presented. **Passed** with 5 ayes.

**TREASURER'S REPORT**

**APPROVAL OF THE SEPTEMBER 6<sup>TH</sup>, 2024 WARRANT IN THE AMOUNT OF \$3,290.60 (LIQUID FUELS)**

**APPROVAL OF THE SEPTEMBER 6<sup>TH</sup>, 2024 WARRANT IN THE AMOUNT OF \$4,592.50 (2023 BOND)**

**APPROVAL OF THE SEPTEMBER 9<sup>TH</sup>, 2024 WARRANT IN THE AMOUNT OF \$461,581.26**

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

**PUBLIC COMMENT**

Katherine Pentz- 1538 Butter Road- Discuss high grass blocking sign distance with shared access

K. Pentz stated that she is also representing 1540, 1540A, and 1540B Butter Road. She stated that there are a total of five properties that share the same driveway. She called the Township and left a voicemail for Garry Waltersdorff and never heard back from him. She called back a second time and spoke to a lady who stated that the Township does not get involved in neighborly disputes. When you are trying to turn out of the driveway onto Butter Road there is tall grass and a slight hill which makes it difficult to see oncoming vehicles.

R. Stone questioned who owns the property with the tall grass.

K. Pentz stated that Matthew Lamparter owns the property.

R. Stone questioned if they have spoken with the property owner.

K. Pentz stated that they have spoken with the property owner, but it still does not fix the issue.

J. McLucas stated that Garry Waltersdorff, the Codes Enforcement Officer, was out last week to take pictures of the issue.

Mike Pentz from 1530 Butter Road stated that as you are coming out of the driveway, the road curves so it makes it hard to see the oncoming vehicles and then when the grass is tall it makes it even more difficult to see. He questioned what the site triangle is for their driveway.

J. McLucas stated that there is a site triangle that must be kept clear. Due to how long the properties have been established there is no site triangle easement. The Codes Enforcement Officer has investigated the high grass ordinance but the only issue with that is the property is zoned agriculture. The pictures that were taken last week were under the 12-inch requirement to site a resident for high grass, but they will continue to keep an eye on the property.

M. Pentz stated that everyone who shares the driveway has had multiple close calls. He questioned if the Township could mow that area.

J. McLucas stated that the Township used to mow that area until the property owner told the Township they could no longer mow it. The Township was mowing private property.

Manager Oswald stated that if the high grass was in the right of way, the Township would be able to mow it.

J. McLucas stated that from a legal standpoint he is not sure what the Township can do regarding the site triangle if there is no record of an easement.

Attorney Miller stated that the driveway is private access. However, if it was a Township road, the Township would have more authority.

K. Pentz stated that this summer was worse than the previous years due to Carlisle Road being closed for construction.

J. McLucas noted that the parcel next to them is part of an upcoming project where additional right of way could potentially be acquired.

T. Myers stated that the project manager attended a Planning Commission meeting where the requested a waiver dedicating additional street right of way was denied. However, in this case it would be 25-30 feet from the center line of the road which would get them back far enough to put the tall grassy area in the right of way and then the Township could mow it. He is recommending that the five property owners attend the Board of Supervisors meeting where the plan is presented and give their reasonings as to why the waiver should not be granted.

M. Pentz questioned if they knew roughly when the plan was going to be on the Board's agenda.

J. McLucas stated that he is anticipating the plan will be presented to the Board at the last meeting in October. The Board of Supervisors has meetings on the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month.

Manager Oswalt stated that the agenda is posted on the website by the Friday before the meeting. The information is also posted on Savvy Citizen.

## **SOLICITOR'S REPORT**

### **Approval of the Royal Farms Operating Permit decision**

**Motion** by R. Stone and seconded by M. Cashman to approve the Royal Farms Operating Permit, as presented. **Passed** with 5 ayes.

## **ENGINEER'S REPORT, T. MYERS**

### **Approval of Payment Application #1 to Miller Soil Solutions for the Creekside Village Basin Conversion**

T. Myers stated that he was on site today. The contractor is in the process of extending and modifying the incoming pipe into the basin and by Wednesday will start backfilling. Their hope is to have the work completed by Friday, September 13.

**Motion** by R. Stone and seconded by S. Parthree to approve Payment Application #1 to Miller Soil Solutions for the Creekside Village Basin Conversion in the amount of \$25,027.45, as presented. **Passed** with 5 ayes.

T. Myers provided a quick update on the East Canal Road culvert replacement with Dover Borough. The property owner at 1718A East Canal Road seems agreeable to signing an easement if the project includes bank stabilization in the two most critical areas where the bank is moving towards her driveway. CS Davidson is in the process of updating the plans and getting new cost estimates. The inlet on the south side of East Canal Road is about 3 feet inside the PennDOT right of way and will require a permit to replace the pipe. After discussion with the developer's engineer and PennDOT permit officials, it was decided to pursue a supplement to the existing

PennDOT highway occupancy permit which was obtained in the name of Dover Township to put the basin discharge pipe underground and tie it into the existing inlet on the north side of East Canal Road. In the meantime, CS Davidson is also working with the developer's contractor, DH Funk and Sons, to define a scope of pipe replacement which will keep us under the \$12,000.00 threshold.

## **MANAGER'S REPORT, L. OSWALT**

### **Approval of Resolution 2024-21 establishing a Revenue Recognition Policy for Dover Township**

Manager Oswalt stated that as recommended by the auditor, this document explains how the Township recognizes certain types of revenue in our financial system through each fiscal year.

**Motion** by R. Stone and seconded by S. Parthree to approve Resolution 2024-21 establishing a Revenue Recognition Policy for Dover Township, as presented. **Passed** with 5 ayes.

### **Approval of Resolution 2024-22 amending the Township's Right to Know Policy**

Manager Oswalt stated that this amendment is due to a PSATS recommendation to address anonymous and verbal requests which have recently become difficult for municipalities to respond to.

**Motion** by C. Richards and seconded by M. Cashman to approve Resolution 2024-22 amending the Township's Right to Know Policy, as presented. **Passed** with 5 ayes.

### **Acknowledgement of Danielle Strayers WWTP Laboratory Technician's completion of her probationary period**

Manager Oswalt stated that no action is needed, this acknowledgement allows Danielle to join the employee pension plan.

### **Approval of Thursday, October 31<sup>st</sup> from 6-8 PM as Trick or Treat night in Dover Township**

**Motion** by R. Stone and seconded by M. Cashman to approve Thursday, October 31<sup>st</sup> from 6-8 PM as Trick or Treat night in Dover Township, as presented. **Passed** with 5 ayes.

### **Potential Zoning Hearing Board Applications for discussion**

Manager Oswalt stated that she provided the Board with two applications for people to serve on the Zoning Hearing Board.

J. McLucas stated that there is one member position open and one alternate position open.

Manager Oswalt questioned if the Board would like to interview both applicants and if so when.

Consensus of the Board was to interview each applicant individually during a work session meeting at the next meeting on September 23<sup>rd</sup>.

**Approval of the Contract with York County Planning for a \$100,000.00 CDBG Grant for Phase I of the Sunrise Acres Storm Pipe Lining Project**

Manager Oswalt stated that pending the County receiving their annual funding as projected from the CDBG Program, the Township will be receiving \$100,000.00 per year for 2024-2026 as requested.

**Motion** by R. Stone and seconded by S. Parthree to approve the contract with York County Planning for a \$100,000.00 CDBG Grant for Phase I of the Sunrise Aces Storm Pipe Lining project, as presented. **Passed** with 5 ayes.

**Approval of the 2025 Animal Control Agreement with Klugh Animal Control**

Manager Oswalt stated that she provided the Board with a copy of the contract and highlighted the changes in blue with the prior year's fees indicated in pen above the proposed changes.

**Motion** by C. Richards and seconded by R. Stone to approve the 2025 Animal Control Agreement with Klugh Animal Control, as presented. **Passed** with 5 ayes.

**MuniciBid Log House Sale Update**

Manager Oswalt stated unfortunately, staff have been contacted by the winning bidder indicating that they will not be taking the Log House and would like their money back. The winning bidder was looking to relocate the Log House but after having several professionals look at the building, they did not recommend the relocation of the building. The Public Works Director reached out to the second highest bidder, and they declined to move forward, and they are still waiting to hear back from the third highest bidder. The money needs to be refunded back to the bidder before the Township can do anything with the Log House since it would no longer be owned by the Township if we kept the monies. The Board then needs to make a decision on whether they want to put it on MuniciBid again or just tear down the building ourselves. The Facilities Superintendent does have money in the budget to hire someone to demolish the structure.

R. Stone questioned how what the offered was for the Log House.

Manager Oswalt stated the Log House sold to the highest bidder for \$1,550.00.

**Motion** by R. Stone and seconded by C. Richards to approve the refund of \$1,550.00 to the bidder and put the Log House back on MuniciBid with a reserve of \$100.00, as presented. **Passed** with 5 ayes.

**MS4 UPDATE**

Dover, West Manchester, and Manchester Township- Eagle View Park's Fox Run Stream Restoration Project on Tuesday, September 17 from 6:30-7:30 PM. Manager Oswalt acknowledged and thanked Buchart Horn and CS Davidson for providing the door prizes for the night.

## **OLD BUSINESS**

Manager Oswalt stated that at some point in the future she needs to know when the Board might want to talk about the East Canal Road and Fox Run Road improvements. The property owners want to be made aware when the next meeting is going to be held to discuss that topic.

T. Myers stated that the Board will need to choose one of the four sketch plans if they plan on moving forward with the project. The sketch plan options were as follows; holding the existing centerline, sliding everything to the south, the other variations are whether or not you slide the right of way of the north section of Fox Run Road over 3 ½ feet.

After further discussion, the Board came to a consensus of having another work session on the topic at the second October meeting.

## **COMMENTS FROM THE BOARD**

S. Parthree stated that Sunday there was a meeting with all the sports organizations.

## **COMMENTS FROM THE PUBLIC**

B. Emig stated that emergency services were on standby for tropical storm Debby. He and his deputy were able to get a tour of the High School and have had discussion with the person who oversees safety. If there is ever a mass casualty event the school has agreed to allow the Township to be a mass casualty care center. Brooke Scarce is also helping him with updating the Emergency Operations Plan that has to be updated every two years.

**With no further business, Chairperson Stephen Stefanowicz concluded the Board of Supervisors meeting at 7:49 PM and the full Board of Supervisors entered an Executive Session to discuss comp time, a union contract matter, and a potential matter of litigation involving the Harmony Grove Road/Carlisle Road/ Intermediate Avenue project.**

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