

**DOVER TOWNSHIP
BOARD OF SUPERVISORS
MEETING MINUTES
January 13th, 2025**

The Dover Township Board of Supervisors for Monday, January 13th, 2025, was called to order at 6:00 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; John McLucas, Planning Director; Terry Myers, Township Engineer; Cory McCoy, CS Davidson; Christopher Hamme, Public Works Director; Mark Henise, ELA Group, and Brooke Scarce, Township Secretary. There were 13 members of the public present.

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

WORK SESSION- EAST CANAL/ FOX RUN INTERSECTION DISCUSSION

T. Myers stated design options 3 and 4 which relocates the intersection appear to be the best alternatives due to the acquisition of the property on the northeast corner.

M. Henise stated that ELA Group has prepared several different options for the relocation of the intersection. In option 3, the intersection is shifted approximately 30 feet to the east and with that, the north and south lanes would be realigned. Option 3 also uses 200-foot centerline radii which comes from Subdivision and Land Development Ordinance which is the minimum radius for a local street. Option 4 has 300-foot centerline radii but has a greater impact on the property along Fox Run Road. Option 4 also allows southbound tractor trailers to make a left-hand turn.

T. Myers stated that the 35-foot radius could go in without relocating utility poles at this time. If the Board would like to add the truck turning accommodations the utility poles near the intersection would need to be relocated.

M. Henise stated that option 4 has 300-foot centerline radii which also comes from the Subdivision and Land Development Ordinance based on a collector road provision.

T. Myers stated that a smaller radius would allow for a lesser impact.

M. Cashman question if that intersection and section of road was considered a local road.

J. McLucas stated that it is a collector road.

C. Richards stated that he would like to move forward with Option 4 and include the turning radius for tractor trailers now versus in the future.

C. Hamme questioned if PennDOT would approve the design without turning lanes.

M. Henise stated that he does not see why PennDOT would not approve the design even if there are not turning lanes.

R. Stone questioned what the steps are to move forward.

T. Myers stated that the next step would be submitting the design to PennDOT and setting up a meeting with them to discuss the design and any possible concerns that they may have.

Tammy Lohss from 1587 East Canal Road questioned how far the road will be shifted towards her driveway.

T. Myers stated that there are two driveways going into the property located at 1591 East Canal Road and the third driveway is Mrs. Lohss'. The radius is going to start about halfway between the two driveways.

T. Lohss questioned what is going to happen to the rest of the properties. She expressed concerns about noise from the traffic.

T. Myers stated that it is still too early to determine what exactly is going to happen to the rest of the properties. He stated that this is just the early stages of the project, there are still other factors that need to be completed before moving forward with the project, one of the factors being approval from PennDOT.

Motion by C. Richards and seconded by R. Stone to submit design Option 4 to PennDOT with the accommodation of a bigger radius for tractor trailer movements, as presented. **Passed** with 5 ayes.

The work session concluded at 6:19 PM and the Board of Supervisors continued regular business on the agenda.

**APPROVAL OF THE REGULAR BOARD OF SUPERVISOR MINUTES FOR
DECEMBER 9TH, 2024
APPROVAL OF THE REGULAR BOARD OF SUPERVISOR REORGANIZATION
MINUTES FOR JANUARY 6TH, 2025**

Motion by R. Stone and seconded by M. Cashman to approve the Regular Board of Supervisor Minutes for December 9th, 2024, and the Regular Board of Supervisor Reorganization Minutes for January 6th, 2025, as presented. **Passed** with 5 ayes.

TREASURER'S REPORT

**APPROVAL OF THE JANUARY 6TH, 2025 WARRANT IN THE AMOUNT OF \$1,420.63
APPROVAL OF THE JANUARY 10TH, 2025 WARRANT IN THE AMOUNT OF
\$143,646.55 (2024 BILLS)
APPROVAL OF THE JANUARY 10TH, 2025 WARRANT IN THE AMOUNT OF \$156.85
(LIQUID FUELS)**

APPROVAL OF THE JANUARY 13TH, 2025 WARRANT IN THE AMOUNT OF \$327,956.08

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

PUBLIC COMMENT

Mike Cusimano – 2943 Solar Drive- Property Maintenance Associated with 2939 Solar Drive

Mr. Cusimano was not present at the meeting.

Ashley Geiselman and Richard Costabile – 4810 Carlisle Road- NOB connection notification

R. Costabile stated he and Ashley Geiselman, received a notice on October 6th, 2022 for the North of the Borough Project. The letter stated that 3,000 feet of the existing water line was going to be replaced, as well as an additional 1,000 feet split between Harmony Grove Road and George Street. The letter states that the homeowner is required to connect per Ordinance at a connection fee of \$3,922.00. He read part of Ordinance Chapter 26-106 to the Board. Ms. Geiselman acquired the property in 2017 and after further research, the water system was in existence prior to September 2nd, 2008. The Ordinance states that prior to September 2nd, 2008, the previous owners were not required to hook up. Ashley filled out a Right to Know Request and none of the documents that were provided to her included any violations of an ordinance. The property also has an existing well that has been tested and is safe. Based on the research they did, they concluded that the property was exempt from connecting to the water system. Another letter dated October 22nd, 2024, stated that the property owners are required to connect to the newly installed water line. The letter also stated the Ordinance and the conditions. To get better clarification an email was sent to the Township on November 6th, 2024, and Mr. Hamme responded to the email stating that no one meets all three of the conditions because the new water line has replaced the existing line. After that response, they sought other legal counsel from Barley Snyder and Stock and Leader. After they reviewed the documents, both legal firms advised Ms. Geiselman not to connect to the new water system based on the conditions of the Ordinance. The property located at 4810 Carlisle Road meets all the conditions of the Ordinance and should not be required to connect to the new water system.

S. Stefanowicz stated the Board will not be able to provide any answers tonight since this is the first time they have heard about the issue. They will take the information and investigate it further on their end and provide a response later.

SOLICITOR'S REPORT**Real Estate Purchase of 1591 E. Canal Road**

C. Miller stated that a purchase agreement was drafted by his office and approved by the homeowners without any changes. The homeowners have signed the Purchase Agreement and a Disclosure Statement which need to be countersigned by the Township.

Manager Oswalt noted that the property owners did ask if they could keep the appliances.

Cherie Saxon from 1591 East Canal Road questioned if she could keep the curtains.

The Board was fine with the property owner keeping their appliances and curtains.

Motion by S. Parthree and seconded by C. Richards to approve the Real Estate Purchase of 1591 East Canal Road, as presented. **Passed** with 5 ayes.

ENGINEER'S REPORT, T. MYERS

T. Myers stated that he does not have any action items but did provide the Board with a report. However, he did mention that he reached out to the Board members regarding the roundabout at Harmony Grove Road and Carlisle Road. He asked the Board members to provide him with their comments by the end of the week.

Manager Oswalt stated that this is just for the preliminary layout.

MANAGER'S REPORT, L. OSWALT

Approval to advertise for bidders for the Dover Township Municipal Building Addition Project

Manager Oswalt noted that two years ago when she was provided an estimated cost for the building addition. In preparation for going out to bid, the numbers were updated and came in lower than the minimum set in the original cost estimate. The second estimate included all of the current building maintenance work and alternates that have been added since the re-design discussion began.

Motion by R. Stone and seconded by M. Cashman to approve the advertisement for bidders for the Dover Township Municipal Building Addition Project, as presented. **Passed** with 5 ayes.

Discussion regarding Tax Collector Compensation for 2026-2029

Manager Oswalt stated that the Tax Collector is currently paid \$24,500.00 for the 2022-2025 term of office. She was at a previous meeting and requested an increase of \$2,500.00 which would salary to \$27,000.00 per year. The salary for the Tax Collector must be set prior to February before any candidates choose to file their petitions for the elected office. The School District and the County pay Mrs. Keener as well. The School District and the County pay based on a per bill basis and the Township pays a flat amount. In 2020, the Tax Collector asked for a \$2,500.00 raise and the Board authorized a \$1,500.00 raise.

S. Stefanowicz stated that the \$2,500.00 is roughly a 10% increase.

R. Stone stated that the \$2,500.00 is not unreasonable but it doesn't consider the other expenses that the Township contributes.

M. Cashman stated that he is fine with what the Tax Collector presented.

S. Stefanowicz stated that he thinks the \$2,500.00 is too much but he would be willing to increase the rate by \$1,500.00.

Motion by S. Stefanowicz and seconded by C. Richards to approve the increase of \$1,500.00 for the Tax Collector's Compensation for 2026-2029, as presented. **Passed** with 5 ayes.

Discussion regarding Act 94 of 2024 which allows local government to raise the maximum compensation of Second-Class Township Supervisor's for any new term of office

Manager Oswalt stated that in October of 2024, Act 94 was passed by the legislature which amended the Second-Class Township Code and raised the amount that Supervisors can make based upon population. The last time the Supervisors received a raise because of a change to the code was in 1995. However, Dover Township's Supervisors received an increase in 2005 because the population grew. Currently, the Supervisors make \$4,125.00 a year. The legislation has increased the amount to \$6,915.00 a year for the size of the municipality of Dover Township. To establish the \$6,915.00, it must be completed by Ordinance, and it would be for any Supervisors who runs for office and gets elected in a future term.

R. Stone stated that he has been doing his own research on this topic because it is hard to find volunteers. Throughout his research he found that other municipalities are also paying a per diem to their Zoning Hearing Boards, Planning Commission, and Sewer Authority members.

Manager Oswalt stated that this increase will not affect the current Supervisor's, this will only affect the new Supervisors coming in. This is also not something that needs to be decided on tonight. She also noted that the Zoning Hearing Board and Planning Commission are paid each year for each meeting they attend.

Manager Oswalt noted there is a second part to this Act which allows healthcare to be considered for Supervisors as well. Currently, we do not have anything in place that recognizes that in our Township but there are other Townships that offer health insurance to their Supervisors.

R. Stone stated that it would be a good benefit to a Supervisors. However, if healthcare is going to become an option for the Supervisors, it should only be provided to that Supervisor and not their spouse or family.

S. Parthree stated that currently, the Township requires employees to work 35 hours a week before they are offered health insurance.

R. Stone stated that this is something set by legislation and the legislator has defined this option.

Manager Oswalt stated that there is a provision in the code that requires that whoever would choose to be on the health insurance plan would have to present a letter at a public meeting.

C. Miller stated that the health insurance is the same as the compensation, if the Board were to vote on adding health insurance as an option, no sitting supervisor would be able to participate until their next term of office.

The Board decided to table this agenda item until a future meeting.

MS4 UPDATE

There were no MS4 updates.

OLD BUSINESS

There was no old business at this time.

COMMENTS FROM THE BOARD

Consideration of the Sewer Authority Application from Christian Mitchell

R. Stone stated that the Board received an application for a gentleman who would like to serve on the Sewer Authority. He has requested that Christian Mitchell attend the next meeting for an interview.

Consensus of the Board was to interview Christian Mitchell at the next meeting during the Work Session.

C. Richards complimented the Township Public Works Department and how well the roads look after the snowfall earlier in the week.

COMMENTS FROM THE PUBLIC

Mary Hamm from 1501 East Canal Road questioned if the intersection at Fox Run Road and East Canal Road is being improved for the Warehouse Project.

Manager Oswalt stated that it is not being improved for the Warehouse Project. The intersection is being improved due to safety issues and concerns. The Warehouse Project's main entrance will be located on Bull Road, however, there is an emergency access that is located on Fox Run Road but that is for emergency vehicle purposes only.

Lisa Shaffer from 1529 East Hunter Dr asked for an update on the Warehouse Project.

J. McLucas stated that the Board has until January 28th to act on the plan, however, he is anticipating another extension. He has reached out to the project representatives, and they are still working through obtaining right of ways and utility access. There has not been a revised plan resubmission since August of 2024.

L. Shaffer questioned how many extensions the Board is going to grant them.

J. McLucas stated that it is typical for multiple extensions to be filed, especially since the warehouse is a large project.

With no further business, Chairperson Stephen Stefanowicz concluded the Board of Supervisors meeting at 7:10 PM.

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