

**DOVER TOWNSHIP
BOARD OF SUPERVISORS
MEETING MINUTES
February 24th, 2025**

The Dover Township Board of Supervisors for Monday, February 24th, 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; Charles Rausch, Township Solicitor; John McLucas, Planning Director; Cory McCoy, Township Engineer; Christopher Hamme, Public Works Director; Matthew Helwig, Assistant Public Works Director; Gregg Anderson, Northern Regional Police Lieutenant; and Brooke Scarce, Township Secretary. There were 3 members of the public present.

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

**WORK SESSION
CONTINUATION OF THE DISCUSSION OF SEWER REGULATIONS SECTION 3
AND 4**

R. Stone and S. Parthree stated that they had no changes to offer.

C. Richards questioned whether there was a way for the Township to help residents that are being required to connected to the public system. He also asked if there was a way for the Township by establishing a payment system.

Manager Oswalt stated that the County has a program through the USDA which was provided to the residents when the original letters were sent out. There were people who benefited from the program if they qualified.

C. Hamme noted that the residents were notified about the project at least two years in advance so they had time to plan.

Manager Oswalt stated that a previous Board allowed for a payment plan for a section of Palomino Road where a group of residents had failed septic systems, and the Utility Billing Clerk is still dealing with payment issues involving it 20 years later. In that case, the residents approached the Township to complete the project.

S. Stefanowicz questioned how long the residents have to connect.

C. Hamme stated that the timeframe will change with the new regulations, but it is currently 60 days for sewer and 90 days for water. The new regulations for both water and sewer will be 120 days.

Manager Oswalt stated that the 120 days starts on the day they receive a notice the system is installed and ready for connection.

C. Hamme stated that they will be going through the same process for Phase II of the North of the Borough Project.

Manager Oswalt stated that in the regulations there is a section that makes it clear for commercial customers or even residential customers that use of the public services over the EDU value that they have already purchased can result in the customer being required to purchase additional EDUs.

C. Richards questioned if the grinder pumps are the Township's responsibility.

C. Hamme stated that they are not our responsibility, it is the homeowner's responsibility.

Manager Oswalt noted that there was lots of discussion about the termination of service section. In the past, resident have been allowed to cap their line and be charged half rate. That will be going away with the new regulations, there will no longer be a half rate option. The residents will either be paying the full rate or no bill at all.

C. Hamme stated that the half rate was confusing because the water would get turned on or off and it was not always well documented, which then caused billing issues.

Manager Oswalt stated that there will be an amendment to the Fee Resolution to change fees for sampling and surcharge situations.

Manager Oswalt stated that Attorney Miller had asked the Board to review sections 3 and 4 of the sewer regulations but she also noted that there was a section 5 and 6 that would need to be reviewed prior to starting the water section. There were very minimal changes to those sections and she was not sure if the Board would like to review those two section at the next meeting or move onto the water portion of the regulations.

The consensus of the Board was to review sections 5 and 6 of the sewer regulations at the next meeting as well as sections 1 and 2 of water.

The work session concluded at 6:18 PM and the Board of Supervisors continued with the regular business on the agenda.

APPROVAL OF THE JOINT BOROUGH MEETING MINUTES FOR JANUARY 27TH, 2025

Motion by R. Stone and seconded by M. Cashman to approve the Regular Board of Supervisor Minutes for January 27th, 2025, as presented. **Passed** with 5 ayes.

TREASURER'S REPORT

APPROVAL OF THE FEBRUARY 12TH, 2025 WARRANT IN THE AMOUNT OF \$20,361.41

APPROVAL OF THE FEBRUARY 21ST, 2025 WARRANT IN THE AMOUNT OF

**\$25,166.82 (2023 BOND)
APPROVAL OF THE FEBRUARY 21ST, 2025 WARRANT IN THE AMOUNT OF
\$56,817.88 (LIQUID FUELS)
APPROVAL OF THE FEBRUARY 24TH, 2025 WARRANT IN THE AMOUNT OF
\$260,093.05**

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

PUBLIC COMMENT

There was no comments from the public.

NORTHERN REGIONAL POLICE UPDATE

G. Anderson stated that he is sure everyone is aware of the incident that happened over the weekend at UPMC Hospital. One of Northern Regional's Officer was wounded and is out of the hospital recovering at home. There was a total of 18 Northern Regional Police Officers that were at the scene. He also noted that one of their Officers who is Dover graduate will be retiring after 31 and a half years of service.

SOLICITOR'S REPORT

Authorize Laurel A. Oswalt, Township Manager to execute all the settlement documents for 1591 East Canal Road on behalf of the Township

Motion by R. Stone and seconded by M. Cashman to authorize Laurel A. Oswalt, Township Manager, to execute all the settlement documents for 1591 East Canal Road, as presented. **Passed** with 5 ayes.

ENGINEER'S REPORT, C. MCCOY

C. McCoy stated that he does not have any action items but did provide the Board with a report. However, he did note that ELA Group has identified available sight distances at the Fox Run Road and Canal Road for the existing and proposed intersection. A virtual meeting was held today with PennDOT and further items were noted to review prior to a submitted for their review.

PLANNING DIRECTOR'S REPORT, J. MCLUCAS

Approve & Sign Big Mount Lodge, LLC Final Land Development Plan – Paradise Township

J. McLucas stated that this project is happening in Paradise Township, but a small portion of the project is in Dover Township. There are no improvements being completed within the boundaries of Dover Township.

Motion by C. Richards and seconded by S. Parthree to approve and sign Big Mount Lodge, LLC Final Land Development Plan- Paradise Township, as presented. **Passed** with 5 ayes.
Authorize Chairman to sign Hold Harmless Agreement Investment Real Estate Construction (Moove-In)

J. McLucas stated that the contractor ran into time delays with Met Ed, so they were not able to complete a portion of the sidewalks. The supplementary agreement just states that in the event of an injury, they would be held solely responsible.

Motion by S. Parthree and seconded by M. Cashman to authorize the Chairman to sign Hold Harmless Agreement Investment Real Estate Construction (Moove-In), as presented. **Passed** with 5 ayes.

S. Stefanowicz asked to explain in depth what his meeting was about with Seth Grove.

J. McLucas states that Representative Seth Grove has now been appointed the Chairman of Labor and Industry, which has oversight of the Uniform Construction Code (UCC). The UCC defines when a permit is required or not required. When a permit is not required, local jurisdiction prevails. In some cases, the UCC stipulates the necessary regulations for compliance. When a permit is required, a project is required to fully comply with the residential code (IRC) or commercial code (IBC). Full compliance with IBC standards is burdensome on certain types of ag-related uses (i.e. Farmer's Market) and small/home businesses (i.e. home-based accountant or hair salon). They discussed ways regulations could be revised to implement a common-sense approach to some of these small businesses similar to how the UCC regulations in-home daycares.

MANAGER'S REPORT, L. OSWALT

Approval of the Low Bidders Base Bid for the Dover Township Building Addition Project:
ECI, LLC- General Contractor- \$4,249,000.00
Garden Spot Mechanical- Plumbing- \$443,000.00
MidState Mechanical & Electrical- HVAC- \$720,950.00
MidState Mechanical & Electrical- Electrical- \$975,000.00

Manager Oswalt stated the Township only received one bid for the general contractor, but several for each of the other trades. The price of the project is within both Mulas' and their independent consultant's bid estimates. The recommendation is that we should wait to award the alternates as change orders; however, staff feels that all are justifiable with the expectation of #4-1 for the administrative covered parking area. The architect will discuss other options with the contractors once the award of the project is made.

Motion by C. Richards and seconded by M. Cashman to approve the Lowest Bidders Base for the Dover Township Building Addition Project to the following; ECI, LLC- General Contract- \$4,249,000.00, Garden Spot Mechanical- Plumbing- \$443,000.00, MidState Mechanical & Electrical- HVAC \$720,950.00, and MidState Mechanical & Electrical- Electrical- \$975,000.00, as presented. **Passed** with 5 ayes.

Approval of Materials Testing and Inspection Services Testing Proposal with Mula Group at \$29,280.00

Manager Oswalt stated that inspections which are outside of the scope of Mula Group and CSD's service agreement will be necessary for the Building Addition Project, as it pertains to earthwork, backfilling, asphalt replacement, footing/steel observations, cast in place concrete, masonry work, and steels welds.

Motion by M. Cashman and seconded by S. Parthree to approve the Materials Testing and Inspection Services Testing Proposal with Mula Group at \$29,280.00, as presented. **Passed** with 5 ayes.

Approval of an Amendment to the Poplars Road Culvert Replacement CDBG Grant to decrease the amount to \$59,333.00

Manager Oswalt stated that this is the final pricing of the project which will be closed out in the spring once the grass has come in sufficiently.

Motion by M. Cashman and seconded by R. Stone to approve the amendment to the Poplars Road Culvert Replacement CDBG Grant to decrease the amount to \$59,333.00, as presented. **Passed** with 5 ayes.

Approval of an Amendment to the George Street Guiderail Replacement CDBG Grant to decrease the amount to \$22,000.00

Manager Oswalt stated that this is a reduction due to the bid coming in under budget. The project is complete, and the grant is under final review for closure.

Motion by R. Stone and seconded by S. Parthree to approve the amendment to the George Street Guiderail Replacement CDBG Grant to decrease the amount to \$22,000.00, as presented. **Passed** with 5 ayes.

Approval of Resolution No. 2025-09 Amending the 2025 Budget

Manager Oswalt stated that this amendment adjusts the budget for the purchase of 1591 East Canal Road, the mowing bid increase, and an error found in the budget spreadsheet formula for recreation staff pay and benefits.

Motion by R. Stone and seconded by M. Cashman to approve Resolution No. 2025-09, as presented. **Passed** with 5 ayes.

PUBLIC WORKS DIRECTOR'S REPORT, C. HAMME

Approval to Advertise the following 2025 Road Work Bids

Street Cut Restoration 2025-2026

Paving and Fabric on Hilton Avenue (from end of Wawa property to Carlisle Road)

Paving and Fabric on Tower Drive (from Davidsburg Road to Tiffany Drive)

Paving and Fabric on Kunkles Mill Road (from Bull Road to Circle Drive)

Seal Coat “Double Application” on Clearview Road (from Davidsburg Road to Harmony Grove Road)

Motion by C. Richards and seconded by S. Parthree to approve and advertise the following Road Work Bids; Street Cut Restoration 2025-2026, Paving and Fabric on Hilton Avenue (from end of Wawa property to Carlisle Road), Paving and Fabric on Tower Drive (from Davidsburg Road to Tiffany Drive), Paving and Fabric on Kunkles Mill Road (from Bull Road to Circle Drive), and Seal Coat “Double Application” on Clearview Road (from Davidsburg Road to Harmony Grove Road), as presented. **Passed** with 5 ayes.

Approval to Advertise the following 2025 Stormwater Pipe and Inlet Replacement Bids

Stormwater Pipes and Inlets along Blackberry Road

Stormwater Pipe that crosses Conewago Road at Well House #8

Motion by R. Stone and seconded by M. Cashman to approve and advertise the following 2025 Stormwater Pipe and Inlet Replacement Bids; Stormwater pipes and Inlets along Blackberry Road and Stormwater Pipe that crosses Conewago Road at Well House #8, as presented. **Passed** with 5 ayes.

Approval to Advertise the following 2025-2026 Materials

Crushed Aggregate

Superpave Mixtures

Latex Modified Cold Patch

Class AAA 4,000 PSI Concrete

Motion by C. Richards and seconded by S. Parthree to approve and advertise the following 2025-2026 Materials; Crushed Aggregate, Superpave Mixtures, Latex Modified Cold Patch, and, Class AAA 4,000 PSI Concrete, as presented. **Passed** with 5 ayes.

Approval to Accept the Highest Bidder for the following MunicibiBid Items

2002-2006 Caterpillar Backhoe Parts- \$208.00

Construction Sign Holders- \$192.00

Innova FixAssist 317ORS ODB1- \$110.00

Rebar Wire Ties- \$1.00

Homemade Hydro Seeder- \$400.00

Motion by M. Cashman and seconded by R. Stone to approve and accept the Highest Bidder for the following MunicBid Items; 2002-2006 Caterpillar Backhoe Parts, Construction Sign Holder, Innova FixAssist 317ORS ODBI, Rebar Wire Ties, and Homemade Hydro Seeder, as presented. **Passed** with 5 ayes.

RECREATION DIRECTOR'S REPORT

Manager Oswalt provided the Board with the following upcoming events;

March 14- Kids Baking Class at the Community Building

March 14- Card and Collectibles Show at Community Building from 8am-2pm

March 25- Kids Baking Class at the Community Building

Manager Oswalt noted registration for Bunny Fest and the Adult Easter Egg Hunt will be available for Dover residents and their guests starting March 1st.

MS4 UPDATE

C. Hamme stated that he and the Assistant Public Works Director will be starting the BMP inspections.

Manager Oswalt stated that the new permit is out for review and there's an early training session that will be held in March by the County. The permit switches from pollution reduction to volume control of water.

OLD BUSINESS

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 and allowing Supervisor's to be eligible for healthcare

R. Stone stated that the State is now allowing Municipalities to bump the Board Members compensation to \$6,915.00. He is suggesting that the Board considers moving the compensation to the new rate. As part of this study, he has also spoken to multiple Supervisors from neighboring municipalities and even reached out PSATs. The Supervisors do have the ability to participate in the benefits plan. He also suggest paying a per diem to the members serving on the Planning Commission, Zoning Hearing Board, and Sewer Authority. Supervisors who are serving as the liaison on those committee would be ineligible for those payments. He had spent a lot of time on the phone PSATs specifically regarding the benefits plans. A supervisor is not an employee so he doesn't think they should get the same benefits as an employee. With offering benefits, it could attract quality candidates and also keep quality candidates.

Manager Oswalt stated that the Zoning Hearing Board and the Planning Commission are paid \$20.00 per meeting, which is then paid out at the end of each year.

R. Stone stated that by statute, none of the current Board members are eligible for the new compensation rate. He will not be running again, but he would like to make a difference for the future Board members.

S. Parthree questioned what would need to be completed or updated for Supervisors to be eligible for benefits.

Manager Oswald stated that they would have to amend the plan because it currently requires employees to work 35 hours. To her understanding, the code requires Board members to submit a letter annually requesting to be on the plan.

R. Stone stated that it also has to be done at a public meeting. This is also something that is not mandatory so the Supervisors wouldn't have to participate but there would be the option for them to join if they would like.

Manager Oswald stated that right now the Ordinance states how much the Board gets paid, but it does not talk about healthcare. Attorney Miller had previously said that if this is something the Board would like to move forward with, the Ordinance would have to be amended to raise the compensation and include language about the healthcare.

S. Parthree questioned if there would be an option for the Supervisor to choose to accept the compensation or accept the benefits.

C. Rausch stated that he does not think they would be able to offer an either/or option.

Manager Oswald stated that the benefits will exceed the pay even for a single participant. A determination also needs to be made on what the amount of contribution rate for a Supervisor on the plan will be so that it is clear what the Township/Supervisor are expected to pay toward the benefit. She had provided some dollar values in a previous Board report as information.

R. Stone stated that after all the research he did, we are the only Township who does not offer health benefits.

C. Richards stated that he would like to do more research before making a decision.

S. Stefanowicz stated that he would not be voting on the action item whenever it becomes an item on the agenda to take action on.

The consensus of the Board was to table this agenda item until a future meeting.

COMMENTS FROM THE BOARD

R. Stone stated that he will not be present at the March 10th meeting.

S. Parthree stated that he will not be present at the March 10th meeting.

C. Richards stated that he will not be present at the March 24th meeting.

COMMENTS FROM THE PUBLIC

There was no comments from the public.

With no further business, Chairperson Stephen Stefanowicz concluded the Board of Supervisors meeting at 7:21 PM.

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