

**DOVER TOWNSHIP
BOARD OF SUPERVISORS
MEETING MINUTES
March 10th, 2025**

The Dover Township Board of Supervisors for Monday, March 10th, 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 and Michael Cashman. Robert Stone and Stephen Parthree were absent with prior notification. 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; Matthew Helwig, Assistant Public Works Director; Marie Holland with GMS (virtually), Kathy Bruder with Saxton and Stump (virtually), and Brooke Scarce, Township Secretary. There were 4 members of the public present.

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

**WORK SESSION
CONTINUATION OF THE DISCUSSION ON SEWER REGULATIONS SECTION 5
AND 6 AS WELL AS WATER 1 AND 2**

C. Richards questioned how the Township knows when a customer needs to be charged extra EDUs.

Manager Oswalt stated that the Utility Billing Clerk keeps track of that, and sewer commercial customers are based on water consumption.

T. Myers stated that he did reach out to surrounding municipalities in the area and he could not find any waiver of a mandatory connection based upon a developer doing an extension.

With no further discussion, Attorney Miller stated that the Board should review sections 3-6 of the water regulations and come prepared to discuss those sections for the next meeting.

The work session concluded at 6:06 PM and the Board of Supervisors continued with the regular business on the agenda.

**APPROVAL OF THE REGULAR BOARD OF SUPERVISOR MINUTES FOR
FEBRUARY 24TH, 2025**

Motion by C. Richards and seconded by M. Cashman to approve the Regular Board of Supervisor Minutes for February 24th, 2025, as presented. **Passed** with 3 ayes.

TREASURER'S REPORT

**APPROVAL OF THE MARCH 7TH, 2025 WARRANT IN THE AMOUNT OF \$14,827.00
(2023 BOND)**

APPROVAL OF THE MARCH 7TH, 2025 WARRANT IN THE AMOUNT OF \$30,052.67 (LIQUID FUELS)

APPROVAL OF THE MARCH 10TH, 2025 WARRANT IN THE AMOUNT OF \$665,164.67

Motion by M. Cashman and seconded by C. Richards to approve the above referenced warrant totals, as presented. **Passed** with 3 ayes.

PUBLIC COMMENT

There were no comments from the public.

SOLICITOR'S REPORT

C. Miller stated that he does not have any action items, but he did provide the Board with an updated report.

MANAGER'S REPORT, L. OSWALT

Recognition of the completion of the probationary period for the following employees

Jeffrey Mummert- WWTP Trainee

Pedro Cruz- WWTP Trainee

Blake Dellinger- Water Trainee

Appointment of Emily Miller to the Industrial Commercial Development Committee

Manager Oswalt stated that Emily Miller is the new CTE Director at the High School.

Motion by C. Richards and seconded by M. Cashman to appoint Emily Miller to the Industrial Commercial Development Committee, as presented. **Passed** with 3 ayes.

Award of the Joint Linepainting Bid to D.E. Gemmill, Inc. in the amount of \$70,325.00

Motion by C. Richards and seconded by M. Cashman to award the Joint Linepainting Bid to D.E. Gemmill, Inc. in the amount of \$70,325.00, as presented. **Passed** with 3 ayes.

Approval of an agreement with GMS and Saxton & Stump to provide consultant services for Route 74/ Harmony Grove Road/ Intermediate Avenue Traffic Circle

Manager Oswalt stated that the guests that are attending the meeting virtually represent GMS and Saxton & Stump. They are both consulting services. GMS is a grant writing service and Saxton & Stump is a law firm that provides lobbying services. To be able to get grants through the programs that would fund the traffic circle, the Township will need people who are more knowledgeable about those grant programs. These companies were recommended by our traffic engineer TPD.

M. Holland stated that her company works with municipalities across the state to pursue grant funding, which includes developing a funding strategy, authoring and compiling grant applications, and working on the backend with the grant parameters. They partner frequently with Saxton & Stump to help add advocacy.

K. Bruder stated that her company is a law firm, but she chairs the government relation regulatory group. They also have a few lobbyists and government relation advisors. Her job is to work with the State Senator Dawn Keefer and Representatives Mark Anderson and Seth Grove. They will also inform the York County delegation and work with the respective leaders of the House and the Senate as they are reviewing the funding applications. They will also be working with PennDOT since they have a funding source as well. They are very successful with their clients as they continue to communicate on the client's behalf.

S. Stefanowicz questioned if the grants are mostly State grants or if some are Federal grants as well.

K. Bruder stated the grants are mostly state either through PennDOT or the Commonwealth Financing Authority programs.

S. Stefanowicz questioned how the 12-month program works.

K. Bruder stated their normal terms are 12 months because a lot of the lobbying work is completed upfront, and the fee is then spread over the course of a year. If the Board would like 6-month renewal, they are able to do that as well.

M. Holland stated that GMS also found that the 12-month term is beneficial for the public sector clients because it takes roughly 12 months to develop the application, submit the application, and get awarded the money.

T. Myers questioned if the Township must spend the money upfront and then gets reimbursed.

M. Holland stated that both funding sources are a reimbursement program.

Manager Oswald stated that both grants have a 30% match.

S. Stefanowicz questioned how updates and communication would work moving forward.

K. Bruder stated that they work with the client to determine their preferred way of communication. Saxton & Stump's preferred way of communication is bi-weekly calls. Once the application has been submitted and they are in a waiting period they would not need to meet as often.

M. Holland stated that they would also provide a monthly memo for the Board members regarding their activities.

Manager Oswald stated that she would provide the Board with the monthly memo in their meeting packets.

C. Miller stated that from a legal aspect everything has been reviewed and suggested amendments have been made. The agreement is ready to be signed.

Motion by C. Richards and seconded by M. Cashman to approve the agreement with GMS and Saxton & Stump to provide consultant services for Route 74/ Harmony Grove Road/ Intermediate Avenue Traffic Circle, as presented. **Passed** with 3 ayes.

Motion by C. Richards and seconded by M. Cashman to approve the agreement with Saxton & Stump to provide consultant services for Route 74/ Harmony Grove Road/ Intermediate Avenue Traffic Circle, as presented. **Passed** with 3 ayes.

Manager Oswalt stated that there will be an executive session held at the end of the meeting.

PUBLIC WORKS DIRECTOR'S REPORT, C. HAMME

Approval of Resolution No. 2025-10 acknowledging April as Pennsylvania 811 Safe Digging Month

Motion by M. Cashman and seconded by C. Richards to approve Resolution No. 2025-10 acknowledging April as Pennsylvania 811 Safe Digging Month, as presented. **Passed** with 3 ayes.

Approval of Resolution No. 2025-11 National Public Works Week May 18th-24th

Motion by M. Cashman and seconded by C. Richards to approve Resolution No. 2025-11 acknowledging National Public Works Week May 18th-24th, as presented. **Passed** with 3 ayes.

Approval of Payment Application No. 1 to E.K. Services in the amount of \$38,445.33 for the Carlisle Road Watermain Upgrade

Motion by C. Richards and seconded by M. Cashman to approve Payment Application No. 1 to E.K. Services in the amount of \$38,445.33 for the Carlisle Road Watermain Upgrade, as presented. **Passed** with 3 ayes.

C. Richards stated that E.K. Services is doing a great job of keeping traffic flowing smoothly.

S. Stefanowicz asked for an update on the completion of the project.

C. Hamme stated that they are roughly 40% complete with the project but that does not include the service tie-ins.

MS4 UPDATE

Manager Oswalt stated the first joint MS4 session will be hosted by Manchester Township on Wednesday, April 22nd at 6 PM at their facility. They will be discussing stormwater issues. Additionally, she will be attending a training with the Public Works Director and the Assistant Public Works Director. The training will be on an overview of the new Draft MS4 permit that is available from the Pennsylvania Department of Environmental Protection.

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.

The consensus of the Board was to table this item until the next meeting.

COMMENTS FROM THE BOARD

S. Stefanowicz stated that he received an email from PennDOT about 2 bridges being closed.

C. Hamme stated that the information was already posted on the Township website, and it went out on the Savvy Citizen app.

COMMENTS FROM THE PUBLIC

There were no comments from the public.

With no further business, Chairperson Stephen Stefanowicz concluded the Board of Supervisors meeting at 6:38 PM and the full Board of Supervisors entered into an Executive Session to discuss personnel and potential land acquisition.

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