

**DOVER TOWNSHIP
BOARD OF SUPERVISORS
MEETING MINUTES
April 28th , 2025**

The Dover Township Board of Supervisors for Monday, April 28th, 2025, was called to order at 6:00 PM by Chairperson Stephen Stefanowicz in the Dover Township Community Building Banquet Room. The Supervisors were Charles Richards, Robert Stone, and Stephen Parthree. Michael Cashman was absent with prior notification. Other Township Representatives in attendance were Laurel Oswalt, Township Manager; Christian Miller, Township Solicitor; John McLucas, Planning Director; Christopher Hamme, Public Works Director; Terry Myers, Township Engineer; Cory McCoy, CS Davidson, Gregg Anderson, Northern Regional Police Lieutenant; Matthew Helwig, Assistant Public Works Director; and Brooke Searce, Township Secretary. There were 27 members of the public present.

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

WORK SESSION

**CONTINUATION OF THE DISCUSSION OF WATER AND SEWER REGULATIONS
SECTION 2.1- MANDATORY CONNECTIONS**

S. Parthree stated that at the last meeting he spoke out in opposition of the mandatory connections. He stated that after speaking with residents there are a couple of reasons as to why they do not want to be required to connect to the public water, cost being the main factor. He suggested giving the residents the choice to connect or to not connect when a new water line is installed or upgraded. When a water line is installed or upgraded, the contractor should run the water line from the main to the curb box and from there, give the residents the option to tap into the curb box at that time. If the residents decide to connect, they will pay the tapping fees to connect. However, if residents choose not to connect, they would be required to pay a water availability fee which would be added onto their quarterly bill. At the last meeting, the Board received a petition from 14 residents who said they do not want to connect to the public water system.

C. Richards suggested finding a third-party company that would allow residents to be able to finance the tapping fees and other costs at no interest. However, if they miss a payment, the resident would be required to pay all the interest back to the first payment due.

S. Parthree stated that he did not discuss his suggestion with the Township staff yet, so they have not provided input to this idea.

S. Stefanowicz stated with Supervisor Parthree's idea in mind, the resident would be required to pay the current tapping fees that are in the most current Fee Schedule. They would not be allowed to pay the fees that were set when the water line was installed or upgraded.

R. Stone stated that he thinks these are all great ideas that were suggested as the water system is expanding. It would allow the Township to recoup some of their money to keep the system

operating and functioning.

C. Miller questioned if this opt-out fee would be for commercial or residential customers.

S. Parthree stated that those details still need to be worked out. However, if a contractor decides to come to the Township and build a new subdivision they would be required to connect all the homes to the public water if the main line is available.

C. Hamme questioned if this would also apply for sewer.

S. Parthree stated that he has not thought about sewer. That is something that can be discussed more with the staff.

C. Miller stated that he would have to do research under Act 537 to see if this concept is a viable option for sewer.

R. Stone stated that he was under the impression that this would only apply to residential customers.

C. Miller agreed that he would need to look into whether this could be applied to commercial customers.

T. Myers stated that when a new development decides to come to the Township, water and sewer issues are reviewed and ways for the developer to help pay for these issues or extensions are determined so as to obtain improvements without a big burden on the existing customers. If residents are not required to connect, they will have no way of tracking how much the income would be to help offset the cost if an extension.

William Breneman from 1615 East Canal Road stated that he has spoken with his surrounding neighbors that have signed the petition, and they have stated that they would have no problem paying a small fee.

James Turnure from 4218 Marlborough Road questioned if Supervisor Parthree had envisioned indefinitely deferring residents who do not want to hook up or is there a statute of limitation.

S. Parthree stated that it is a detail he has not thought about but is willing to discuss this further with the staff.

T. Myers stated that if the property transfers the resident purchasing the house could be required to connect before moving in.

Manager Oswalt stated that it is something that could become an issue, real estate companies/property owners do not always disclose relevant information before property sales occur. If the previous homeowner paid the tapping fees, they should be required to connect before selling the property. The fees should not be passed onto the new homeowner.

C. Miller asked for direction from the Board on how to proceed.

S. Parthree stated that he would like to table this item for the night and is directing staff to look into the idea that he proposed.

C. Miller stated that it sounds like he needs to work with staff on adding language to the current proposed water and sewer regulations to update them. The updating of the regulations will be prepared by the next meeting, but it is unlikely that the matter will be ready for discussion at the next meeting.

W. Breneman stated that the Ordinance has language that includes a date of September 2, 2008 which he believes comes from the 2nd Class Township Code.

C. Miller stated that the language that was added on that date is something that Dover Township specifically added to their Ordinance at that time.

The consensus of the Board was to table this work session topic and revisit this again in four to six weeks when staff had time to discuss it. The work session concluded at 6:28 PM and the Board of Supervisors continued with the regular business on the agenda.

APPROVAL OF THE REGULAR BOARD OF SUPERVISOR MINUTES FOR APRIL 14TH, 2025

Motion by S. Parthree and seconded by C. Richards to approve the Regular Board of Supervisor Minutes for April 14th, 2025, as presented. **Passed** with 3 ayes, R. Stone abstained due to not being at the previous meeting.

TREASURER'S REPORT

APPROVAL OF THE APRIL 25TH, 2025 WARRANT IN THE AMOUNT OF \$1,402.00 (2023 BOND)

APPROVAL OF THE APRIL 25TH, 2025 WARRANT IN THE AMOUNT OF \$538,801.81 (2022 BOND)

APPROVAL OF THE APRIL 30TH, 2025 WARRANT IN THE AMOUNT OF \$393,689.48

Motion by R. Stone and seconded by C. Richards to approve the above referenced warrant totals, as presented. **Passed** with 4 ayes.

PUBLIC COMMENT

Gary Knisley 1051 Cherry Orchard Road- Discuss the road conditions on the following roads; Cherry Orchard Road, Deer Run Drive, and Appaloosa Drive

G. Knisley stated that he has been asked to be the spokesperson on behalf on the HOA for this topic discussion. He stated that the following roads are unsafe; Cherry Orchard Road, Deer Run Drive, and Appaloosa Drive and they need to be addressed. He provided pictures of the roads to

the Board. He has stated the roads were last tar and chipped in the 90's. They have asked multiple times to have their roads placed in the three to five year plan and he is not sure where they currently stand within the plan. The Board needs to give their immediate attention to these roads. He would like to see the road repaved and not just patched and resurfaced. He stated that Cherry Orchard Road has become a short cut from Bull Road to Carlisle Road.

Claudia Evans from 991 Cherry Orchard Road stated that she sent a letter to the Township on April 22nd, 2024 asking for somebody to give her a call to discuss this issue and she received nothing. There are small children on the street and blind people who live on those roads and due to the high traffic, it is dangerous. It's also dangerous for the people who are blind because they can't see potholes in the road. The road was last resurfaced in 1991 which was 33 years ago. The Township comes and patches the road, but the patches do not last due to the water run-off.

C. Hamme stated that the full depth reclamation for Cherry Orchard Road project is slated for 2027. By looking at the measurements, the road is only 17.5 feet wide, and it would need to be widened to 20 feet.

G. Knisley questioned if there was any way to expediate the project.

C. Hamme stated that the Board would have to make that decision. However, the public works department can go out and patch the roads again.

Andrew Anderson stated that his daughter was riding her bike on Cherry Orchard Road last week and crashed due to one of the potholes in the road.

G. Knisley stated that he expects a handwritten decision from the Board of Supervisors.

C. Miller stated that the Board will address as they see fit, which at present time is projected to occur in 2027.

NORTHERN REGIONAL POLICE UPDATE

G. Anderson stated the officers involved in the UPMC incident are recovered and back to work. As springtime approaches, they have been receiving more speeding complaints. In April they completed Firearm qualifications. There have also been a handful of house fires this spring due to it being dry outside and electrical overloads.

SOLICITOR'S REPORT, C. MILLER

Termination of Well Option Location Agreement

C. Miller stated that possible wells were drilled on Supervisor Richards property. After the drilling, it was determined that they were not adequate for Township use. Generally, what happens when the wells are not viable for a public drinking source, then the wells are capped at

the Township expense, but Supervisor Richard has asked that the wells be left open for his possible use in the future.

Motion by S. Parthree and seconded by R. Stone to approve the Termination of Well Option Location Agreement, as presented. **Passed** with 3 ayes, C. Richards abstained.

ENGINEER'S REPORT, T. MYERS

Authorization to Advertise for the Butter Road Widening Project

T. Myers stated that Cory McCoy has been working on the Butter Road Widening Project.

C. McCoy stated that the survey has been completed, and design drawings are 90% complete. A guy wire anchor on the inside of the curve will be impacted by the widening and grading. The utility pole is owned by Adams Electric, and they are currently coordinating to reset the support. A temporary easement will need to be obtained from the property owner at 1281 Butter Road. The easement exhibits have been completed and were reviewed with the property owner on April 24th. The construction plans and bidding documents have been completed and provided to the staff for their review.

Motion by R. Stone and seconded by C. Richards to authorize the advertisement for the Butter Road Widening Project, as presented. **Passed** with 4 ayes.

PLANNING DIRECTOR'S REPORT, J. MCLUCAS

Approval of PL 25-1 – NYCRPD 2-Lot Final Subdivision Plan – 1445 E. Canal Rd – Industrial District

J. McLucas stated the plan was reviewed at the Planning Commission meeting earlier this month. The Board was provided an updated review letter from CS Davidson dated April 24th, 2025.

Clark Craumer from Clark Craumer, LLC stated that when the original subdivision plan was completed, there was a note on the plan that stated that lot 1 and lot 2 were to be combined into one lot, however, there is no physical connection between the two lots, so they have always been separate lots. He is proposing that they remain separate lots. The Zoning Hearing Board granted them a variance due to lot 2 not meeting the required width. All the comments have been addressed except for comment No. 1 under SALDO which is; The existing sewer lateral servicing lot 2 has been shown on the plans, an easement associated with the plans shall also be shown across the lands of Thomas and Miriam Lamparter (§22-501.2.O). After research, they were not able to find a recorded easement for that section of the property.

J. McLucas stated that he did his own research and after a quick search he was not able to locate a recorded easement either. He stated that if there is no document they may need to conduct a field verification.

C. Craumer stated that there is a cleanout on Canal Road. There was an easement from the Hamm property along the driveway and that is shown on the plans.

T. Myers questioned when the building was built.

David Lash, Northern Regional Police Chief stated that the building was built in 2003.

J. McLucas questioned if the applicant is looking to get conditional approval with the outstanding item as an open item or to have it completely removed.

C. Craumer stated that he is looking to have it completely removed because he is not sure if they will be able to find the easement documentation.

T. Myers stated they need to exhaust all records before removing the comment from the letter completely.

C. Hamme stated that there might be something at the Township, he will pull the address files.

C. Craumer stated that they would like conditional approval.

J. McLucas stated that they are requesting one waiver request; §22-704.b- To not require cartway improvements.

Motion by R. Stone and seconded by S. Parthree to approve waiver request §22-704.b- To not require cartway improvements, as presented. **Passed** with 4 ayes.

C. McCoy stated that the following subdivision and land development ordinance comments are still outstanding; 1. The existing sewer lateral servicing lot 2 has been shown on the plans, an easement associated with the plans shall also be shown across the lands of Thomas and Miriam Lampeter. (§22-501.2.O); 2. Where a subdivision abuts or contains an existing street of inadequate width, the developer shall provide sufficient additional right-of-way and cartway widths to meet the following standards. (§22-704.B), 5. The name, address, seal, signature, and date of the Professional Engineer/Surveyor shall be added to the plan, certifying the accuracy. (§22-501.2.F), 6. The legal and/or equitable Owner's notarized signatures must be added to the plan certifying concurrence with the plan. (§22-501.2.H). Under general comments the following comment is still outstanding; Any outstanding Zoning Officer and Public Works Director comments shall be addressed.

Motion by R. Stone and seconded by C. Richards to conditionally approve PL 25-1 – NYCRPD 2-Lot Final Subdivision Plan – 1445 E. Canal Rd – Industrial District and to include all numbered conditions and outstanding items being addressed as noted by C. McCoy above, as presented. **Passed** with 4 ayes.

Approval of PL 25-2 – Knowlton 2-Lot Final Subdivision Plan – 4480 S. Salem Church Rd. – R3 District

J. McLucas stated the plan was reviewed at the Planning Commission meeting earlier this month. The Board was provided an updated review letter from CS Davidson dated April 24th, 2025.

Josh Myers with Shaw Surveying stated they want to cut the existing house off to create a separate parcel to the north. There was already an existing trailer to the north, and it already has all the necessary hook ups. There is one waiver request.

J. McLucas stated that they are requesting one waiver request; §22-704.b- To not require cartway improvements.

Motion by R. Stone and seconded by S. Parthree to approve waiver request §22-704.b- To not require cartway improvements, as presented. **Passed** with 4 ayes.

J. McLucas stated that there are outstanding items which are stated on the letter from April 24th, 2025 from CS Davidson.

C. McCoy stated that the comments that are outstanding are very minor at this time. He stated that stated that the following subdivision and land development ordinance comments are still outstanding; 1. A PA DEP code number referencing approval of the non-building waiver shall be added to the plans upon receipt. (§22-601.2.L), 2. Where a subdivision abuts or contains an existing street of inadequate width, the developer shall provide sufficient additional right-of-way and cartway widths to meet the following standards. (§22-704.B), 3. Show and dimension the existing 33' right-of-way on the plans. The ultimate right-of-way (40' from center of existing right-of-way only on affected property) should be shown on the plans with setbacks measuring from ultimate right-of-way. Remove references to right-of-way dedication. (§22-704.B), 4. The amount of land required to be provided for public recreational purposes for all residential subdivisions or land development plans shall be a minimum of 0.025 acres per lot or dwelling unit. Dedication of recreation land or fees in-lieu of for each dwelling unit is required on all residential subdivisions. (§22-718), 5. The name, address, seal, signature, and date of the Professional Engineer/Surveyor shall be added to the plan, certifying the accuracy. (§22-501.2.F), and 6. The legal and/or equitable Owner's notarized signatures must be added to the plan certifying concurrence with the plan. (§22-501.2.H). There is also one outstanding comment under general comments which is any outstanding Zoning Officer and Public Works Director comments shall be addressed.

J. McLucas stated that general comment one can come off along with SALDO comment number two.

Motion by R. Stone and seconded by S. Parthree to conditionally approve PL 25-2 – Knowlton 2-Lot Final Subdivision Plan – 4480 S. Salem Church Rd. – R3 District with SALDO comments 1, 3, 4, 5, and 6 as outstanding, as presented. **Passed** with 4 ayes.

PUBLIC WORKS DIRECTOR'S REPORT, C. HAMME

**Approval of 90021-06 Dover Township Sewer 2025-2028 Long Term Flow Meter (10)
Installation and Service Contract**

Motion by R. Stone and seconded by C. Richards to approve 90021-06 Dover Township Sewer 2025-2028 Long Term Flow Meter (10) Installation and Service Contract, as presented. **Passed** with 4 ayes.

Approval to amend and extend the Biosolids Disposal Contract with Synagro Central, LLC at the current \$45.20 per wet ton for 1-year

C. Hamme stated that the current contract expires in July and there is an option for a one-year extension.

Motion by R. Stone and seconded by C. Richards to approve, amend and extend the Biosolids Disposal Contract with Synagro Central, LLC at the current \$45.20 per wet ton for 1-year, as presented. **Passed** with 4 ayes.

Approval of Payment Application No. 3 to E.K. Services Inc., in the amount of \$538,801.81 for the Carlisle Road Watermain Replacement Project

Motion by R. Stone and seconded by C. Richards to approve Payment Application No. 3 to E.K. Services Inc., in the amount of \$538,801.81 for the Carlisle Road Watermain Replacement Project, as presented. **Passed** with 4 ayes.

Accept and Award the following contracted Public Works Bids
Seal Coating to Midland Asphalt Materials, Inc. in the amount of \$106,649.62

Motion by C. Richards and seconded by S. Parthree to approve Seal Coating to Midland Asphalt Materials, Inc. in the amount of \$106,649.62, as presented. **Passed** with 4 ayes.

Storm Pipe and Inlet Replacement to Shiloh Paving and Excavating, Inc. in the amount of \$73,453.00

Motion by C. Richards and seconded by S. Parthree to approve Storm Pipe and Inlet Replacement to Shiloh Paving and Excavating, Inc. in the amount of \$73,453.00, as presented. **Passed** with 4 ayes.

Street Cuts to E.K. Services, Inc. in the amount of \$163,200.00

Motion by C. Richards and seconded by S. Parthree to approve Street Cuts to E.K. Services, Inc. in the amount of \$163,200.00, as presented. **Passed** with 4 ayes.

Paving and Fabric to Stewart and Tate, Inc. in the amount of \$199,946.00

Motion by C. Richards and seconded by S. Parthree to approve Paving and Fabric to Stewart and Tate, Inc. in the amount of \$199,946.00, as presented. **Passed** with 4 ayes.

Community Building Paving and Fabric to E.K. Services, Inc. in the amount of \$252,097.01

Motion by C. Richards and seconded by S. Parthree to approve Community Building Paving and Fabric to E.K. Services, Inc. in the amount of \$252,097.01, as presented. **Passed** with 4 ayes.

Community Park Path Paving to Shiloh Paving and Excavating, Inc. in the amount of \$13,350.00

Motion by C. Richards and seconded by S. Parthree to approve Community Park Path Paving to Shiloh Paving and Excavating, Inc. in the amount of \$13,350.00, as presented. **Passed** with 4 ayes.

Crushed Aggregate to York Building Products in the amount of \$41,345.00

Motion by C. Richards and seconded by S. Parthree to approve Crushed Aggregate to York Building Products in the amount of \$41,345.00, as presented. **Passed** with 4 ayes.

SUPERPAVE Mixtures to York Materials Group in the amount of \$41,500.00

Motion by C. Richards and seconded by S. Parthree to approve SUPERPAVE Mixtures to York Materials Group in the amount of \$41,500.00, as presented. **Passed** with 4 ayes.

Latex Modified Cold Patch to HEI-WAY, LLC in the amount of \$7,100.00

Motion by C. Richards and seconded by S. Parthree to approve Latex Modified Cold Patch to HEI-WAY, LLC in the amount of \$7,100.00, as presented. **Passed** with 4 ayes.

RECREATION DIRECTOR'S REPORT

Manager Oswalt stated that the All About Mom vendor show will be held on May 10th at Brookside. Other than that, there are no other events until June.

MS4 UPDATE

C. Hamme stated that he attended the Spring MS4 training session. The fall event will be held by West Manchester Township, there will be more information later.

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 Supervisors to be eligible for healthcare.

The consensus of the Board was to table this agenda item and wait for Supervisor Cashman.

COMMENTS FROM THE BOARD

C. Richards expressed concerns about residents using the emergency entrance for Dover Highlands as a short cut road.

T. Myers stated that there were bollards and chains at one point in time.

C. Hamme stated that the bollards and chains are no longer there.

J. McLucas stated they can ask the developer to put something up. However, he thought the Borough should add signage since it's their property access to the abandoned well that they own.

COMMENTS FROM THE PUBLIC

Chris Hoagland, The Dover Township Fire Department Chief stated that he has been looking into different grants and found a Norfolk Southern Safety Grant. In the past they have had issues where they have collided with the garage bay doors. He is currently looking at a light that ties into the motor of the bay door so when the doors are down it's a solid red light, when the doors are going up it flashes yellow, and when the doors are completely open it's a solid green. Since the Fire Department does not own the building, he needs permission from the Board to apply for the grant and then have the improvements made.

The consensus of the Board was to allow the Fire Department to apply for the grant.

With no further business, Chairperson Stephen Stefanowicz concluded the Board of Supervisors meeting at 7:20 PM.

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