

**DOVER TOWNSHIP  
BOARD OF SUPERVISORS  
MEETING MINUTES  
June 23<sup>rd</sup>, 2025**

The Dover Township Board of Supervisors for Monday, June 23<sup>rd</sup>, 2025, was called to order at 6:02 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 attended the meeting virtually via Microsoft Teams. Other Township Representatives in attendance were Laurel Oswalt, Township Manager; John McLucas, Director of Planning; Christian Miller, Township Solicitor; Christopher Hamme, Public Works Director; Terry Myers, Township Engineer; Cory McCoy, CS Davidson, Erica Eiker, Northern Regional Police Sergeant; and Brooke Scarce, Township Secretary. There were 11 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**

C. Miller stated he was directed to draft an opt-out provision at the last meeting. When the resident receives a notice to connect, they have the right to request an opt-out of the mandatory connection. If the homeowner chooses to opt-out of the mandatory connection, they will then enter an agreement with the Township. The agreement would include the minimum charge for water for a five-year term, and it would set forth the cost of the tapping fees which will allow time for the resident to save the monies needed to complete the project. The agreement would be recorded with the recorder's office against the property. If the property is transferred, the connection must be made by the time of transfer.

Manager Oswalt stated she provided the Board with an update of comments from the staff for these changes. One the biggest challenges is receiving the tapping fee over a period of time because the tapping fee is currently paid through the permitting system. Today, if a resident wants to connect to the system or needs to make a repair there is a plumbing permit that needs to be submitted by the property owner. If the residents are paying the Township over a period of time fee, we would have to develop a way to track those payments and over time, if there are staff changes there could be issues that arise with maintaining good records on these payments.

C. Miller stated that the resident is basically getting an interest-free loan since the tapping fee amount will be set at the time of the agreement. The resident will then pay that amount five years later with no interest and no inflation.

S. Parthree stated that he was under the impression that the property owner would enter into an agreement and then pay the current tapping fee at the time they decided to tap on.

C. Richards questioned what if the resident does not want to connect at all. ‘

Manager Oswalt stated that there was a similar situation in the past and when the property owners sold the house there was no mechanism to require them to connect when they sold the property.

C. Miller stated that if the Board decides to move forward with this draft, the document would be recorded against the property and would be caught when a lien search is conducted.

C. Richards stated that when the property sells, we will be notified, and we would require the person purchasing the property to connect to the main line.

C. Hamme stated that the burden of the tapping fees should not be pushed onto the person who is purchasing the home.

S. Parthree questioned why the new owner would be required to connect.

C. Miller stated that during a real estate transaction, there is no one saying who is required to pay and connect when the house is sold. It is going to be a negotiating point at the time of settlement. The agreement can also include language that states the buyer will be responsible for the connection when they go to sell the property. There will be administrative issues with any opt-out option.

Manager Oswalt stated that she suggested if the Board chooses to give the residents more time, we should take some sort of fee upfront.

S. Parthree stated that the new buyer should be allowed to enter into the same agreement as the previous owner.

R. Stone stated that he is not in favor of collecting fees over several years.

M. Cashman stated that when the sale of a property happens, the new buyer should be required to connect. He is struggling with how does a property owner get the benefit of a hydrant without having to pay for it. There are still some lingering questions that he has.

S. Parthree stated that as soon as the water becomes available to them, they would pay a minimum fee without using any water at all.

C. Miller stated that Manager Oswalt brought up a point in her report that you are asking for the residents to pay a quarterly fee on top of trying to save money to connect.

S. Stefanowicz stated that he feels as if everyone should be required to pay a minimum fee. A property is going to have more value if it is connected to public services.

William Brenneman from 1615 East Canal Road questioned what makes Supervisor Stefanowicz believe that being connected to public services will make the property worth more when going to sell.

S. Stefanowicz stated that it's just the way the housing market works.

W. Brenneman stated that not everyone wants to drink public water.

C. Richards stated that residents coming into our community that have not been on a well before may not know how to properly maintain a well.

Rick Wilson from 1612 East Canal Road stated that he specifically bought his property because it was not connected to the public water system.

R. Stone questioned what Attorney Miller is looking for tonight.

C. Miller stated that he is looking for some sort of consensus from the Board.

R. Stone stated that he has broken the regulations down into four sections; The Township does not escrow the payment, after 5 years the resident must connect, pay a minimum fee while saving money to connect, and at the time of sale the buyer must connect.

C. Miller stated that the other thing that needs to be discussed is will the tapping fee be determined at the time of agreement or will the fee be determined at the time of the resident connecting.

S. Parthree stated that the resident should be required to pay the tapping fee at the time of connection.

The consensus of the Board is to have the resident pay the tapping fee cost at the time of connection at the rate that is in the Fee Schedule at the given time.

R. Wilson questioned whether residents who are required to connect to the public water system would have to cap their wells or would they still be allowed to use their wells as an outside spigot.

Manager Oswalt stated that it would have to be disconnected from the house because the public water system and the property owner's well cannot mix.

S. Stefanowicz questioned whether the Board all agrees on a five-year agreement.

C. Hamme stated that the residents would have more than five years of notice. It takes two years to plan a project and as soon as the project is in the planning process the residents will receive notice.

C. Miller stated that in total, the resident will have about seven to eight years of notice before they would be required to connect.

R. Stone questioned if the Township should escrow the payments.

The consensus of the Board was to not allow escrowed payments.

R. Stone questioned whether the new buyers should be required to connect before the five years if they sell the property.

C. Miller stated he believes this is between the parties involved in settlement to decide.

The consensus of the Board was to allow the parties to decide who should be required to pay for the connection at the time of settlement.

Manager Oswalt questioned what the minimum fee amount would be for residents who choose the opt out fee. There was discussion about making residents pay the minimum rate for each quarter and they also discussed half of the minimum quarterly charge.

S. Parthree questioned what the minimum water rate is.

B. Searce stated that the minimum water rate per quarter is \$53.46.

C. Miller questioned whether there would be any administrative issues if they charged the residents half of the minimum rate.

Manager Oswalt stated that from an administrative perspective she does not see that being an issue.

The consensus of the Board is to charge the residents half rate of the quarterly minimum water fee.

S. Stefanowicz stated that he likes the original idea of allowing residents to opt out of connection for the time they are living at the property until they sell it.

R. Stone stated that he feels this is a mistake. The success of public systems is based on the connections. He recommended that the Board members do research on other municipalities that have not required residents to connect and what happens to their systems. We must be able to have the financial investment to make sure that the water system is safe and secure.

S. Stefanowicz stated that they are not talking about very many residents. If a developer comes in and puts in a new development, they would be required to connect all the homes to the public system. This would only apply for residents where we are installing a new main or upgrading the service.

Manager Oswalt stated that in most cases we are talking about rural roads, but in present case we are not. Carlisle Road and Canal Road are not rural roads.

C. Miller questioned whether the Board is discussing the length of time or not doing it at all.

S. Stefanowicz stated they are discussing the length of time the agreement should be. He feels as

if they should have no time limit.

The consensus of the Board is to remove the five-year requirement and have no time limit, however if the resident sells their property they will determine at settlement who would be responsible for the connection.

The work session concluded at 6:55 PM and the Board of Supervisors continued with the regular business on the agenda.

### **APPROVAL OF THE REGULAR BOARD OF SUPERVISOR MINUTES FOR MAY 27<sup>TH</sup>, 2025**

**Motion** by R. Stone and seconded by S. Parthree to approve the Regular Board of Supervisor Minutes for May 27<sup>th</sup>, 2025, as presented. **Passed** with 5 ayes.

### **TREASURER'S REPORT**

**APPROVAL OF THE JUNE 5<sup>TH</sup>, 2025 WARRANT IN THE AMOUNT OF \$104,344.14**  
**APPROVAL OF THE JUNE 9<sup>TH</sup>, 2025 WARRANT IN THE AMOUNT OF \$535,981.36**  
**APPROVAL OF THE JUNE 10<sup>TH</sup>, 2025 WARRANT IN THE AMOUNT OF \$527,308.08**  
**(2022 WATER BOND)**

**APPROVAL OF THE JUNE 10<sup>TH</sup>, 2025 WARRANT IN THE AMOUNT OF \$18,581.35**  
**(LIQUID FUELS)**

**APPROVAL OF THE JUNE 11<sup>TH</sup>, 2025 WARRANT IN THE AMOUNT OF \$411,344.99**  
**(2023 BOND)**

**APPROVAL OF THE JUNE 19<sup>TH</sup>, 2025 WARRANT IN THE AMOUNT OF \$34,002.00**  
**(2023 BOND)**

**APPROVAL OF THE JUNE 23<sup>RD</sup>, 2025 WARRANT IN THE AMOUNT OF \$625,126.51**

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

### **PUBLIC COMMENT**

#### **Jesse Shiflet- Discuss concerns about the speeding on Oakland Road**

J. Shiflet from 2500 Oaklan Road has expressed concerns about the speeding on Oakland Road. He did reach out to the Township Manager and Northern Regional put up a radar device that tracked vehicles that were speeding. He asked if there was an update on the data that was collected.

Sergeant Erica Eiker stated that a speed study was conducted that started on June 10 at 12:59 AM and ended on June 15 at 1:57 AM. The speed study tracked traffic coming from both ways on the road and it analyzed 15,672 vehicles. The speed limit on that road is 25 MPH and the average speed was 32 MPH so that tells Northern Regional that the enforcement rating is low. The total enforcement violations is 5%. There are other roads within the Township that have a

higher percentage of enforcement violations.

J. Shiflet stated that an issue he had with the study was which section of the road it was tracking. He saw where the sensor was pointed toward the west bound two houses of his home. The real hot spot is to the east of his property between Carlisle Road and his property before it gets to the heavier section of residential housing. Even with average speeds of 32 MPH, pedestrian traffic is heavy on Oakland Road, especially during the summer months. There is a neighbor who rides their electric wheelchair twice a day and kids who ride scooters on the road. There is no shoulder, sidewalk, or even a bike lane. He suggested making Grenway Road and Oakland Road a four way stop or adding a crosswalk and other deterrents that will bring the traffic speeds down.

C. Richards suggested adding speed tables.

Manager Oswalt stated that they must be careful to suggest something like that on Oakland Road because it is a collector road. A collector road is a road that is meant to be a straight through to get people to places.

J. Shiflet stated that if the residents had a bike lane or a sidewalk this issue would not be as much of a concern.

E. Eiker stated they put out speed calendars each month and she is the one who handles the scheduling of that so she can add Oakland Road to the list each month.

J. Shiflet stated that he has spoken with surrounding neighbors before coming to the Board to address this issue and some of the neighbors have stated that the police can use their driveways as somewhere to sit and watch traffic. He questioned whether Northern Regional would be able to do another speed study but move the sensors to a different location.

E. Eiker stated that she can speak with her Corporal and discuss putting up the sensors again to see if that is something worth pursuing.

### **Barry Emig- Discuss Anita Drive trench entrapment**

B. Emig stated that there was an unusual incident that happened in the Township on May 31<sup>st</sup> on the 2700 block of Anita Drive. The Dover Township Fire Department responded to a call at 3:47 PM along with York County Advanced Technical Rescue Team and other parties were dispatched to a trench collapse with entrapment. There was two men working in the trench and the basement of the home collapsed. One of the men was able to get out and one man was trapped from their waist down. After stabilization was complete, they were able to brace the basement wall. There was a doctor on scene to assess the patient before the extraction. It took 4 hours to free the resident from the entrapment. All the volunteers who were present worked tirelessly to extract this resident.

C. Richards noted that Pizza Hut donated food, the York County Red Cross set up a food truck, and a neighboring property opened their home to the public for the volunteers to use the

restroom.

### **Sosan Jajem- Discussion about Summer Playground Discounted Price**

Janelle Swartz is with Children's Aid Society which is located in York. They are an agency that has several different programs. One of their programs is Cornerstone Youth Home and their mission is to empower children and their families to build stronger healthier lives. They have parent support groups and have an incredible year's parenting program, within that program they work with the parents and the kids. They also offer therapy at the Warner Early Learning Center which is soon to be open full-time. A lot of their clients are houseless or displaced trying to get jobs. Through the Cornerstone Youth Home offers a program for kids to stay Sunday through Friday. During the week they ensure the kids get to school on time and do their homework, etc. They currently have kids enrolled in the Township summer playground program.

S. Jajem stated the center has kids between 6 years old and 11 years old that reside at the center, and they do need socialization. There are 7-, 9-, and 11-year-old that are enrolled in the summer playground program. However, due to their tight budget they are unsure if the kids will be able to attend playground for the entire six weeks. They are here to discuss if there is any discounted price the Board can offer them.

Manager Oswalt stated that the Recreation Director has given them the household discount. If there is more than one child attending the program there is a discounted rate that is offered which they are receiving. The Recreation Director has treated all three kids as if they are from the same household because they are all from the same location.

J. Swartz stated they are grateful for any other discounted price the Board can provide them. One of the children who is attending summer playground is displaced from Dover.

C. Richards questioned how much the rate is for the week.

S. Parthree stated a full day/weekly attendee of summer playground is \$100 for a resident and \$110 for non-residents. However, there is a \$10 discount for siblings of the same household. There is an extra cost associated with children attending a field trip.

S. Jajem stated that one of the kids received the resident pricing, and the other two kids received the sibling discount.

S. Parthree stated that the Recreation Director has done everything she can do on her end and is asking if the Board would be willing to do anything else.

S. Parthree questioned how they receive money.

J. Swartz stated that they receive some money from the County. They are also a United Way Agency, so they get private support, and they are under the Church of the Brethren, so they do get some funding from them as well.

R. Stone stated he was appreciative of what they are doing for the kids, however, having more kids at the program requires more staff which requires more money. The Township is currently half of what other playground programs are charging. He would like to think about this more.

S. Parthree stated that the Recreation Director is trying to start a scholarship program which would allow for money to help children attend programs like this.

Manager Oswalt stated that summer playground goes until the first week in August and the next Board meeting isn't until the end of July.

S. Parthree stated that he is going to recommend the Recreation Director to consider them all Dover residents and have all three kids under one household and offer them the sibling discount.

### **NORTHERN REGIONAL POLICE UPDATE**

E. Eiker stated that street rods were on June 6 and 7. There was enforcement present which led to only a few issues in the Manchester Crossroads area. The Field of Honor Benefits concert was held on June 15 and there were roughly 4,000 people that attended. The benefit was put on to raise money for the new Northern Regional training facility and a therapy room at Memorial Hospital. Chief Lash is in Lancaster attending the Chief of Police Conference and is being sworn in as the President of that organization.

### **SOLICITOR'S REPORT, C. MILLER**

C. Miller stated that he does not have any action items but provided the Board with a written report.

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

T. Myers stated that he does not have any action items but provided the Board with a written report. However, he noted that he had a meeting with the developer and his contractor on Friday, June 20 to define a scope of the culvert replacement which will keep the Township under the \$12,800.00 threshold. Keeping the price under \$12,800.00 will allow the Township to accept the quote without obtaining two additional quotes. It will also allow the contractor to complete all the work under the PennDOT highway occupancy permit and get the permit closed out quick.

S. Stefanowicz stated that there was a design for the roundabout project provided in his report and questioned if that is the final rendering.

T. Myers stated that the design is something that will go along with the grant application. They did receive an extensive letter back from PennDOT from the submittal. It has not been determined yet as to what the final configuration is going to be.



**PLANNING DIRECTOR'S REPORT, J. MCLUCAS**

J. McLucas stated that he does not have any action items but provided the Board with a written report. He noted that the Codes and Enforcement Officer was able to have the shack removed from the corner of Cardinal Lane and Canal Road.

**MANAGER'S REPORT, L. OSWALT****Approval of the following Payment Application for the Dover Township Building Addition Project:**

**Garden Spot Mechanical, Inc. Payment No. 2 (Plumbing Contractor) in the amount of \$10,530.00**

**Motion** by R. Stone and seconded by S. Parthree to approve Garden Spot Mechanical, Inc. Payment No. 2 (Plumbing Contractor) in the amount of \$10,530.00, as presented. **Passed** with 5 ayes.

**Discussion Regarding Potential Change Orders to the Dover Township Building Addition Project:**

**Item No. 1- Curtain Wall Revisions at Atrium and Staircase (\$28,500-\$30,000)**

**Item No. 4- Roof Drain Revisions Affecting Water Garage \$0 from Garden Spot Mechanical, Inc**

**Item No. 6- Removal of Equipment, Metal Panel Wall, Insulation, Etc. in Facilities Garage (\$18,500-\$20,000)**

**Item No. 9- Stair Tower and Water Damage Floor Removal (\$4,050)**

**Item No. 10- Steel Beams for Elevator Installation (\$5,550-\$6,500)**

Manager Oswalt stated that at the last meeting there was discussion about change orders that would be coming to the Board. Unfortunately, she does not have full change orders for them tonight. There are five items that she has partial amounts for and explanation for each of them. They are trying to keep the project moving forward and to do that, some decisions need to be made. For Item No. 1- The curtain wall in the main window area for the front of the building and once the window manufacturer started looking at the drawings, they indicated that the window loads for our area required a revision for the wall versus window ration; Item No. 4- This was found in the first initial meeting. The roof drainage coming off the new addition was supposed to go through the floor of the water garage and out into the back parking lot. They came up with a solution which would not have the floor water garage floor altered and will instead being the stormwater out of the side yard towards where the administrative vehicles park. She does not believe that the change order amount will be \$0 so she is asking the Board not to approve that change order tonight; Item No. 6- The wall must be removed, and extra CMU needs to be added. The drawings showed demolition of the metal wall at the top of the facility garage, but the CMU wall was not included in the contractor's work; Item No. 9- The front stair tower was missed on the demo plan to tear the surfacing out. The Township authorized the removal of the front stair surface while the demo contractors were on site; and Item No. 10- The old elevator has been removed, and a new elevator needs to be installed because there is an additional floor with the

building addition. The new elevator is supposed to go to the front corner where the old building and the old vestibule would meet. However, there is 17 feet of concrete that was discovered in that corner which means they cannot put the new elevator in that corner. The plan is to shift the new elevator 7 foot. To accommodate the shifting of the new elevator, they are putting a beam on the first-floor level.

Manager Oswalt stated that the Township borrowed \$8 million for the project. The original amount without any change orders was \$7.266 million. Based upon the changes so far, they have would be spending \$7.334 million. Other items that were not originally included in the bid; furniture, security, IT and the front office trailer is estimated at \$360,000.00. There is still \$300,000.00 of the \$8 million that is available for changes as necessary.

**Motion** by R. Stone and seconded by S. Parthree to approve the following Change Orders to the Dover Township Addition Project; Item No. 1, Item No. 6, Item No. 9, and Item No. 10, as presented. **Passed** with 5 ayes.

**Approval of Resolution No. 2025-14 making Amendments to Job Descriptions within the Dover Township Administrative Job Functions**

**Motion** by C. Richards and seconded by R. Stone to approve Resolution No. 2025-14 making Amendments to Job Descriptions within the Dover Township Administrative Job Functions, as presented. **Passed** with 5 ayes.

**Approval of Resolution No. 2025-15 making an Application to the Commonwealth Financing Authority Multimodal Transportation Fund to Support the Harmony Grove Roundabout Project in the amount of \$3,000,000.00**

Manager Oswalt stated that the total budget for the whole project was \$3.3 million but the total amount does not include acquisition. The Township would have to cover the remaining amount plus the acquisition cost. The program does not usually offer \$3 million but there is an allowance for municipalities to apply and have the 30% match waived.

**Motion** by C. Richards and seconded by R. Stone to approve Resolution No. 2025-15 making an Application to the Commonwealth Financing Authority Multimodal Transportation Fund to Support the Harmony Grove Roundabout Project in the amount of \$3,000,000.00, as presented. **Passed** with 5 ayes.

**Approval of the Cohen Law Group Proposal to perform a Franchise Fee Audit with Comcast**

Manager Oswalt stated late last year she had discussed with the Board the possibility of conducting an audit of Franchise Fees paid by Comcast to Dover Township since the commencement of our latest Cable Franchise Agreement. There are four other municipalities that will also be pursuing an audit with us: Spring Garden, Springettsbury, York, and Windsor Township.

**Motion** by R. Stone and seconded by C. Richards to approve the Cohen Law Group Proposal to perform a Franchise Fee Audit with Comcast, as presented. **Passed** with 5 ayes.

**Discussion regarding unopened alley adjacent to 4720 Carlisle Road (Jim and Nena's)**

Manager Oswalt stated it appears from the attached land development plan of Dover Towne Apartments, that the area was paved in conjunction with the apartment complex. There happens to be a Texas Eastern Gas Easement located here. We have not been able to find any reference for the Township accepting the road through dedication records. Additional research is necessary to determine if any records exist to document our ownership of the road or we will have to take steps to open this to traffic as a public street. She noted that Dover Borough plows this street at the present time. Also, there was a stop sign located here but it has been missing since at least December of 2009 per Google Street View, which she is not aware was ever reported to the Township. The Roads Superintendent did indicate he recalls patching the road at one point when he was not the Superintendent quite a few years ago.

C. Miller stated that an unopened road or paper street is something that is shown to be dedicated in the future. From some of the research he has done, it was never laid out to be dedicated for anything.

M. Cashman stated that the road is in a severe state of disrepair. We should figure out how we can adopt it and repair it.

**PUBLIC WORKS DIRECTOR' REPORT, C. HAMME**

C. Hamme stated that he does not have any action items but provided the Board with a written report.

**RECREATION DIRECTOR'S REPORT**

**Approval of Addendum No. 1 for YSM Project 22DVT-01- Eagle View Park Phase 2 Construction Documents in the amount of\$12,275.00**

Manager Oswalt stated we are in the process of updating our permits which has led to drawings needing several revisions.

**Motion** by S. Parthree and seconded by R. Stone to approve Addendum No. 1 for YSM Project 22DVT-01- Eagle View Park Phase 2 Construction Documents in the amount of\$12,275.00, as presented. **Passed** with 5 ayes.

**MS4 UPDATE**

There were no MS4 updates.

**OLD BUSINESS**

There was no old business at this time.

**COMMENTS FROM THE BOARD**

There was no comments from the Board.

**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 8:17 PM.**

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