

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

The Dover Township Board of Supervisors for Monday, July 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; John McLucas, Director of Planning; Christian Miller, Township Solicitor; Christopher Hamme, Public Works Director; Matthew Helwig, Assistant Public Works Director; Terry Myers, Township Engineer; Cory McCoy, CS Davidson, Greg Anderson, Northern Regional Police Lieutenant; Justin Eberly; Emergency Services Coordinator; and Brooke Scarce, Township Secretary. There were 7 members of the public present.

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

WORK SESSION

DOVER TOWNSHIP STREET SCAN PRESENTATION AND OVERVIEW OF DOVER TOWNSHIP CAPITAL IMPROVEMENTS PLAN

C. Hamme stated StreetScan is a service that will drive all the roads within the Township and pick out any defects that it comes across. It's based on a 0-100 scale, 100 is perfect and 0 is bad. We sent them our GIS mapping, and they made a few corrections to the data. We are now waiting for them to schedule our collection process. The tentative date for the work to start is late August. They will complete our 129 miles within four days. They will not be able to collect data if there is wet pavement, rain, snow, fog, salt or leaves on the roadways. The data collection window is one hour after sunrise and one hour before sunset. The company provided us with a flyer that will be sent out to the residents and posted on our website. The driver will also have the fliers in the vehicle with them in case they get stopped by any residents who may have questions or concerns. It takes 90-120 days after driving the whole Township to receive the information that they collected.

S. Stefanowicz questioned if this data will be accessible on the website.

C. Hamme stated that he had not thought about providing it in that manner.

C. McCoy questioned if it would quantify the defects.

C. Hamme stated that it identifies the spider cracks, regular cracks, potholes, dips, and webbing. It covers everything.

Manager Oswalt stated that there is a math calculation that goes along with this that allows you to see how much it would cost to repair a road in terrible condition while comparing it to how much it would cost to keep the good roads good, which is their slogan. This will us to better

prioritize our roads and make the best use of our limited funds.

C. Hamme stated that he did not have plans of going through the capital improvements plan line by line. He just wanted the Board to look over the plans for the next 15 years and stated that there is a lot of work Public Works Superintendents feel needs to be done.

S. Parthree questioned if the roads plan will be updated.

C. Hamme stated that it will be updated once they receive the data from StreetScan.

Manager Oswalt stated that the Comprehensive Plan calls for a Capital Improvements Plans on increments of 5, 10, and 15 years. This is the first attempt by staff at looking beyond 5 years.

C. Hamme noted that water and sewer may change based upon the data received from StreetScan as well.

Manager Oswalt asked if the Board had any questions. She wanted them to mainly focus on 2026 since staff is presently working on the 2026 budget. The other projects could possibly be adjusted overtime.

S. Parthree questioned when the water line will be installed on Old Carlisle Road.

C. Hamme stated that the extension will happen in 2027.

Manager Oswalt stated that she would like to mention a couple projects that have occurred within the Public Works Departments and congratulate them on all the work they have been completing. Every department had members out in the field working on the East Canal Road manhole covers. A few months ago, there were several representatives from Deer Park Estates, and they were complaining about the condition of Cherry Orchard Road and the cul-de-sacs. The opportunity came along to be able to have a company come in and give us a demonstration for free equipment utilization on one of the cul-de-sacs. The machine was free, but it was the Township Employee's labor, and we paid for the materials. Manager Oswalt showed pictures of the project to the Board members. The project was completed in one day. They also did a more in-depth patch job on Cherry Orchard as well.

C. Richards noted that the trees in both cul-de-sacs were also removed.

The work session concluded at 6:16 PM and the Board of Supervisors continued with the regular business on the agenda.

APPROVAL OF THE REGULAR BOARD OF SUPERVISOR MINUTES FOR JUNE 23RD, 2025

Motion by R. Stone and seconded by S. Parthree to approve the Regular Board of Supervisor Minutes for June 23rd, 2025, as presented. **Passed** with 4 ayes.

TREASURER'S REPORT

APPROVAL OF THE JUNE 25TH, 2025 WARRANT IN THE AMOUNT OF \$32,573.53
APPROVAL OF THE JUNE 27TH, 2025 WARRANT IN THE AMOUNT OF \$13,046.90
APPROVAL OF THE JULY 8TH, 2025 WARRANT IN THE AMOUNT OF \$388,944.12
APPROVAL OF THE JULY 14TH, 2025 WARRANT IN THE AMOUNT OF \$370,907.75
APPROVAL OF THE JULY 15TH, 2025 WARRANT IN THE AMOUNT OF \$12,222.75
(LIQUID FUELS)
APPROVAL OF THE JULY 16TH, 2025 WARRANT IN THE AMOUNT OF \$57,730.00
(2023 BOND)
APPROVAL OF THE JULY 24TH, 2025 WARRANT IN THE AMOUNT OF \$308,220.59
(2022 BOND)
APPROVAL OF THE JULY 24TH, 2025 WARRANT IN THE AMOUNT OF \$24,491.00
(2023 BOND)
APPROVAL OF THE JULY 24TH, 2025 WARRANT IN THE AMOUNT OF \$94,242.73
(LIQUID FUELS)
APPROVAL OF THE JULY 24TH, 2025 WARRANT IN THE AMOUNT OF \$2,556.00
(EV PARK PH II)
APPROVAL OF THE JULY 28TH, 2025 WARRANT IN THE AMOUNT OF \$554,577.11

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

PUBLIC COMMENT

Chris Wolz from 2768 Anita Drive stated that back on July 9th there was heavy rain. Due to the heavy rain, stormwater flow comes down from the woods that his property backs up to and goes into the 4-foot storm drain. However, the storm drain was not collecting all the rain because it is filled with stones. There is also a storm drain at Emig Mill Road and Mayfield Drive that has weeds growing out of it.

C. Hamme stated they can use a camera to look at the pipes to see exactly what's going on so they can try to fix the problem.

Gerald Brillhart from 2809 Anita Drive asked for information about the Little Conewago Creek Project. All the neighbors came to him asking what was going on because they have received letters, but he did not receive a letter.

Manager Oswalt stated that if he did not receive a letter then his property is not directly involved in the project. The Township has already negotiated all the easements that are needed for the project. There were two residents who we did not receive easements from so the project was updated based on the residents who were not willing to participate. Unfortunately, we had received an almost 6-million-dollar grant through FEMA to pay for the project, but that funding has since been pulled back from the Federal Government.

G. Brillhart questioned if there is going to be any work completed on any houses on Anita Drive.

Manager Oswalt stated that there will be work completed on houses on Anita Drive, but they are closer to the football field.

G. Brillhart questioned if properties on the other side of the creek are also involved.

Manager Oswalt stated that there are properties on the West Manchester side that are involved in the project. The whole floodplain is going to be opened and widened back to what it was pre-development.

NORTHERN REGIONAL POLICE UPDATE

G. Anderson stated that there was a bad crash on Davidsburg Road. The gentleman hit a cement truck and is still living but in critical condition. Due to high temperatures, they are also receiving a lot of calls. They are also covering major speeding areas that have received complaints out within the Township. They have issued 44 tickets on Oakland Road. He also noted that National Night Out will be held on Tuesday, August 5 at the Dover Borough Fire Department.

S. Stefanowicz noted that the grand opening for the new Northern Regional Police Department will be held on September 13th at 10:00 AM.

S. Parthree stated that he has received complaints from residents about the speeding on Old Carlisle Road. The speed limit is 35 MPH, and vehicles are usually doing about 50 MPH.

G. Anderson stated that they can put a VASCAR monitor in that area.

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

Approval of Final Payment Application No. 2 for the Poplars Road Storm Sewer Replacement

C. McCoy stated that the project was completed however money was withheld to make sure the grass was established. The contractor went back out over the area this spring to touch it up and everything looks good now.

Motion by R. Stone and seconded by C. Richards to approve Final Payment Application No. 2 for the Poplars Road Storm Sewer Replacement, as presented. **Passed** with 4 ayes.

Authorization for the Jim and Nena's Alley Survey

T. Myers stated that after some digging, he was able to locate a deed for the property owned by the Texas Eastern Transmission Corporation on the south side of the existing 20-foot-wide drive.

Utilizing aerial photography and plotting of the deeds, it appears that there is no right of way for the driveway. The driveway lies on one or both properties. To establish the property lines and the relationship between the existing improved driveway and the properties, it will take about two field days for surveys and about two days to develop the base map and establish right of way plans to facilitate a right of way acquisition. The surveyors made an estimate of \$4,000.00 to \$5,000.00 to complete this.

C. Richards stated that he does think the Township should be held responsible for obtaining and maintaining the road. The back of the alley leads into another road that is maintained by the Borough.

Duane Hull from 2220 Locust Road stated that if the two deeds run together, Texas Eastern and Jim and Nena's could block off the road if they wanted to.

C. Hamme stated there might not even be a PennDOT highway occupancy permit for that road that would also need to be obtained.

Manager Oswalt stated the process of obtaining a highway occupancy permit would be required along with traffic studies for speed limits and a stop sign.

R. Stone stated that since it's their property, they should be held responsible for fixing the issue.

Manager Oswalt stated that this is the third time this has been brought up since she has worked for the Township. Supervisor Cashman brought this to her attention and wanted her to inform the Board and get their input on what they think should be done. Supervisor Cashman feels the Township should take responsibility for the road.

S. Parthree questioned if there is a way for the Township to make Texas Eastern fix the road.

R. Stone stated that it is their property and their driveway so we can't make them do anything.

S. Stefanowicz stated that he would like Manager Oswalt to let Supervisor Cashman know about this discussion and have him reach out to Jim and Nena's and fill him in about the information that was talked about tonight.

PLANNING DIRECTOR'S REPORT, J. MCLUCAS

Reapprove PL 25-2 – Knowlton 2-Lot Final Subdivision Plan – 4480 S. Salem Church Rd. – R3 District and Authorize Chairman to Sign Non-Building Declaration

J. McLucas stated that the Board conditionally approved of this plan at the April 28, 2025, meeting. The outstanding have been received.

Motion by S. Parthree and seconded by R. Stone to reapprove PL 25-2 – Knowlton 2-Lot Final Subdivision Plan – 4480 S. Salem Church Rd. – R3 District and Authorize Chairman to Sign Non-Building Declaration, as presented. **Passed** with 4 ayes.

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

ECI Construction LLC- General Contract Payment Application No. 3 in the amount of \$8,449.96

ECI Construction LLC- General Contract Payment Application No. 4 in the amount of \$41,329.25

MidState- Electrical Contractor Payment Application No. 3 in the amount of \$61,437.42

MidState- Electrical Contractor Payment Application No. 4 in the amount of \$52,661.16

MidState- Mechanical Contractor Payment Application No. 3 in the amount of \$37,602.00

Motion by C. Richards and seconded by S. Parthree to approve the following Payment Applications for the Dover Township Building Addition Project; ECI Construction LLC- General Contract Payment Application No. 3 in the amount of \$8,449.96, ECI Construction LLC- General Contract Payment Application No. 4 in the amount of \$41,329.25, MidState- Electrical Contractor Payment Application No. 3 in the amount of \$61,437.42, MidState- Electrical Contractor Payment Application No. 4 in the amount of \$52,661.16, and MidState- Mechanical Contractor Payment Application No. 3 in the amount of \$37,602.00, as presented. **Passed** with 4 ayes.

Approval of Change Order No. 5 from ECI Construction, LLC regarding solar grey tinted glass at Atrium in the amount of \$8,351.00

Manager Oswalt stated that upon seeing the sample of the glass tint for the main entrance, it was felt that the tint should be darker to avoid both sun glare and provide better control temperatures in the building. The tint is built into the glass and to add a film later to increase opaqueness will require repetitive maintenance for reapplication.

Motion by C. Richards and seconded by R. Stone to approve Change Order No. 5 from ECI Construction, LLC regarding solar grey tinted glass at Atrium in the amount of \$8,351.00, as presented. **Passed** with 4 ayes.

Final Review of Dover Township Building Addition Furniture Proposal

Manager Oswalt stated that the Board received a new packet of the furniture and the cost. The total cost of the furniture package is \$295,513.00 which will include the following areas: vestibule, hallway/corridor, meeting room, mailroom/storage room, reception, multipurpose/lunch space, superintendent offices, locker rooms, and recreation space. This is Co-Stars Vending pricing which means it has already been competitively bid.

Motion by C. Richards and seconded by S. Parthree to approve the Final Review of Dover Township Building Addition Furniture Proposal, as presented. **Passed** with 4 ayes.

Adoption of Ordinance 2025-01 amending the compensation of Dover Township Supervisors per Section 606(a) of the Second-Class Township Code

Motion by S. Parthree and seconded by R. Stone to approve Ordinance 2025-01 amending the compensation of the Dover Township Supervisors per Section 606(q) of the Second-Class Township Code, as presented. **Passed** with 4 ayes.

Request for waiver of fees on property at 5371 Davidsburg Road

Manager Oswalt stated that years ago, it was determined by an engineer that the structure on this property was deemed unsafe. The structure was removed by the Township and there have been a series of liens filed against the property in the amount of \$50,063.00. However, when a lien is placed on the property it accrues interest each day, so the total outstanding lien amount comes to over \$95,000.00. A property management group reached out to our office asking if the fees could be reduced to \$30,000.00. The property management group is buying the property from the estate and is looking to build a brand-new home and resell to a new owner.

C. Miller stated that this is not a bad deal for the Township. If the property continues to sit, the Township will have to foreclose on the property and sell it.

Manager Oswalt stated that this property has been vacant for many years and if a property management company is willing to purchase it and build a home, it would put the property back on the tax rolls.

S. Parthree questioned whether there was an agreement that would state that they must build on that property.

C. Miller stated that he does not think the Township could make a potential owner do that because they are not going to buy the property unless we waive the fees. The Board is looking at waiving the fees for purchasers, not the property owner. The Township will get listed as a lien holder at the time of closing.

Motion by R. Stone and seconded by S. Parthree to approve reducing the lien amount to \$30,000.00 subject to the transfer of the property, as presented. **Passed** with 4 ayes.

Approval of Resolution No. 2025-16 authorizing a second amendment the Intergovernmental Cooperation Agreement with the York County Stormwater Consortium

Manager Oswalt stated DEP did not get their permit and comments to us yet, so the timeline from the first amendment was adjusted to extend it. There is no additional cost to the Township.

Motion by R. Stone and seconded by S. Parthree to approve Resolution No. 2025-15 authorizing a second amendment to the Intergovernmental Cooperation Agreement with the York County Stormwater Consortium, as presented. **Passed** with 4 ayes.

Approval of Resolution No. 2025-17 approving amendments to the Dover Township

Employee Policy Manual

Manager Oswalt stated that she provided the Board with a copy of the draft employee policy manual about a month ago and did not receive any questions or concerns from any of the Board members.

Motion by S. Parthree and seconded by R. Stone to approve Resolution No. 2025-17 approving amendments to the Dover Township Employee Policy Manual, as presented. **Passed** with 4 ayes.

Approval of the First Amendment of the Water Lease Agreement with Verizon Wireless at the Staunton Avenue Tank

Manager Oswalt stated that in November of 2024, this matter was discussed as the lease expires August 31st, 2025. Verizon wanted to lower their payment for the renewal to \$2,500.00 per month for the initial term of five years. The Board countered with \$2,800.00.

Motion by C. Richards and seconded by R. Stone to approve the First Amendment of the Water Lease Agreement with Verizon Wireless at the Staunton Avenue tank, as presented. **Passed** with 4 ayes.

Appointment of Justin Eberly as the Dover Township Emergency Coordinator (EMC)

Motion by C. Richards and seconded by R. Stone to appoint Justin Eberly as the Dover Township Emergency Services Coordinator (EMC), as presented. **Passed** with 4 ayes.

PUBLIC WORKS DIRECTOR' REPORT, C. HAMME**Approval of Payment Application No. 5 to EK Services for the Route 74 Water Main Replacement in the amount of \$192,893.30**

Motion by R. Stone and seconded by C. Richards to approve Payment Application No. 6 to EK Services for the Route 74 Water Main Replacement in the amount of \$192,893.30, as presented. **Passed** with 4 ayes.

Approval of Payment Application No. 6 to EK Services for the Route 74 Water Main Replacement in the amount of \$86,898.80

Motion by R. Stone and seconded by C. Richards to approve Payment Application No. 6 to EK Service for the Route 74 Water Main Replacement in the amount of \$86,898.80, as presented. **Passed** with 4 ayes.

Approve and Sign the License, Release, and Non-disclosure Agreement with Columbia Gas's subcontractors to enter the Dover Township's Sanitary Sewer System

C. Hamme stated Columbia Gas did drilling from 1993 that ran through the early 2000's in which they were not televising sewer lines when they did directional boring, and they now want

to go back and televise the lines to verify there are no cross boards. They will also be providing the GIS data to the Township once the work is complete.

Motion by R. Stone and seconded by S. Parthree to approve and sign the License, Release, and Non-Disclosure Agreement with Columbia Gas's subcontractors to enter the Dover Township Sanitary Sewer System, as presented. **Passed** with 4 ayes.

Approval of Payment to Shiloh Paving and Excavating, Inc. for the Storm Pipe Inlets on Conewago Road and Blackberry Road in the amount of \$79,646.45

Motion by C. Richards and seconded by S. Parthree to approve the Payment to Shiloh Paving and Excavating, Inc. for the Storm Pipe Inlets on Conewago Road and Blackberry Road in the amount of \$79,646.45, as presented. **Passed** with 4 ayes.

Discussion regarding the Sewer Authority Property Located on Old Carlisle Road

C. Hamme stated that the Sewer Authority is looking to sell the Township the entire parcel for half of the appraised value. However, the Sewer Authority has requested a right of way access drive, and a half acre lot for potential future location of a pumping station. He also noted that this was not budgeted for in 2025.

R. Stone stated there could be some good future use at that property, but they cannot see into the future. Since there is a well on the property, they cannot treat sewer there. However, it would be a great place for a future park.

C. Hamme stated that his next step will be to get an appraisal and bring that back to the Board.

Approval to get quotes for a Traffic Study on Ruppert Road

C. Hamme stated that he had a resident from Ruppert Road contact him about trucks getting stuck on Ruppert Road which then causes them to knock stop signs and wires down. It's a short cut from East Berlin Road to South Salem Church Road. He noted that this was not budgeted for in 2025.

C. Richards stated that Ruppert Road is not made for tractor trailers.

The consensus of the Board was to move forward with getting quotes for a traffic study on Ruppert Road.

Approval to Bid East Canal Pipe Culvert Project

Motion by R. Stone and seconded by C. Richards to approve to bid the East Canal Road Pipe Culvert Project, as presented. **Passed** with 4 ayes.

Approval of Payment to EK Services for the Community Building Fabric and Paving in the amount of \$261,635.70

C. Hamme noted that the original contracted amount was \$252,097.0 however, they used 179.64 more tons of 25mm asphalt due to removing additional bad asphalt areas and paving the space between the fire department and the exit lane.

Motion by C. Richards and seconded by R. Stone to approve Payment to EK Services for the Community Building Fabric and Paving in the amount of \$261,635.70, as presented. **Passed** with 4 ayes.

RECREATION DIRECTOR'S REPORT

Manager Oswalt stated that Summer Playground is still on going and Touch-a-Truck will be held on August 8th at Lehr Park at 9 AM summer playground and then the event will be opened to the public at 10 AM.

MS4 UPDATE

C. Hamme stated that he and the Assistant Public Works Director will start BMP and water control measure inspections next week.

OLD BUSINESS

Draft Water and Sewer Regulations

Manager Oswalt stated that at the last meeting, a decision was made to remove the mandatory language from the water regulations. After that decision was made, concerns were raised about how the opt-out charge for service would be applied; only applied when we build a new line in the future or applied to everyone currently and in the future with property located within 150 feet of a water main. Presently, we are removing the September 2008 date from the regulations. Staff reviewed in-house records and determined there are approximately 219 customers that would be located within 150 feet of an existing water line but a field verification with need to be completed for complete accuracy. When Well No. 12 is installed, this project will add another 25 residents to this situation.

The consensus from the Board is to take this information and think more about it.

COMMENTS FROM THE BOARD

C. Richards stated that there was another house that collapsed on Oakley Drive. The resident is seeking financial aid to help cover the cost of the burden.

R. Stone stated that when he went on the Sewer Authority Board 12 years ago, there were significant issues with hydraulic overloads during large rain events, and the system was placed under a Consent Order with DEP. It has been 12 years, however there was not an overflow with all the rain that we have been receiving. He also noted that he will not be present at the next meeting.

COMMENTS FROM THE PUBLIC

Andrew Kroft from 2720 Tara Lane stated that from an emergency services perspective, if the alley closes at Jim and Nena's that could cause issues if there is an emergency behind that property because the closest hydrant is located on Carlisle Road. It would also affect response times for any emergency service department.

C. Hamme stated that there is hydrant near the house located behind Jim and Nena's.

With no further business, Chairperson Stephen Stefanowicz concluded the Board of Supervisors meeting at 7:30 PM and the full Board entered into an Executive Session to discuss property acquisition.

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