

**DOVER TOWNSHIP
BOARD OF SUPERVISORS
MEETING MINUTES
August 25th, 2025**

The Dover Township Board of Supervisors for Monday, August 25th, 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, Stephen Parthree, and Michael Cashman. Other Township Representatives in attendance were Laurel Oswalt, Township Manager; Christian Miller, Township Solicitor; Christopher Hamme, Public Works Director; Terry Myers, Township Engineer; Cory McCoy, CS Davidson; Greg Anderson, Northern Regional Police Lieutenant; and Brooke Searce, Township Secretary. There were 14 members of the public present.

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

APPROVAL OF THE JOINT BOROUGH MEETING MINUTES FOR AUGUST 11TH, 2025

Motion by M. Cashman and seconded by C. Richards to approve the Joint Borough Meeting Minutes for August 11th, 2025, as presented. **Passed** with 5 ayes.

TREASURER'S REPORT

APPROVAL OF THE AUGUST 14TH, 2025 WARRANT IN THE AMOUNT OF \$475,136.71

APPROVAL OF THE AUGUST 20TH, 2025 WARRANT IN THE AMOUNT OF \$28,435.25 (2023 BOND)

APPROVAL OF THE AUGUST 20TH, 2025 WARRANT IN THE AMOUNT OF \$35,561.93 (2022 WATER BOND)

APPROVAL OF THE AUGUST 20TH, 2025 WARRANT IN THE AMOUNT OF \$265,010.24 (LIQUID FUELS)

APPROVAL OF THE AUGUST 25TH, 2025 WARRANT IN THE AMOUNT OF \$302,462.31

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

PUBLIC COMMENT

Kate Kline and Alexis Shaffer with Explore York

K. Kline stated that she provided the Board with Travel Guides which are printed annually. They print over 100,000 copies to be distributed regionally. Explore York promotes 911 square miles of the county. Their mission is to maximize tourism expenditure and their economic impact in York County through comprehensive tourism sales and marketing programs. Visitors spend \$1

billion annually in York County. York County Ranks 3rd in the region for visitor spending. Tourism supports 7,900 plus jobs and generates \$58 million in State and Local taxes. Sport York is an Explore York initiative. Sport York generates \$25 million in economic impact. The NCAA Division III Men's Baseball Championships will be hosted by in the county for 2027 and 2028.

A. Shaffer stated they also have group tours, meetings and conventions. They have hosted 30 sporting events and 18 meeting groups. These events have generated 12,400 plus room overnight stays. Their organization also offers a grant program. Through this grant program \$7 million has been awarded. The grant funding is through the hotel occupancy tax. The funds received are reinvested in the county. Dover Township is a member of Explore York which means Dover's website is connected to their website. Dover Township also received funds for the White Rose Classic featuring the drum and bugle corps.

S. Stefanowicz questioned where the NCAA games will be held.

A. Shaffer stated that they will be partnering with the York Revolution and York College.

C. Richards questioned how our residents can receive a copy of the travel guide.

A. Shaffer stated that there is a request on their website for anyone who wants to receive a copy. They can request a single booklet or a bulk number of booklets. From the website you can also select Events, and it will show you all the events happening within York County.

NORTHERN REGIONAL POLICE UPDATE

G. Anderson stated that Dover produced an accident that made the national news. The driver crashed into 5-6 vehicles on Carlisle Road. They have been dealing with this driver for over a month. They are also in the process of moving into their new building. The administrative office will be closed September 4th, 5th, 8th, and 9th. The grand opening will be held on September 13th starting at 10 AM.

SOLICITOR'S REPORT, C. MILLER

C. Miller stated that he does not have any action items but provided the Board with a written report. He also noted that they are still trying to wrap up the sewer and water regulations. He provided the changes that the Board requested two months prior, but one outstanding item is whether the mandatory connection concept is going to be applied in the same manner for sewer as it is for water. He suggested having a work session to get this action item resolved this year so it can be implemented for next year.

ENGINEER'S REPORT, T. MYERS

Harmony Grove Road/ Carlisle Road Roundabout Update

T. Myer stated TPD, Inc, has finalized the documents and has made the Line and Grade submittal to PennDOT. On June 16, 2025, they received the first round of comments from

PennDOT. The list of comments was extensive; however, he does not believe that there were any that cannot be addressed. TPD, Inc, has reviewed the comments and he and the Township Manager had a virtual meeting with them to discuss the comments and their impacts.

A virtual meeting was held on August 22nd with PennDOT Traffic Department, TPD, Inc, himself, and the Township Manager to discuss and clarify several comments. The Board of Supervisors approved agreements with consultants, GMS and Saxton & Stump to provide assistance with obtaining grants for the design and construction of the Roundabout, at the March 10th, 2025, meeting. Monthly progress meetings are being held with GMS and Saxton & Stump. They assisted the Township Staff in preparing an application to the Commonwealth Finance Authority for a Multimodal Grant which was due at the end of July. CSD and TPD Inc have been assisting with pulling together project schedules and project cost estimates. Letters of acknowledgement were requested from the affected property owners; the Borough, the School District, YCPC, and Local Representatives to go with the application. The draft of the letters was sent out by the Township Manager and was followed up with phone calls. It quickly became apparent that some of the property owners were not ready to sign the acknowledgement letters. It was decided to delay the CFA grant application until the Spring of 2026 to allow for land acquisitions to take place. GMS and Saxton & Stump have agreed to place their Agreements on hold while land acquisitions are pursued.

PLANNING DIRECTOR'S REPORT

Manager Oswalt stated that the Planning Director does not have any action items but provided the Board with a written report.

MANAGER'S REPORT, L. OSWALT

Approval of the following Payment Applications for the Dover Township Building Addition Project:

ECI Construction LLC- General Contractor Payment Application No. 5 in the amount of \$174,276.94

MidState- Electrical Contractor Payment Application No. 5 in the amount of \$13,285.62

MidState- Mechanical Contractor Payment Application No. 5 in the amount of \$46,018.80

Motion by R. Stone and seconded by C. Richards to approve the following Payment Applications for the Dover Township Building Addition Project; ECI Construction LLC- General Contract Payment Application No. 5 in the amount of \$174,276.94, MidState- Electrical Contractor Payment Application No. 5 in the amount of \$13,285.62, and MidState- Mechanical Contractor Payment Application No. 5 in the amount of \$46,018.80, as presented. **Passed** with 5 ayes.

Approval of the following Change Orders for the Dover Township Building Addition Project:

GSM- Change Order No. 1 for rerouting the 8' stormwater line through the Water Bay and the ADA Shower in the old locker room in the amount of \$0.00

GSM- Order No. 2 for the new 3-piece ADA Shower in the old locker room in the amount of \$1,368.00

MidState- Mechanical Change Order No. 1 for a change in the size of the exhaust fans 3-4 in the amount of \$-66.20

MidState- Electrical Change Order No. 2 for Bulletin No. 1 changes less the additional lighting in the amount of \$32,501.00

Motion by M. Cashman and seconded by R. Stone to approve the following Payment Applications for the Dover Township Building Addition Project; GSM- Change Order No. 1 for rerouting the 8' stormwater line through the Water Bay and the ADA Shower in the old locker room in the amount of \$0.00, GSM- Change Order No. 2 for the new 3 piece ADA Shower in the old locker room in the amount of \$1,368.00, MidState- Mechanical Change Order No. 1 for a change in the size of the exhaust fans 3-4 in the amount of \$-66.20, and MidState- Electrical Change Order No. 2 for Bulletin No. 1 changes less the additional lighting in the amount of \$32,501.00, as presented. **Passed** with 5 ayes.

PUBLIC WORKS DIRECTOR' REPORT, C. HAMME

Approval of Payment to Stewart and Tate Inc., for the 2025 Road Fabric and Paving in the amount of \$208,763.46

Motion by C. Richards and seconded by S. Parthree to approve Payment Application to Stewart and Tate Inc., for the 2025 Road Fabric and Paving in the amount of \$208,763.46, as presented. **Passed** with 5 ayes.

Approval to draft an Ordinance and Advertise for Ruppert Road- No Trucks Over 25 feet except for Local Deliveries

Motion by C. Richards and seconded by R. Stone to approve a Draft Ordinance for Ruppert Road- No Trucks Over 25 Feet and advertisement, as presented. **Passed** with 5 ayes.

PUBLIC HEARING ON A LIQUOR LICENSE TRANSFER FOR WAWA

A Public Hearing on a Liquor License Transfer for Wawa was opened by Attorney Christian Miller at 6:31 PM in the Banquet Room of the Dover Township Community Building.

Attorney Ellen Freeman from Flaherty & O'Hara stated they are requesting the transfer of a liquor license to be placed at the new Wawa at 2941 Carlisle Rd. This Wawa location is already set up with the requisite 30 seats that you need in order to maintain a liquor license in Pennsylvania. The operations will be similar to what you see at Royal Farms and Weis Markets. When they are initially opening a store with alcohol, they do only have a selection of beer. When you enter the front doors on Carlisle Road, immediately to your right there is seating near the energy zone. The energy zone is all their energy drinks and what is commonly referred to as a

beer cave or a drink cave. So that is where the selection of beer will be displayed within that store. Like any restaurant liquor licensee, they are permitted to sell both wine and spirits. Therefore, in some of their select stores where customers have specifically requested it or they see that there is a demand for wine or ready to drink cocktails, they will add that upon request or upon the data supporting these purchases from their store. The store will be permitted to sell 192 fluid ounces of beer to go in a single transaction. If anyone wishes to purchase any more than that, they are required to take their alcohol out to their car, come back in and make a second transaction. If and when they do add wine or the ready-to-drink cocktails, there is also a limit on how much they can sell, with 300 milliliters of wine and 192 fluid ounces of the ready-to-drink cocktails. Because they do operate a restaurant liquor license, they are required to have seating, as you will see in most of the grocery stores and convenience stores, as well as have ample food for customers to dine in. They do also have to allow for on-premises consumption. They are restricted to 2- 12-ounce cans for any individual who is consuming on premises. That alcohol must be purchased in the store, and it must be consumed in the seating area only. The registers are set up so that they can easily see that seating area to monitor consumption. Wawa has 38 other liquor licenses that are operating in Pennsylvania, and so they have a policy in place over 38 restaurants, and they have found that they are not experiencing any issues with customers breaking that policy or having to police them in any manner. The store's management is very confident that with the training they provide to all their staff, that the policy will be adequately maintained. As a store opens with alcohol, all of the associates within the store go through a training program at headquarters. Anyone who is selling alcohol will have gone through Wawa's training program as well as the Responsible Alcohol Management program. Another aspect of Wawa selling alcohol is that they employ a 100% carding policy no matter what your age is. They do have self-checkout registers, but you cannot sell alcohol through the self-checkout register.

S. Parthree questioned what the age requirement is for the staff who are selling the alcohol.

Attorney Freeman stated that the age requirement is 18 years of age.

S. Stefanowicz questioned whether this will have an impact on any other liquor license coming into the area.

Attorney Freeman stated that this will not impact on the number that the Township is permitted. Dover Township is permitted to have 7 liquor licenses and currently only have 4. If the Board chooses to approve the license it will bring the total to 5. The Township could have as many liquor licenses in the Township as is preferred, if the board approves them. However, all the counties in Pennsylvania are at capacity. There are no new liquor licenses being issued, but liquor licenses within the counties can be transferred inter-municipally.

All of the Board members were in favor of issuing the transfer of the liquor license for Wawa.

C. Miller stated formal approval will need to be done through a Resolution which has not been prepared for tonight but will be prepared for the first meeting in September. He also requested a 60-day extension.

With no further comments from the public, Chairperson Stephen Stefanowicz concluded the Public Hearing at 6:44 PM.

RECREATION DIRECTOR'S REPORT

Manager Oswalt stated that the only upcoming event is Dover Doug's Card and Collectibles Show which will be held on September 13 from 8AM-2PM at the Community Building.

EMERGENCY SERVICES COORDINATOR REPORT

Manager Oswalt stated that the Emergency Services Coordinator provided a written report but does not have any action items. She also noted that the employee will be attending the Board meetings moving forward.

MS4 UPDATE

C. Hamme stated that he and the Assistant Public Works Director attended an MS4 training course and there were four different presentations. He is also currently working on his report that is due to DEP by September 30th.

OLD BUSINESS

Draft Water and Sewer Regulations

S. Stefanowicz stated that he agrees with Attorney Miller about having a work session on this matter in the future so that a decision can be finalized.

C. Miller stated that a meeting should be identified so everyone can be prepared to discuss the topic.

C. Hamme noted that he is at a standstill with the North of the Borough residents until the Board makes a decision.

Manager Oswalt noted that the sewer and water will most likely need to borrow money next year, which would mean that tapping fees would have to be increased.

COMMENTS FROM THE BOARD

C. Richards noted that the Emergency Services Coordinator is doing a great job. The Dover Township Volunteer Fire Company has been very active with accidents and fires in Dover Township recently.

COMMENTS FROM THE PUBLIC

No comments were offered.

With no further business, Chairperson Stephen Stefanowicz concluded the Board of Supervisors meeting at 6:54 PM and the full Board entered into an Executive Session to discuss personnel matters.

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