

**DOVER TOWNSHIP
BOARD OF SUPERVISORS
MEETING MINUTES
September 8th, 2025**

The Dover Township Board of Supervisors for Monday, September 8th, 2025, was called to order at 6:01 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; and Brooke Searce, Township Secretary. There were 3 members of the public present.

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

S. Stefanowicz stated that the Work Session would be moved towards the end of the agenda due to a power outage in the Township and attendees being stuck in traffic.

APPROVAL OF THE REGULAR BOARD OF SUPERVISOR MINUTES FOR AUGUST 25TH, 2025

Motion by R. Stone and seconded by M. Cashman to approve the Regular Board of Supervisor Minutes for August 25th, 2025, as presented. **Passed** with 4 ayes.

TREASURER'S REPORT

APPROVAL OF THE SEPTEMBER 4TH, 2025 WARRANT IN THE AMOUNT OF \$101,367.20 (2022 WATER BOND)

APPROVAL OF THE SEPTEMBER 4TH, 2025 WARRANT IN THE AMOUNT OF \$233,581.36 (2023 BOND)

APPROVAL OF THE SEPTEMBER 4TH, 2025 WARRANT IN THE AMOUNT OF \$156.85 (LIQUID FUELS)

APPROVAL OF THE SEPTEMBER 8TH, 2025 WARRANT IN THE AMOUNT OF \$447,629.94

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

Attorney Miller arrived at 6:03 PM and was late due to the power outage.

PUBLIC COMMENT

No comments were offered.

SOLICITOR'S REPORT, C. MILLER

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

report.

MANAGER'S REPORT, L. OSWALT

Approval of the Animal Control Services contract for 2026

C. Richards arrived at 6:04 PM and was also late due to the power outage.

Manager Oswalt stated Ms. Klugh has asked for her retainer to be raised by \$50.00 for 2026, along with a .50 raise per hour and \$3.50 raise for overtime calls. She is the only person who provides this service for our area.

S. Stefanowicz stated that in the terms and conditions section of the agreement it states that if gas prices increase to more than \$3.99 a gallon then we agree to pay an increased milage rate. He questioned if the price increase would be for that specific time or for the entire length of the contract.

Manager Oswalt stated that the increase would only increase for that specific period if gas prices went above \$3.99. The same language is in the current contract as well.

Motion by M. Cashman and seconded by R. Stone to approve the Animal Control Services contract for 2026, as presented. **Passed** with 5 ayes.

Approval of the 2026 Minimum Municipal Obligation to the Employee Pension Plan

Motion by C. Richards and seconded by S. Parthree to approve the 2026 Minimum Municipal Obligation to the Employee Pension Plan, as presented. **Passed** with 5 ayes.

Approval of Resolution No. 2025-18 authorizing the transfer of a liquor license to Dover Township for Wawa, Inc.

Motion by R. Stone and seconded by M. Cashman to approve Resolution No. 2025-18 authorizing the transfer of a liquor license to Dover Township for Wawa, Inc., as presented. **Passed** with 5 ayes.

Approval of Friday, October 31st from 6-8 PM as Trick or Treat night in Dover Township

Motion by C. Richards and seconded by S. Parthree to approve Friday, October 31st from 6-8 PM as Trick or Treat night in Dover Township, as presented. **Passed** with 5 ayes.

PUBLIC WORKS DIRECTOR' REPORT, C. HAMME

Approval to advertise the Virginia Avenue Sanitary Sewer Replacement Project

C. Hamme stated that this project is ready to be advertised. The engineer gave an estimated cost of \$1.6 million for the entire project. The project will not start until 2026.

Motion by R. Stone and seconded by C. Richards to approve to advertise the Virginia Avenue Sanitary Sewer Replacement Project, as presented. **Passed** with 5 ayes.

Approval of Construction Phase Services from Buchart Horn in the amount of \$285,000.00

C. Hamme stated the administrative services cost are \$120,000.00 and the Resident Project Representative costs are \$165,000.00. They are not to exceed \$285,000.00. If they exceed the total dollar amount, they will need to come back to the Board for their approval of additional funding.

Motion by C. Richards and seconded by R. Stone to approve Construction Phase Services from Buchart Horn in the amount of \$285,000.00, as presented. **Passed** with 5 ayes.

MS4 UPDATE

C. Hamme stated that he is working on reports for DEP that are due on September 30th.

C. Hamme stated that Dover, West Manchester, and Manchester Township will be partnering to discuss Dover Township's Leaf Collection Process in October.

OLD BUSINESS

There is no old business currently.

WORK SESSION

DISCUSS DRAFT WATER AND SEWER REGULATIONS

The work session started at 6:12 PM.

Attorney Miller stated that there are two outstanding items that need to be addressed which are the following; Will the opt-out fee be applied to sewer customers that are required to connect and on the water side will this opt out fee be applied to all customers who have water klines located within 150 feet of their homes prior to September 2nd, 2008.

Manager Oswalt stated that the ordinance currently reads that if anyone had a water line in front of their house prior to September 2nd, 2008, those customers were not required to connect. If a new or upgraded line happened after that date, the customer has been required to connect if they are within 150 feet of the water main. Since the Board has agreed to remove the September 2nd, 2008, date there is now discussion on whether the customers prior to that date will also be required to connect or opt out. The Assistant Public Works Director reviewed our in-house records and determined there are approximately 219 customers that are believed to be located within 150 feet of an existing water main. For complete accuracy, field verification will need to be completed.

C. Richards stated that all property owners should be required to connect or pay the opt out fee.

S. Parthree stated that water customers should be paying a fee if they are within 150 feet of a water main and do not want to connect.

Attorney Miller stated that the draft water regulation currently states that if they are within 150 feet of an existing, new, or replaced water line you are required to connect or pay the opt out fee.

C. Richards stated that the capital has already been spent on the water main and they also get the benefit of having fire hydrants closer to their homes.

C. Hamme questioned what happens if they don't pay their quarterly opt out fee bill.

Manager Oswalt stated that a lien will be placed against their property.

M. Cashman asked Mr. Hamme how the Board should handle this situation.

C. Hamme stated to remove the date of September 2nd, 2008, and require the customers to connect if they are within 150 feet of a water main.

Attorney Miller stated that it will be burdensome at first but will get better as time goes on.

Manager Oswalt stated that all the customers who are affected by this change will have a letter sent to them explaining that they need to connect or pay the opt-out fee.

S. Parthree suggested calling the fee a water accessibility fee.

Attorney Miller stated that the draft could stay as it is, but he could update the language for what the fee is called. It is currently written as an opt out fee.

Manager Oswalt suggested calling it a hydrant accessibility fee.

R. Stone stated that he does not agree with this decision. He feels that it should be mandatory for customers to connect if they are within 150 feet of a new or upgraded water main. However, he understands the financial hardship, but he also understands the requirements for our water system and feels that connection is in the best interest of all parties.

The consensus of the Board is to leave the draft water regulations as they are currently written but update the opt out fee to hydrant accessibility fee.

Attorney Miller stated the only question he has is whether the Board would like to implement the same regulations as water for sewer or require mandatory hook up for sewer.

The consensus of the Board is to require sewer customers to connect to the public sewer system when a new or upgraded line is installed.

Attorney Miller stated he will update the current draft regulations with the changes that the Board discussed tonight, and they can adopt the regulations at a meeting in October.

Manager Oswalt noted that the water budget will need to borrow money next year and if the money is borrowed a tapping fee study will need to be completed, which will increase the tapping fees as well as the quarterly rate.

C. Hamme stated that with the new water regulations they will not be installing the curb boxes, and the property owners will be responsible for installing the curb box at the time of connection if they choose the hydrant accessibility fee option.

Manager Oswalt stated the Board's previous decision on that was to install the service lines and curb boxes.

Attorney Miller stated that these agreements will be recorded against the property. The homeowner will not be able to sell or transfer the property without connecting it to public water.

C. Hamme stated that he does not agree with installing the service line and curb box for customers who are going to choose the hydrant accessibility fee.

S. Parthree stated that they decided to run the service line and curb box for all the customers whether they are connecting right away or paying the hydrant accessibility fee.

The work session concluded at 6:30 PM.

COMMENTS FROM THE BOARD

R. Stone stated that he will not be present at the September 22nd meeting.

COMMENTS FROM THE PUBLIC

No comments were offered.

With no further business, Chairperson Stephen Stefanowicz concluded the Board of Supervisors meeting at 6:32 PM.

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