

**DOVER TOWNSHIP
BOARD OF SUPERVISORS
MEETING MINUTES
June 24th, 2024**

The Dover Township Board of Supervisors for Monday, June 24th, 2024, was called to order at 7:01 PM by Supervisor Michael Cashman in the Dover Township Board of Supervisors meeting room. Supervisors present were Charles Richards and Stephen Parthree. Robert Stone and Stephen Stefanowicz were absent with prior notification. Other Township Representatives in attendance were Laurel Oswalt, Township Manager; Christian Miller, Township Solicitor; Michael Fleming, Public Works Director; John McLucas, Zoning Officer; Terry Myers, Township Engineer; Cory McCoy CS Davidson; David Lash, Northern Regional Police Chief, and Brooke Scarce, Township Secretary. There were 7 members of the public present.

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

Supervisor Michael Cashman announced that an Executive Session was held prior to this evening's regularly scheduled Board of Supervisors meeting to discuss a potential litigation matter and personnel matters.

APPROVAL OF THE REGULAR BOARD OF SUPERVISORS MINUTES FOR MAY 28TH, 2024

Motion by S. Parthree and seconded by C. Richards to approve the Regular Board of Supervisors Minutes for May 28th, 2024, as presented. **Passed** with 3 ayes.

TREASURER'S REPORT

**APPROVAL OF THE JUNE 10TH, 2024 WARRANT IN THE AMOUNT OF \$619,092.01
APPROVAL OF THE JUNE 21ST, 2024 WARRANT IN THE AMOUNT OF \$5,926.63
(2020 BOND)**

**APPROVAL OF THE JUNE 21ST, 2024 WARRANT IN THE AMOUNT OF \$11,907.76
(2022 BOND)**

**APPROVAL OF THE JUNE 21ST, 2024 WARRANT IN THE AMOUNT OF \$64,459.85
(LIQUID FUELS)**

**APPROVAL OF THE JUNE 21ST, 2024 WARRANT IN THE AMOUNT OF \$5,427.50
(2023 BOND)**

**APPROVAL OF THE JUNE 21ST, 2024 WARRANT IN THE AMOUNT OF \$486.00
(EAGLE VIEW PH II)**

APPROVAL OF THE JUNE 24TH, 2024 WARRANT IN THE AMOUNT OF \$541,613.23

Motion by C. Richards and seconded by S. Parthree to approve the above referenced warrant totals, as presented. **Passed** with 3 ayes.

PUBLIC COMMENT

Willard Mortenson from 3613 South Partridge Drive- Bamboo Growth

W. Mortenson expressed concerns about the bamboo growth on his neighbor's property that is not being maintained and spreading onto his property. He would like something to be added to the Township Code of Ordinances about bamboo since there is nothing that calls out bamboo specifically. He showed pictures of the bamboo on his neighbor's property to the Board members.

J. McLucas stated the Board was provided with two sample ordinances from other surrounding municipalities. Dover Township has property maintenance regulations and action can be taken on grass that is over 12 inches high which is how they the Codes Officer is attempting to address this situation now.

M. Cashman stated that he has heard other complaints from residents in the community about bamboo.

J. McLucas asked the Board should review the two ordinances and provide feedback to create a draft ordinance.

Scott Miller- Dover United Soccer Club Lehr Park Waiver of Fees

S. Miller stated that Dover United Soccer Club has three fundraisers a year at Lehr Park, all of the money raised goes back to the organization or the High School soccer team. The Township is asking for \$300.00 which then results in the club losing revenue and money that could be put back into the club.

S. Parthree stated that the \$300.00 fee is to cover the cost of the lost revenue for the pavilion and the Community Building since the buildings cannot be rented out when the club has these larger events.

Manager Oswald stated that the Parks and Recreation Director has looked at what other communities do and some of them charge for field usage, and we do not. The soccer events are so large that they take away the use of using the Community Building because there is not enough parking for the soccer event and whatever event is happening in the Community Building.

Manager Oswald stated that there is a resident fee, a non-resident fee, and a non-profit fee. In the future there could also potentially be a sports fee. The Parks and Recreation Director has also thought about a reduced fee cost for the sports club if volunteering at Recreation Events is offered by the club.

S. Miller stated that the club pays \$2,800.00 a year to treat and maintain the soccer fields. They volunteer at events and are willing to volunteer at events for the reduced cost.

Carl Houdeshell, Vice- President of Dover United Soccer Club stated that their biggest event is the summer fest which is what allows them to be able to pay for treating and maintaining the

fields in the spring and the fall. He does not agree with having to pay \$300.00 because he feels as if the Township is taking money away from their youth program. The youth program did go away at one time, and they are trying to bring it back. The High School Team is also affected by this because they get their players from the youth programs.

M. Cashman stated that he was unaware that the soccer club was paying to treat the soccer fields.

C. Houdeshell stated that other groups within the community get use out of the soccer fields and the equipment, not just Dover United Soccer.

S. Parthree stated that he would like to table this item until all the Board members are present to make a decision.

NORTHERN REGIONAL POLICE UPDATE

D. Lash stated that the foundation of their new police department is about 80% completed, the underground utilities are still being installed. They are expecting to pour the slab towards the end of July. The substantial completion date for the new facility is May 17, 2025. The Police Commission to continuing to have discussions on rewriting the charter and is also considering rebranding the agency to a new name to better reflect not only the current jurisdiction but the future of the organization's growth. He also noted that National Night Out will be Tuesday, August 6 from 5:30-8 PM.

M. Cashman stated that good conversation from the commission has been forthcoming on the chart especially in the areas of units cost; how that's calculated and defined. The solicitor for Northern Regional took everyone's content and is revising the draft of that section of the charter. He will be able to provide the draft for the Board members at the next meeting.

SOLICITOR'S REPORT

Discussion and Approval of Agreement with Dover Highlands

C. Miller stated that this agreement with Dover Highlands resolves the permit fees.

Motion by C. Richards and seconded by S. Parthree to authorize the Township Manager to sign the agreement with Dover Highlands, as presented. **Passed** with 3 ayes.

ENGINEER'S REPORT, T. MYERS

Truck Restriction Studies – Nursery Road, George Street and Temple School Road

T. Myers stated that at the April 22 meeting, the Board approved a proposal from ELA Group to complete a truck restriction study on Nursery Road from Bull Road to Old Carlisle Road and a study on George Street from Carlisle Road to Nursery Road. While performing the studies, they decided that Temple School Road from Carlisle Road to Nursery Road should also be analyzed for possible truck restrictions at no extra cost. After speaking with ELA Group, it was

determined that recommending the section on Nursery Road between Bull Road and Butter Road could be restricted, however based on the truck turn templates, trucks can make a left hand turn to head west onto Butter Road without infringing on resident's property and utilizing both lanes. Since this section of road has a free truck turning movement, they cannot automatically recommend that section of Butter Road be restricted to trucks. The Board was provided a copy of PennDOT's TE-109 form for their review which shows recommendations to restrict trucks over 25 feet on Temple School and George Street, as well as Nursery Road between Butter Road and Old Carlisle Road.

C. Richards questioned if the truck restriction is subject to change once the improvements have been made to Bull Road and Butter Road.

T. Myers stated that ELA Group recommended the possibility of adding a sign at Bull Road that says, "Truck Restriction Ahead".

C. Richards stated that adding the restriction now makes sense, but the improvements will allow for trucks to turn left and right once made.

T. Myers stated these studies will allow for the Board to put an Ordinance in place which will enforce no trucks over 25 feet on those roads. If the Board is in favor of the recommendations a draft ordinance will need to be created by the solicitor first.

Motion by C. Richards and seconded by S. Parthree to authorize the Township Solicitor to draft an Ordinance to restrict trucks over 25 feet on Nursery Road, George Street, and Temple School Road, as presented. **Passed** with 3 ayes.

Pine Road Demolition Phase 4 – Final Application for Payment in the amount of \$2,500.00

T. Myers stated that the contractor was on site and completed final restoration and seeding. The final contract closeout documents have been received from the contractor and copies will be provided for the Township's record.

Motion by S. Parthree and seconded by C. Richards to approve Final Payment Application for Pine Road Demolition Phase 4 in the amount of \$2,500.00, as presented. **Passed** with 3 ayes.

T. Myers noted that he has received some preliminary information from ELA Group regarding the intersection at Fox Run Road and Canal Road. For the final report, he would like to put together cost estimates on what these recommended improvements. He questioned if the Board members would like to have a Work Session on that topic at the August meeting.

Consensus of the Board was to have a Work Session meeting tentatively scheduled for August to discuss the improvements at Fox Run Road and Canal Road.

ZONING OFFICER'S REPORT, J. MCCLUCAS

Approval of PL 23-5 – The Seasons 3A Conservation Based Design Sketch Plan-107 Single

Family Attached Dwelling Units-Fox Run Road- R3 District

J. McLucas stated that the plan the Board is reviewing is just a sketch plan. A few months ago, the Board approved the rephrasing for The Seasons. Due to a zoning change they were able to increase their density so now they are going through a sketch plan while they work on their remaining phase. The whole sketch plan is based on a Conservation-Based Design which allocates the location of the units around environmentally sensitive areas and takes into account the recreational trail planning needs. Most of the conversation with the Planning Commission involved the potential trail connections throughout the development. The Board was provided an updated review letter from CS Davidson dated June 20, 2024.

Bob Sandmeyer from Site Design Concept stated the land is 19 acres in size and will have 112 single family attached dwelling units, not 107. They have reviewed the letter from CS Davidson, and everything has been covered on a sketch plan basis for the development. He is looking for approval of the sketch plan before moving forward with the preliminary plan.

C. Richards stated that the plan shows a connection from the development to Virginia Avenue and questioned the timeline for its completion.

T. Myers stated that there is a developer's agreement coming with Phase 4 which is currently under review and going to the Planning Commission next month. The owner was at a previous meeting asking the Board for a change in the phases which was granted if they bonded the roadway connection prior to beginning any building construction in Phase 4.

C. Miller stated the developer's agreement is almost completed; they are just waiting on the estimate so the Township Engineer can confirm the cost and then sign the agreement. It was the developer's idea to have the agreement to allow them to rephase.

C. Richards stated that the reason for his question is because the Fire Department's only secondary emergency entrance is a stone lane, which is not always well maintained.

T. Myers stated that the developer is required to maintain that area. At any point in time, if the Fire Department feels that they do not have free access back to the lane, they can let him know and he will reach out to the developer.

M. Cashman questioned if the Board could still approve the plan even though the number of units does not match.

Manager Oswalt stated that if the Board would like to approve the plan they can, the number of units not matching is not an issue since it is just a sketch plan.

B. Sandmeyer stated that when he reviewed the plan, he noticed a comment stating that the developer is to pay for the sidewalk and the removal of the temporary cul-de-sac in the Fox Meadow development. He questioned if that should have been in the Fox Meadow development's bond.

Manager Oswalt stated that there is no bond for the Fox Meadow development.

Motion by S. Parthree and seconded by C. Richards to approve PL 23-5- The Seasons 3A

Conservation Based Design Sketch Plan- 107 Single Family Attached Dwelling Units- Fox Run Road- R3 District, as presented. **Passed** with 3 ayes.

J. McLucas stated that Hines Warehousing project will not be coming to the July Board meeting. We are now expecting the plan sometime in September but that all depends on some of their outside agencies submissions, reviews, and addressing the Township's comments. Once he gets a better understanding of when the plan will be ready, he will coordinate with the School District for meeting locations.

Manager Oswalt stated that the information will be provided to the public via Savvy Citizen and the information will also be on our website.

J. McLucas noted that he received notice from the Ag Land Preservation Board stating that Z&Z Farms recently preserved 225.49 acres which brings the total land preserved in Dover Township to 2,695.966 acres, or about 10% of the Township.

MANAGER'S REPORT, L. OSWALT

Approval of Payment #11 and Final to SSM Industries Inc., for the Fire Department Dorm Project in the amount of \$5,391.67

Motion by C. Richards and seconded by S. Parthree to approve Payment #11 and Final to SSM Industries Inc., for the Fire Department Dorm Project in the amount of \$5,391.67, as presented. **Passed** with 3 ayes.

Manager Oswalt stated that the dorm furniture arrived on Thursday, June 20 and was assembled on June 20 and June 21.

Discussion regarding Audit Services and potential advertisement of the 2024-2027 Draft Audit RFP

Manager Oswalt noted that the Township has pursued and received substantial grants, most specifically federal money which the Township will be expending in the next few years. The largest of which is around \$6 million for the Little Conewago Creek Floodplain Restoration Project. There was some discussion with the accountant about the fact that right now might not be the best time to switch auditing firms. If the Board would prefer, this item can be tabled until the next meeting so Manager Oswalt can pursue pricing from the current auditing firm for another two years.

The consensus of the Board was to table this item until the next meeting so the Township Manager can gather information on extending the current services for another two years.

Warrington Township Board of Supervisors correspondence regarding the Hines Warehouse Project

Manager Oswalt stated that Warrington Township sent a letter to the Board and the Planning Commission merely saying that they have some concerns about truck traffic on their roads. She also noted that whenever a big development happens, it is considered a Regionally Significant

Development. York County Planning Commission sends out communication about these Regionally Significant Developments to all of the surrounding communities since they could be impacted by the additional traffic. That is done at the time that the applicant applies for a Scoping Meeting with PennDOT. The applicant communities as well as York County Planning are invited to the meeting. There were multiple surrounding communities that received a letter about the warehousing project, one of them being Warrington Township. The letter states that they should contact the municipality where project is happening within 10 days to express their concerns. After 10 days a scoping meeting is then scheduled. Dover Township was not contacted about this development by any of the surrounding municipalities at that time. The letter was sent to the surrounding municipalities in May of 2022.

PUBLIC WORKS DIRECTOR'S REPORT, M. FLEMING

Authorize staff to advertise the following items for sale on MUNICIPAL BID

**Viking Snowplow
NEOPOST DS-63 Folder Inserter Machine
Onan 20 Standby Genset**

Motion by C. Richards and seconded by S. Parthree to authorize staff to advertise the following items for sale on MUNICIPAL BID; Viking Snowplow, NEOPOST DS-63 Folder Inserter Machine, and Onan 20 Standby Genset, as presented. **Passed** with 3 ayes.

Discussion on DO NOT PASS signs (R4-1) on the following roads

**Butter Road- entire length
Emig Mill Road- entire length
Hilton Avenue- entire length
Clearview Road- entire length
North Salem Church Road- entire length
Fox Run Road- between Carlisle Road and East Canal Road
Nursery Road- between Butter Road and Old Carlisle Road**

M. Fleming stated a traffic engineering study would need to be completed first before moving forward with an ordinance advertisement.

D. Lash stated that just the double yellow lines do not designate enforcement. According to the PA Vehicle Section 3308 B signs AND markings must be in place to be able to enforce no passing. Without the proper signage it is difficult for Police Officers to enforce.

C. Richards stated that even with DO NOT PASS signs, vehicles are still allowed to go around a garage truck, mail truck, and another other delivery service that might be pulled off to the side of the road.

Motion by C. Richards and seconded by S. Parthree to authorize staff to complete a traffic engineering study on the following roads; Butter Road- entire length, Emig Mill Road- entire length, Hilton Avenue- entire length , Clearview Road- entire length, North Salem Church Road- entire length, Fox Run Road- between Carlisle Road and East Canal Road, and Nursery Road-

between Butter Road and Old Carlisle Road, as presented. **Passed** with 3 ayes.

Discussion on the 2024-2028 5 Year Capital Improvements Plan

M. Fleming stated that Board was provided with a copy of the 5 Year Capital Improvements Plan. The Board is to review the plan and offer any comments.

RECREATION DIRECTOR'S REPORT

Manager Oswalt stated that Red, White, and Boom is July 3rd. Residents will be able to view the fireworks from the Township Building, the football stadium, Lehr Park, and Station 6. There will be food and other activities at each of the locations.

MS4 UPDATE

There was no MS4 update.

OLD BUSINESS

There is no old business currently.

COMMENTS FROM THE BOARD

There were no comments from the Board.

COMMENTS FROM THE PUBLIC

There were no comments from the public.

With no further business, Supervisor Michael Cashman concluded the Board of Supervisors meeting at 8:12 PM.

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