

**DOVER TOWNSHIP
INDUSTRIAL COMMERCIAL DEVELOPMENT COMMITTEE
MINUTES
AUGUST 28TH, 2024**

The Dover Township Industrial Commercial Development Committee (I/CDC) Meeting for August 28th, 2024, was called to order at 4:00 PM by Industrial/Commercial Development Chairman Brian Caden. Committee members present were Anthony Sarago, Charles Benton, Dave Wolverton, Kim Hogeman, Ashley Spangler Jr., and James Turnure. Ashley Spangler Sr., was absent with prior notice. Also, in attendance were Cindy Snyder, Borough Council Member; Laurel Oswalt, Township Manager; John McLucas, Township Planning Director; Stephen Parthree, Township Supervisor, John Popovich, Representative from Seth Grove's Office; and Brooke Scarce, Township Secretary. There was 1 member of the public present.

APPROVAL OF MEETING MINUTES FOR JUNE 26TH, 2024

Motion by C. Benton and seconded by A. Sarago to approve the June 26th, 2024, Industrial Commercial Development Committee meeting minutes as presented. **Passed** with 7 ayes.

PUBLIC COMMENT

No comments were offered.

POTENTIAL EAGLE SCOUT PROJECT

Krista Pike stated that her son Eric is 16 years old and a member of the Dover boy scouts; he was not able to attend the meeting due to other conflicts. He has just finished all his requirements to become an Eagle Scout and would like to start working on his Eagle Scout project. One idea that he thought of was to create a welcome to Dover sign. After a conversation with John McLucas, it was determined that this committee had previously discussed updating the welcome to Dover sign.

J. McLucas stated that the committee previously looked at signage concepts on August 26th, 2020. The old welcome sign was located on Carlisle Road southbound coming from Dillsburg. The previous sign that was there has been removed.

K. Pike stated that her brother-in-law owns the property where the sign used to be located.

J. McLucas reviewed the concepts that were discussed in 2020. The discussion included the replacement of the sign near Grandview when you first enter the Township coming from Shiloh.

S. Parthree questioned if her son had a design in mind.

K. Pike stated that he is still in the early stages of planning so he is just gathering different types of ideas to see what the Township would allow. He is also aware that the sign would have to be maintained but was unsure whether an easement agreement would be required.

J. McLucas stated that an easement agreement would be the easiest thing from the Township prospective, but he is also aware that the property where the sign used to be located is owned by her brother-in-law and he may not be in favor of granting an easement. For stormwater facilities the Township usually obtains an operation and maintenance agreement that grants access for on-going maintenance. In this case, it would grant access to maintain the sign.

K. Pike questioned if the Township owns land near Grandview that they would have access to or would there need to be an easement agreement with Grandview.

J. McLucas stated that if her son would like to place the sign near Grandview, he would need an easement agreement with them.

Manager Oswalt stated that there was welcome signage at Grandview that was completed by a high school group before the new owners took over. Overtime the signs were not taken care of because there was no agreement.

A. Sarago questioned if the maintenance could be a sponsorship opportunity from a local business.

Manager Oswalt stated that if a business was willing to maintain it they could.

J. Turnure stated that his son was an Eagle Scout and did a similar project that received local business sponsorship.

K. Pike questioned if there is any other land that the Township controls that could potentially be a site for a sign.

J. McLucas stated that there is land owned by the Sewer Authority, but it sits too far off Carlisle Road.

Manager Oswalt stated that land is at the corner of Carlisle Road and Old Carlisle Road and the sign would be on the wrong side of the road.

K. Pike stated that she will talk with her husband and brother-in-law regarding an easement agreement.

K. Pike questioned if J. McLucas could share the concept ideas with her.

J. McLucas stated that he will share the concept ideas and minutes.

K. Pike stated that she knows her son wanted to do something very simple so it wouldn't have landscaping around it.

C. Snyder stated that that it could be as simple as adding a gravel pad under the sign.

J. McLucas questioned what the timeline for the project would be.

K. Pike stated that he would like to have the project completed by late spring of next year.

C. Snyder questioned if the boy scouts have a timeframe as to when the project needs to be completed.

K. Pike stated that the project would have to be completed by the time her son is 18 and he has just turned 16. If the project took longer, he would have plenty of time, but he would prefer to get the project completed sooner rather than later.

Manager Oswald noted that he would need to obtain a permit so he would have to leave time for the permit to be reviewed and processed before the work can be started.

J. McLucas stated that signs also need wind calculations.

J. Turner questioned how far the sign will sit back off the road.

Manager Oswald stated that it depends on the road. State roads have a bigger road right of way than Township roads.

BUSINESS ASSOCIATION UPDATE

B. Caden stated that they have a couple of events coming up which are as follows; They will be having a breakfast on September 12th and on October 5th DABA will be doing the ribbon cutting for the opening of the Fire Department.

Manager Oswald asked K. Hogeman if YCEA would be able to share the information with the public.

K. Hogeman stated that YCEA would be willing to share the information.

K. Hogeman questioned if they would need any supplies for the ribbon cutting.

J. McLucas stated that DABA is investing in the items needed for the ribbon cutting.

B. Caden noted that on October 27th DABA will be attending the food truck event.

Comprehensive Plan Action Items

There were no Comprehensive Plan action items discussed.

OLD BUSINESS:

Employees Soft Skills Training- October 9th

K. Hogeman stated that she will send an email to Toastmasters after the meeting to let them know what the official date will be October 9th.

J. McLucas reviewed the registration form with the committee. He will also email a copy of the form after the meeting to the committee to verify that everything is working properly.

Manager Oswalt stated that the childcare portion should include ages. Chalet's program is only certified for school age kids. She also stated that it would be a good idea to ask the ages of the children.

J. McLucas updated the age section of the form which allows children from ages 5 through 13.

Manager Oswalt commented that the age bracket should be verified with Chalet.

J. McLucas stated the form will be sent out through Savvy Citizen. The information will also be on our website and Facebook.

C. Benton questioned if DABA will send out the information to their business contact list.

B. Caden stated that DABA will be providing the information to their business contact list.

C. Snyder questioned if there is a deadline for the sign up.

J. McLucas stated that the cut off to sign up will be October 1st. This will allow time to plan for how much pizza needs to be ordered.

B. Caden questioned if there will be another meeting before the soft skills training.

Manager Oswalt stated that there will be another meeting on September 25th.

B. Caden questioned if someone from Toastmaster should come to the next meeting to brainstorm any last-minute ideas.

K. Hogeman stated that she can reach out to them to see if someone is available to attend the next meeting.

Manager Oswalt questioned if the registration deadline should be before the next meeting.

After further discussion it was determined to change the deadline from October 1st to September 20th.

Development Update

J. McLucas stated that there is no huge update. There was a Zoning Heard Board meeting held earlier this month about a commercially zoned property located on Bull Road that requested a variance to replace an existing house and the Zoning Hearing Board denied their request. He stated that Belmark will be undergoing an expansion project soon.

B. Caden questioned what is happening at the property located at Hilton Road and Bull Road.

J. McLucas stated that PennDOT acquired 40 acres of the property, while the remaining land went up for sale and was sold at auction to a different property owner.

A. Sarago questioned if the Township will be putting in a turning lane at the intersection of Canal Road and Fox Run Road.

Manager Oswalt stated that it has not been decided but there was a meeting held with the affected property owners and the Board to get their thoughts on it. A traffic study was completed which determined that the intersection does not warrant a traffic light or a All-Way stop, however it does warrant left turning lanes on Canal Road.

C. Snyder questioned if the North of the Borough project is completed including the new pump station.

Manager Oswalt stated that the project is pretty much complete other than a couple of punch list items. The Township has not sent out the notices requiring residents to connect to the public water and sewer system yet. However, the residents were all previously notified stating they were going to be required to connect once the project was completed.

D. Wolverton stated that last night at the school board meeting, there was discussion about voting within the Township. The Board of Elections contacted the school board asking if the Middle School would be able to be used as a polling place. The school board and Northern Regional did not agree with the school being a place to vote. However, the school board has asked him to bring up the issue to the Township with consideration to open up the Township garage as a place to vote.

A. Sarago questioned what the issue is with the polling place at the Community Building.

D. Wolverton stated that District 1 and 2 are in the same facility which ends up causing issues with traffic on Davidsburg Road.

Manager Oswalt stated for many years District 1 and 2 have been in the same building. As for District 3, it used to be held at the YMCA but then it got moved to Lighthouse Baptist Church because the building was too small. With Districts 1 and 2 being at the same building it does cause lots of issues. One of them being not enough parking. During the last two presidential elections it caused the Township to send employees to the Community Building to direct traffic, help with parking, and avoid damage to field spaces within the park. There is also an ADA issue at that building because the back and Senior Center side of the building does not have a sidewalk. The Township approached the County with the fact that the Township is growing and has suggested that they come up with a new location for one of the districts. It was also suggested that they come up with more districts. The Community Building was not the only location that experienced issues, there were also issues at the Friendship Community Church. When there are traffic issues the Township employees and Fire Police need to be able to go out

and deal with those issues. This is a county-wide issue; Dover is not the only municipality that is experiencing this issue. The Township garage cannot be used because the Township is working that day, and all the parking outback is taken up by the public works employees. If there was an emergency the employees would not have access to the facility to get the equipment needed. Township employees are not allowed to be in and out of polling place, they are to stay out unless they are there to vote.

D. Wolverton stated that his argument to the school board is that the polling place should not be located in a public school when it is in session. Everybody needs to slow down and live with the issue for one day.

Manager Oswalt stated the first time the Township experienced this issue was in 2016, and the Township was not prepared for the issues. The Township had to rent lights because there were people parking in the fields because these areas are not lit. After 2016 the Township reached out to the County and told them that they needed to start planning for 2020 because the Community Building is becoming too full for two districts to vote at simultaneously. Prior to the 2020 election, the Township spent months preparing a plan to deal with the matter effectively. In 2020 the Township took shifts helping with the public safety issues that day. All public works staff and 4 of the Township's directors with flagger certifications worked the event. Lights were again rented, and money was spent on signage for the day. The Township was not reimbursed for these expenses. If we had an emergency to respond to like a water main break, sewer back-up or other event, we were otherwise occupied at this event and would be less responsive. The Township felt it was our duty to manage this safety issue, but other solutions needed to be pursued by the County to address this situation for future elections.

C. Benton questioned what the process is for creating more locations.

Manager Oswalt stated that it is a Board of Elections issue. The problem there is that they don't have enough people to work in additional poll locations.

J. Popovich stated that expanding to more locations would also require the County Commissioners to purchase more polling machines for the additional locations.

Manager Oswalt stated that in 2016 it was so chaotic that residents were parking in front of the fire engine bays so if there was a call that they needed to report to, they would not have been able to do so.

J. Popovich stated that if anyone has any more questions they can reach out to Julie Wheeler, she is the President of the Board of Commissioners.

With no further business, the meeting was adjourned at 5:09 PM by Chairman B. Caden.

Respectfully submitted by: Brooke Scarce

Brooke Scarce, Township Secretary