

**DOVER TOWNSHIP
BOARD OF SUPERVISORS
MEETING MINUTES
September 23rd, 2024**

The Dover Township Board of Supervisors for Monday, September 23rd, 2024, was called to order at 7:00 PM by Chairperson Stephen Stefanowicz in the Dover Township Board of Supervisors meeting room. Supervisors present were Charles Richards, Michael Cashman, and Stephen Parthree. Robert Stone was absent with prior notification. Other Township Representatives in attendance were Laurel Oswalt, Township Manager; Kristina Rodgers, Assistant Township Manager; John Baranski, Township Solicitor; John McLucas, Zoning Officer; Terry Myers, Township Engineer; Cory McCoy, CS Davidson; Christopher Hamme, Public Works Director; Greg Anderson, Northern Regional Police Lieutenant; and Brooke Scearce, Township Secretary. There were 2 members of the public present.

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

Chairperson Stephen Stefanowicz announced that a Work Session was held prior to this evening's regularly scheduled Board of Supervisors meeting to interview candidates for the Zoning Hearing Board followed by a discussion about a Bamboo Ordinance.

APPROVAL OF THE WORK SESSION MEETING MINUTES FOR SEPTEMBER 9TH, 2024

APPROVAL OF THE REGULAR BOARD OF SUPERVISOR MINUTES FOR SEPTEMBER 9TH, 2024

Motion by S. Parthree and seconded by M. Cashman to approve the work session meeting minutes for September 9th, 2024, and the regular board of supervisor minutes for September 9th, 2024, as presented. **Passed** with 4 ayes.

TREASURER'S REPORT

APPROVAL OF THE SEPTEMBER 18TH, 2024 WARRANT IN THE AMOUNT OF \$193,915.04

APPROVAL OF THE SEPTEMBER 20TH, 2024 WARRANT IN THE AMOUNT OF \$20,795.00 (2023 BOND)

APPROVAL OF THE SEPTEMBER 23RD, 2024 WARRANT IN THE AMOUNT OF \$271,042.87

Motion by C. Richards and seconded by S. Parthree to approve the above referenced warrant totals, as presented. **Passed** with 4 ayes.

PUBLIC COMMENT

Poplars Road Culvert Project

Manager Oswalt stated at the pre-construction meeting, it was noted that since the project is being funded by federal CDBG monies, an opportunity for public comment on the project was necessary for compliance with the grant. She did hear from one of the residents today that they are glad that the project is being accomplished.

C. McCoy stated that the grant is for \$55,000.00 to replace approximately 120 LF of deteriorated stormsewer pipe on the north side of Poplars Road. A signed temporary easement agreement has been obtained from the property owners. Authorization to advertise for bids was received on July 22nd and bids were opened on August 21st. There were four bids that were received; the recommendation was to award the low bid to Manor Construction at the price of \$59,333.00. There has been a request made to the York County Planning Commission for additional funding to cover the amount above the \$55,000.00 grant.

NORTHERN REGIONAL POLICE UPDATE

G. Anderson stated that Northern York County Regional Police are presently going through the hiring process. They have three candidates for open officer positions.

SOLICITOR'S REPORT

J. Baranski stated that a written report was provided to the Board but there are no action items.

ENGINEER'S REPORT, T. MYERS

Approval of Payment Application No. 2 in the amount of \$64,954.30 for the Creekside Village Basin Conversion

T. Myers stated that the back fill has been placed in the basin; the pipe and end wall have been installed; the outlet structure was installed; and finished grading and seeding was completed. The mulching and matting have been completed as well. There will need to be some touchups on the finished grading and seeding. The muck removed from the basin is drying in the island of Kortni Drive. Once that has dried out, the contractor will be in to grade, seed, and mulch that area and make necessary curb, sidewalk, and driveway repairs.

Motion by C. Richards and seconded by S. Parthree to approve Payment Application No. 2 in the amount of \$64,954.30 for the Creekside Village Basin Conversion, as presented. **Passed** with 4 ayes.

Approval of Change Order No. 2 in the amount of \$-2,864.14 for the 2022 Bridge Maintenance- Bridges 1, 2, and 9 along with Final Payment Application #5 in the amount of \$0.00.

C. McCoy stated that site restoration is still unsatisfactory. After discussion with staff, it was decided to utilize retainage and coordinate with a local landscaper to finish grading and seeding for the area this fall. The Board was provided with a no cost change order reducing the contract amount by the amount of retainage which was held to ensure final restoration.

T. Myers stated that the Board should be approving Change Order No. 3, not Change Order No. 2.

Motion by C. Richards and seconded by M. Cashman to approve Change Order No. 3 in the amount of \$-2,864.14 for the 2022 Bridge Maintenance- Bridges 1, 2, and 9 along with Final Payment Application #5 in the amount of \$0.00, as presented. **Passed** with 4 ayes.

T. Myers noted that Allison Concrete has completed the sidewalks at the intersection of Fountain Rock Drive and Cardinal Lane which completes their contract. Road Home, LLC has executed a contract with H&H General Excavating, in the amount of \$16,630.00 to complete backfilling, top soiling, and seeding the area between the curb and sidewalk. H&H General Excavating began work on September 16th so that project should be completed shortly.

ZONING OFFICER'S REPORT, J. MCLUCAS

J. McLucas stated that he does not have any action items, but he did provide the Board with a written report. However, he would like to briefly discuss the crosswalk issues at Intermediate Avenue and Canal Road. He and the Public Works Director visited a site in Paradise Township where they have installed crosswalk to a similar intersection at the end of 2023. Paradise Township worked with the same LTAP Engineer that Dover worked with for the Road Safety Audit.

MANAGER'S REPORT, L. OSWALT

Approval of Resolution No. 2024-24 Proclaiming the week of September 23rd as Women of Today Week in Dover Township

Manager Oswalt stated that Dover Women of Today is an organization that provides many services to the community. They have historically provided volunteers for several recreation events.

J. Baranski stated that in the Board packet it shows Resolution No. 2024-23, not 2024-24.

It was determined by the Township Secretary that the agenda does show the wrong Resolution number, and it is Resolution No. 2024-23 that the Board should be approving.

Motion by M. Cashman and seconded by C. Richards to approve Resolution No. 2024-23 Proclaiming the week of September 23rd as Women of Today Week in Dover Township, as presented. **Passed** with 4 ayes.

Authorization to advertise for bidders for the 2025-2030 Trash Contract

Manager Oswalt stated that the discussed change on distance for the hauler's office to be located as made to the document.

S. Parthree stated that he spoke with the new manager for Republic Services and he would be interested in bidding on the contract. He questioned where the information for the bidding contract can be found.

Manager Oswalt stated that a copy of the contract will be sent to Republic Services, however, the contract will also be available in the newspaper, on the website, and Savvy Citizen.

Motion by M. Cashman and seconded by S. Parthree to authorize the advertisement for bidders for the 2025-2030 Trash Contract, as presented. **Passed** with 4 ayes.

Approval of the 2025 Minimum Municipal Obligation (MMO) for the Defined Contribution Plan

Manager Oswalt stated that this approval is completed annually and is necessary for reporting to the state on the anticipated budgeted obligation of the Township for the employee pension plan. The Township receives state aid in October of each year which funds a large percentage of the contribution.

Motion by C. Richards and seconded by S. Parthree to approve the 2025 Minimum Municipal Obligation (MMO) for the Defined Contribution Plan, as presented. **Passed** with 4 ayes.

PUBLIC WORK DIRECTOR'S REPORT, C. HAMME

Approval of proposal from Buchart Horn to perform construction services for Carlisle Road Water Main Replacement

C. Hamme stated that this proposal is for Phase II of North of the Borough Water Main Replacement. Buchart Horn will provide GPS service for all of the curb boxes, valves, and everything in the ground and provide the GIS data once it has been completed.

Motion by M. Cashman and seconded by C. Richards to approve the proposal from Buchart Horn to perform construction services for Carlisle Road Water Main Replacement, as presented. **Passed** with 4 ayes.

Approval of proposal from Buchart Horn to perform survey, mapping, and design phases for Pineview Drive Right of Way Sanitary Sewer Replacement

Motion by S. Parthree and seconded by M. Cashman to approve the proposal from Buchart Horn to perform survey, mapping, and design phases for Pineview Road Right of Way Sanitary Sewer Replacement, as presented. **Passed** with 4 ayes.

Approval of proposal from Buchart Horn to perform, mapping, and design phases for Virginia Road Sanitary Sewer Replacement

Motion by S. Parthree and seconded by M. Cashman to approve the proposal from Buchart Horn to perform mapping, design, and phases for Virginia Road Sanitary Sewer Replacement, as presented. **Passed** with 4 ayes.

Approval to advertise bids for mowing of the Township properties for 2025-2027

C. Richards stated that he has noticed weeds growing up through the rocks in the basin along Emig Mill Road.

C. Hamme stated that it is not part of the mowing contract for them to spray for weeds. The weeds are sprayed by Township staff, so he will make sure that the issue gets resolved.

Motion by M. Cashman and seconded by S. Parthree to approve the advertisement bids for mowing of the Township Properties for 2025-2027, as presented. **Passed** with 4 ayes.

Approval to sign and submit the Royal Farms Updated Draft Wellhead Protection Area Operating Permit

Motion by C. Richards and seconded by M. Cashman to sign and submit the Royal Farms Updates Draft Wellhead Protection Area Operating Permit, as presented. **Passed** with 4 ayes.

RECREATION DIRECTOR'S REPORT

S. Parthree questioned if the Parks and Recreation Director is looking for a decision from the Board regarding the inclusion statement for the Recreation Plan.

Manager Oswald stated that the last update she received was that S. Parthree was going to talk to the other Board members about the inclusion statement but has not heard anything since.

After further discussion the Board agreed to adding the approval of the inclusion statement as an action item for a future regular meeting.

Manager Oswald stated the following events will be held; October 5th and 6th is Dover Days at Brookside Park, Haunted Barn at Brookside Park, Boston Bus Trip October 17th-21st, Halloween Double Feature at Brookside Park on October 25th, Pumpkin Walk at Brookside Park on October 26th, and The 2nd annual Fall Food Truck Festival on October 27.

Manager Oswald noted that there have been some complaints received about pickleball. The Senior Center used the Community Building for a weekly pickleball session on Wednesdays. There was no cost for the use of the building and the Senior Center did not charge the people who participated. After the Community Building was renovated the Township Staff did not want tape or any adhesive to be used on the floor but the group was told they could use different types of equipment like cones or ropes. After being told they could not use tape or adhesives, complaints were brought to the Senior Center and the Township. In this process, it was determined that the Senior Center had not provided a certificate of insurance (COI) to the Township for operation of any fitness classes including pickleball. The Senior Center has decided that they do not want to operate a pickleball program, so they will not be reinstating it. They plan to fill that timeslot with a different type of exercise program that can benefit more individuals.

MS4 UPDATE

Manager Oswald noted that there was approximately 10 people that attended the Joint Public Education Session which consisted of a walking tour of Fox Run Stream located in Eagle View Park.

C. Hamme noted that he has submitted the 2023-2024 MS4 annual report to DEP.

OLD BUSINESS

There is no old business currently.

COMMENTS FROM THE BOARD

No comments were offered.

COMMENTS FROM THE PUBLIC

No comments were offered.

With no further business, Chairperson Stephen Stefanowicz concluded the Board of Supervisors meeting at 7:42 PM.

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