

**DOVER TOWNSHIP
INDUSTRIAL COMMERCIAL DEVELOPMENT COMMITTEE
MINUTES
OCTOBER 23RD, 2024**

The Dover Township Industrial Commercial Development Committee (I/CDC) Meeting for October 23rd, 2024, was called to order at 4:00 PM by Industrial/Commercial Development Chairman Brian Caden. Committee members present were Charles Benton, Ashley Spangler Jr., Anthony Sarago, and James Turnure. Dave Wolverton, Kim Hogeman, Ashley Spangler Sr., and John Popovich were 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, and Brooke Scarce, Township Secretary. There was 1 member of the public present.

APPROVAL OF MEETING MINUTES FOR SEPTEMBER 25TH, 2024

Motion by C. Benton and seconded by J. Turnure to approve the September 25th, 2024, Industrial Commercial Development Committee meeting minutes as presented. **Passed** with 5 ayes.

PUBLIC COMMENT

Since there was one member of the public present, B. Caden explained the purpose of the Industrial Commercial Development Committee.

BUSINESS ASSOCIATION UPDATE

B. Caden stated that DABA conducted the ribbon cutting for the new Fire Department dorms on October 5th. DABA will be holding its second annual Food Truck Event that will be happening over the weekend at Brookside Park. There is also a Veteran's Day breakfast to be held at the Community Building on November 11th and DABA will be cooking breakfast.

A. Sarago stated that the dedication of the Veteran's Memorial at the high school will be held on November 11th at 3:30 PM.

C. Benton stated that the dedication will be held outside unless there is bad weather. If there is bad weather, it will be moved inside.

B. Caden stated that the next DABA meeting will be on November 14th.

Comprehensive Plan Action Items

There were no Comprehensive Plan action items discussed.

OLD BUSINESS:

Employees Soft Skills Training Debrief and Review of Survey Results

B. Caden stated that Soft Skills Training was interesting, because Toastmasters just held their meeting like they normally would have.

C. Snyder stated that the goal the committee had established for the training was not met.

J. McLucas noted that this training stemmed from the committee's responsibility to come up with some sort of workforce development initiatives. From the survey that was conducted in June employers stated that their employees needed training in the area of Soft Skills. There was a survey that was provided to the attendees after the training and only 4 responses were received. John reviewed the responses with the committee.

Manager Oswalt stated that the facilitator kept calling on only members from the Toastmasters group to do an impromptu and when they did bring on the other attendees it was towards the end of the training, and it was two business owners who are already comfortable with public speaking.

C. Snyder stated that she was not a part of the icebreakers, but those smaller groups probably had more engagement than the large group setting when everyone was all together.

J. Turnure stated that the best feedback he had that night was from someone who was not there attending the training but from a student's parent who was just passing by. The parent provided good feedback and other options that the committee could use if they were to put together another training session.

C. Benton stated that if the committee does another training course again, he thought they should contact Mike Brammer who is the Pennsylvania FFA Executive Director. The PA FFA State Officers work with him every year and they spend an entire day working on Soft Skills because the officers are required to speak in front of very large crowds.

J. McLucas stated that the set-up of the event was great, however, it was just the wrong group that the committee used for facilitation.

J. McLucas stated that if the committee would like to do something like this again, a flow has been established. If the committee were to do Soft Skills training again, he asked if there was anything specific, they'd like to focus on.

B. Caden stated that if another training is provided, they should focus on one specific topic. He suggested interviewing.

J. McLucas questioned if this is something that the committee would like to make reoccurring whether it's once a year or twice a year.

C. Snyder stated that they should wait a little bit before announcing another training course to give the attendees some wait time.

C. Benton stated that they might have trouble scheduling the training if they plan on using the High School again. If the committee would like to do it again, they should pick out dates and get them reserved through the school ahead of time.

J. McLucas questioned how much it would cost to rent the high school facilities.

C. Benton stated that there is a chart, but he does not have it memorized. John should talk to Tom Fluke, who is the Facility Superintendent for the school district. He also noted that he resigned from Dover Area School District, taking another position with Lebanon County Career and Technical Center. His last day at Dover will be December 13th.

Manager Oswald questioned if someone else would be filling his position.

C. Benton stated that a decision has not been made.

J. McLucas asked Ashley Spangler what his employees are lacking in the area of Soft Skills.

A. Spangler Jr. stated his employees deal with the public every day, so they have to have general communication skills with the customers. His employees are to greet customers and help them find the correct items to meet their needs. Problem solving is very much needed.

J. McLucas questioned whether there are any teachers at the school that teach something that has to deal with Soft Skills.

C. Benton stated that students within the CTE Department are taught those skills throughout the entire year.

J. McLucas questioned when the best time would be to contact Mike Brammer.

C. Benton stated that he should start contacting him to plan something for next fall.

B. Caden stated that he would like to see the committee put together another training course by spring.

C. Benton stated that if they want to plan something in the spring, they should try to plan it for early April.

Manager Oswald stated we need to know the group's availability and interest in being a resource for this training.

Homegrown Business Application- Update to the Application

J. McLucas stated that they have recently received an application that will be on the Township website in the future. He had a meeting with Bell-Mark and was able to take a tour of their facility. After this meeting, he began thinking that maybe the Homegrown Business application could be revamped. His thought is to offer a tour of the facility or even some sort of short video that could be posted on the website along with their logo. He would love for this committee to be able to tour the facility and should also tour the CTE Department at Dover High School.

Manager Oswalt stated that the only thing she is skeptical about is if the meeting location is changed, the meeting will have readvertised stating the location of the meeting has changed.

C. Benton stated that he has another event happening the night of November 20th at 6:00 PM so, if the committee would like to move the meeting to the High School to be able to take a tour of the CTE Department it should not be an issue as long as the meeting starts at 4:00 PM like it usually does.

Development Update

J. McLucas stated that the Warehouse project has filed another extension until January 27th, 2025.

Manager Oswalt stated this is not uncommon for larger projects to file extensions, especially this project because there are properties which will require right-of way or easements to put sewer through and there are necessary permits to be obtained.

J. McLucas stated that there is a legal requirement under the Municipalities Planning Code for the Board of Supervisors to receive, review, and act on a plan within 90 days. However, the applicant can ask for an extension at their discretion.

B. Caden stated that it looks like Wawa is almost ready to open for business.

J. McLucas stated that he has not received an official open date yet.

There was discussion about other discussion topics for future meetings. Manager Oswalt stated that the committee usually meets with RAYAC once a year, however due to the time spent on planning for the Soft Skills training that did not occur this year. However, it is probably a good idea for them to present the current trends at the beginning of the new year. We also should discuss priority parcels at a future meeting.

With no further business, the meeting was adjourned at 5:22 PM by Chairman B. Caden.

Respectfully submitted by: Brooke M. Scarce

Brooke M. Scarce, Township Secretary