

**DOVER TOWNSHIP
BOARD OF SUPERVISORS
MEETING MINUTES
October 28th, 2024**

The Dover Township Board of Supervisors for Monday, October 28th, 2024, was called to order at 6:58 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 attended the meeting virtually via Microsoft Teams. Other Township Representatives in attendance were Laurel Oswalt, Township Manager; Christian Miller, 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 Scarce, Township Secretary. There were 6 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 discuss the intersection at Canal Road and Fox Run Road.

APPROVAL OF THE BUDGET WORK SESSION MINUTES FOR OCTOBER 14TH, 2024

Motion by S. Parthree and seconded by M. Cashman to approve the Budget Work Session Minutes for October 14th, 2024, as presented. **Passed** with 5 ayes.

TREASURER'S REPORT

APPROVAL OF THE OCTOBER 15TH, 2024 WARRANT IN THE AMOUNT OF \$17,322.45

APPROVAL OF THE OCTOBER 25TH, 2024 WARRANT IN THE AMOUNT OF \$11,945.00 (2023 BOND)

APPROVAL OF THE OCTOBER 28TH, 2024 WARRANT IN THE AMOUNT OF \$331,653.60

Motion by R. Stone and seconded by C. Richards to approve the above referenced warrant totals, as presented. **Passed** with 5 ayes.

PUBLIC COMMENT

No comments were offered.

NORTHERN REGIONAL POLICE UPDATE

G. Anderson stated that the fall season is their busy time for community events. They are also in

the process of getting 3 new cadets in the January Police Academy.

SOLICITOR'S REPORT

C. Miller stated that he has no action items but provided the Board with a report update.

ENGINEER'S REPORT, T. MYERS

Approval of Brownstone Ph. 4B Developer's Agreement

T. Myers stated that in conjunction with the Brownstone Manor Phase 4B development, he has been working with JA Myers' attorney to put together a developer's agreement covering the proposed construction of Village Drive through lands that Dover Township has obtained from George Gerber. The agreement contemplates completion of the required construction by the developer in exchange for waiver of traffic impact fees for homes within the development. The agreement has been reviewed by JA Myers' attorney and the Township's attorney.

Motion by C. Richards and seconded by M. Cashman to approve the Brownstone Ph. 4B Developer's Agreement, as presented. **Passed** with 5 ayes.

Approval of invoice from H&H General Excavating for Fountain Rock in the amount of \$16,005.00

T. Myers stated that Road Home, LLC has executed a contract with H&H General Excavating to complete backfilling, top soiling, and seeding the area between the curb and the sidewalk. The work has now been completed.

Motion by S. Parthree and seconded by M. Cashman to approve the invoice from H&H General Excavating for Fountain Rock in the amount of \$16,005.00, as presented. **Passed** with 5 ayes.

Approval of invoice from M.J. Delp Construction for Fountain Rock in the amount of \$9,325.00

T. Myers stated that the sidewalk and the steps for the old farmhouse have been completed.

Motion by M. Cashman and seconded by S. Parthree to approve the invoice from M.J. Delp Construction for Fountain Rock in the amount of \$9,325.00, as presented. **Passed** with 5 ayes.

Manager Oswalt noted that the two invoices that were approved will be paid to Road Home, LLC.

Approval of Change Order No. 2 for contract time extension till May 9th, 2025 for Piney Hollow Stream Restoration

C. McCoy stated that a request for a contract extension until May 9, 2025 was received by Clearview Excavating to allow for late winter/early spring construction and time to stabilize the site. This is a no-cost change order.

Motion by C. Richards and seconded by M. Cashman to approve Change Order No. 2 for contract time extension until May 9th, 2025 for Piney Hollow Stream Restoration, as presented. **Passed** with 5 ayes.

Approval of Change Order No. 1 for additional length of guiderail installed on George Street in the amount of \$2,106.00

C. McCoy stated that the change order is for the additional length of guiderail which was installed in the amount of \$2,106.00 which will bring the total contract amount to \$22,000.00. The total grant award was \$37,000.00 for the project.

Motion by C. Richards and seconded by S. Parthree to approve Change Order No. 1 for additional length of guiderail installed on George Street in the amount of \$2,106.00, as presented. **Passed** with 5 ayes.

Approval of Payment Application No. 1 and Final for the George Street Guiderail CDBG in the amount of \$22,000.00

C. McCoy stated the walk through has been completed and he has not been made aware of any outstanding items.

C. Hamme stated that the walk through with the County has not yet been completed and he is still waiting on paperwork from the contractor.

Motion by M. Cashman and seconded by R. Stone to approve Payment Application No. 1 and Final for the George Street Guiderail CDBG in the amount of \$22,000.00 with the outstanding item of final close out documents from the contractor, as presented. **Passed** with 5 ayes.

Authorization of signing George Street Guiderail CDBG Requisition #1 form in the amount of \$22,000.00

Motion by C. Richards and seconded by M. Cashman to authorize the signing of the George Street Guiderail CDBG Requisition #1 form in the amount of \$22,000.00, as presented. **Passed** with 5 ayes.

Approval of Payment Application #1 for the Poplars Road CDBG in the amount of \$56,366.35

C. McCoy stated that the work has been completed and a final walk through with YCPC has been held on-site. They will be retaining \$2,966.65 to ensure satisfactory final stabilization of the site.

Motion by S. Parthree and seconded by C. Richards to approve Payment Application No. 1 for the Poplars Road CDBG in the amount of \$56,366.35, as presented. **Passed** with 5 ayes.

Poplars Road CDBG – Authorize signing CDBG Requisition #1 form in the amount of \$56,366.35

Motion by S. Parthree and seconded by M. Cashman to authorize the signing of Poplars Road CDBG Requisition in the amount of \$56,366.35, as presented. **Passed** with 5 ayes.

ZONING OFFICER’S REPORT, J. MCLUCAS

Approve Hines Extension Until January 27, 2025

J. McLucas stated that this is the 5th extension received from Hines Warehouse. The Township is required to act on a plan within 90 days of the plan being submitted unless an extension is provided by the developer. If the Board no longer wants to grant the developer any more extensions that will need to be added as a condition when making the motion.

S. Stefanowicz stated that the extensions seem to be stemming from requirements by the Township.

J. McLucas stated that it is very big project. However, any subdivision or land development plan does not happen within 90 days, so it is not uncommon for the developer to file for extensions.

Manager Oswalt stated that while the extension is to the benefit of the developer, they are technically giving the Township an extension to take action on the plan. Since this plan is very large and significant, the Township staff is trying to get the developer to bring as clean a plan as possible to the Board.

Motion by M. Cashman and seconded by S. Parthree to approve the Hines Extension until January 27th, 2025, as presented. **Passed** with 5 ayes.

Consider Seasons Bond Substitution & Amendment to Developer’s Agreement

J. McLucas stated that back in March, the Board approved the rephasing plan for The Seasons development and part of it was an amendment to a developer’s agreement.

Tim Pasch the Seasons Developer stated that they posted letters of credit, but now banks do not want letters of credit on their balance sheets. When the Developer’s Agreement was created, the original language stated a bond could be posted but that was never transferred over to the copy that was received by the Township Solicitor, so the agreement still stated a letter of credit. He is requesting you to change the letter of credit to a bond. He has already paid the bond amount and provided it to the Planning Director.

R. Stone stated that he prefers a bond because of the underwriting. He also understands the concerns the Planning Director has with the collection from these sureties.

J. McLucas stated that the biggest issue with the rephasing was that the Board wanted the secondary access. Phase 3A references another road connection to Virginia Avenue.

C. Miller stated that Mr. Pasch is requesting two letters of credit that were posted to be replaced with bonds. This was due to a clerical error. He noted that a letter of credit is generally the favored option, but any kind of financial security is usually fine.

R. Stone stated that he has paid the premium for the bond so it is secured.

J. McLucas stated that with the new updated security agreement, that usually is a supplemented agreement that the developer signs when a bond is submitted. If the Board chooses to swap the language, just stipulate in the motion that the security agreement needs to be signed as well.

T. Pausch stated that he has submitted four bonds.

Motion by R. Stone and seconded by S. Parthree to approve The Seasons bond substitution and amendment to the Developer's Agreement with an outstanding item of a signed updated security agreement, as presented. **Passed** with 5 ayes.

Approval of Resolution No. 2024-24 - Adding 141.79 Acres into Agricultural Security Area

J. McLucas stated that adding the 141.79 acres into Agricultural Security Area will bring the total to 7,237.65 acres in ASA.

Motion by M. Cashman and seconded by C. Richards to approve Resolution No. 2024-24-adding 141.79 acres into Agricultural Security Areas, as presented. **Passed** with 5 ayes.

MANAGER'S REPORT, L. OSWALT

Advertise Ordinance No. 2024-03 implementing various traffic studies in Chapter 15 of the Code of Ordinances for Speed Limits, No Parking, Stop Intersections, and No Passing Zones within Dover Township

Manager Oswalt stated the traffic studies are related to roads that have been adopted along with several No Passing Zones recommended by Northern Regional. Additionally, the Township was recently contacted regarding the intersection of Jessica Road and Abby Lane. The individual making contact is a traffic engineer, he indicated he did not feel stop signs were warranted at both locations and offered to perform the necessary traffic studies to have the stop sign on the westbound approach of Jessica Road removed.

Motion by M. Cashman and seconded by C. Richards to advertise Ordinance No. 2024-03 implementing various traffic studies in Chapter 15 of the Code of Ordinances for Speed Limits, No Parking, Stop Intersections, and No Passing Zones within Dover Township, with the removal of the stop sign on the westbound approach of Jessica Road, as presented. **Passed** with 5 ayes.

Approval of the SPCA Contract for 2025 in the amount of \$16,881.00

Manager Oswalt stated there is a 6% increase over last year's budget. As previously noted, they had been discussing a larger increase but are forming a committee of Municipal Managers to work through possible funding scenarios over the next year. She has indicated that she would be willing to serve on the committee.

S. Stefanowicz stated that residents have told him that they do not object to what the SPCA is doing, however they object to the way they do it. When residents go there, they are treated poorly.

Motion by M. Cashman and seconded by C. Richards to approve the SPCA Contract for 2025 in the amount of \$16,881.00, as presented. **Passed** with 3 ayes, Stephen Parthree and Charles Richards voting nay.

Approval of the Amendatory Contract with YCPC for an additional \$5,000.00 in CDBG Funds for the Poplars Road Culvert Project

Manager Oswald stated that the bid came in higher than the awarded funds through the program. This additional funding will finalize the monies needed for the work.

Motion by C. Richards and seconded by S. Parthree to approve the amendatory contract with YCP for an additional \$5,000.00 in CDBG Funds for the Poplars Road Culvert Project, as presented. **Passed** with 5 ayes.

Approval to advertise the 2025 Budget

Manager Oswald stated the budget includes a 9% water increase and .3 millage increase for to the real estate taxes.

Motion by S. Parthree and seconded by C. Richards to approve to advertise the 2025 Budget, as presented. **Passed** with 5 ayes.

PUBLIC WORK DIRECTOR'S REPORT, C. HAMME

Approval of Payment to Stewart and Tate Inc. for Pinchtown Road FDR and Paving in the amount of \$367,426.65

C. Hamme stated that the final paving has been completed.

Motion by C. Richards and seconded by M. Cashman to approve payment to Stewart and Tate Inc., for Pinchtown Road FDR and paving in the amount of \$367,426.65, as presented. **Passed** with 5 ayes.

Approval of Payment to Geo-Technology Associates, Inc. for Pinchtown Road in the amount of \$4,199.50

C. Hamme stated the design was completed for the Pinchtown Road project.

Motion by M. Cashman and seconded by C. Richards to approve payment to Geo- Technology Associates, Inc., for Pinchtown Road in the amount of \$4,199.50, as presented. **Passed** with 5 ayes.

Approval of Payment Application #6 to Doli Construction Corp. for the North of the Borough in the amount of \$2,862.80

C. Hamme stated that this payment is from June and was never brought to the Board for their approval.

Motion by C. Richards and seconded by S. Parthree to approve Payment Application No. 6 to Doli Construction Corp. for the North of the Borough Water Project in the amount of \$2,862.80, as presented. **Passed** with 5 ayes.

Approval of Payment Application #7 to Doli Construction Corp. for the North of the Borough in the amount of \$10,079.00

Motion by R. Stone and seconded by S. Parthree to approve Payment Application No. 7 to Doli Construction Corp. for North of the Borough Water Project in the amount of \$10,079.00, as presented. **Passed** with 5 ayes.

Approval of Change Order #7W with Buchart Horn for North of the Borough in the amount of \$283,909.00

Manager Oswalt noted that this change order will be made out to Doli Construction Corp. instead of Buchart Horn.

C. Hamme reviewed a spreadsheet that he provided to the Board. He explained the two largest factors for the change order amount are that during the bid process there were lower quantities assumed versus the actual as-built quantities. The bid tab showed 1 fire hydrant being installed but there were a total of 5, thereby making an addition of 4 hydrants adds \$80,000.00 to the project. The bid tab also did not include the paving, including both north and south lanes of Carlisle Road which comes to a total of \$119,114.10.

M. Cashman questioned if C. Hamme could explain the fire hydrants in more detail.

C. Hamme stated that the bid documents are opened and reviewed in house then reviewed again by an engineer. When the bids were reviewed, the fire hydrants were overlooked. Doli made a bid for 1 fire hydrant at \$20,000.00 but since we requested for a total of 5 fire hydrants, the difference between what we requested versus the work that needed to be completed to order and install the 4 other hydrants is \$80,000.00.

Manager Oswalt stated that the bid contract called for 5 hydrants but when the engineer reviewed, they missed that Doli only had 1.

C. Hamme stated that we would have been paying them \$100,000.00 for 5 hydrants no matter what, but since it was never caught in the beginning there is a large change order and \$80,000.00 of the change order is for 4 fire hydrants.

C. Richards questioned why the engineer is not paying for their mistake.

C. Miller stated that it is called betterment, and the Township would be paying the total cost regardless.

Motion by M. Cashman and seconded by R. Stone to approve Change Order No. 7W with Buchart Horn for North of the Borough in the amount of \$283,909.00, as presented. **Passed** with 5 ayes.

Acceptance of the highest bidder on MunicBid for the Log Cabin (structure only)

C. Hamme stated the highest bidder offered \$1,350.00.

Motion by S. Parthree and seconded by M. Cashman to accept the highest bidder on MunicBid for the Log Cabin, as presented. **Passed** with 5 ayes.

Award bid for the 2025-2027 Mowing Contract to CLG Services, LLC

C. Hamme stated the mowing contract amounts were as follows; 2025- \$55,320.00, 2026- \$56,996.00, and 2027- \$58,712.00.

Manager Oswald stated that CLG Services has also contacted the Township letting us know that they also perform janitorial services, landscaping, and snow removal.

Motion by M. Cashman and seconded by R. Stone to award the 2025-2027 Mowing Contract bid to CLG Services, LLC, as presented. **Passed** with 5 ayes.

RECREATION DIRECTOR'S REPORT

Adoption of the Inclusion Statement for the Recreation Plan

Manager Oswald stated that at last month's meeting, the Board had indicated that they were receptive to the Recreation Director's amendments to the inclusion statement that was recommended in the recreation plan.

Motion by C. Richards and seconded by M. Cashman to adopt the amended Inclusion Statement for the Recreation Plan, as presented. **Passed** with 5 ayes.

MS4 UPDATE

There were no updates.

OLD BUSINESS

Appoint Harold (Bob) Mann to fulfill member vacancy on the Zoning Hearing Board, term expiring on 1/1/2025

Manager Oswald stated that he will be filling a vacancy that will expire at the beginning of the year, so he will be able to serve until the end of the year and then will be reappointed at the reorganization meeting in January.

Motion by C. Richards and seconded by M. Cashman to appoint Harold (Bob) Mann to fulfill member vacancy on the Zoning Hearing Board, term expiring on 1/1/2025, as presented. **Passed** with 5 ayes.

Manager Oswalt noted that there was supposed to be another interview for an alternative position on the Zoning Hearing Board. However, the resident did not show for their interview but did offer an apology explaining why they did not attend the interview.

Consensus of the Board was to allow the resident to come back in for a second interview.

COMMENTS FROM THE BOARD

C. Richards stated that he has received phone calls stating that there are people driving around on the Sewer Authority property located on Old Carlisle Road. He suggested adding no trespassing signs on the property.

C. Hamme stated that they put a chain across the entrance as well. He has also notified Lieutenant Anderson about the issue.

COMMENTS FROM THE PUBLIC

Matt Lamparter from 4090 Bull Road provided the Board with a packet of pictures regarding an address on Butter Road that does not have a door number since it is just a parcel of land. He is referencing the minutes from September 9th, 2024 in the public comment section where a sight of view issue was mentioned. He used to maintain the property when he had the opportunity. The previous Public Works Director was out on site at one point and stated that he thought the guiderail was the site distance issue rather than the tall grass. The site of view issue has never been brought to his attention by any of the residents who live back the lane next to the parcel of land.

C. Richards stated that he went out and looked at this issue and he also feels as if the site distance is the guiderail. After speaking with the Township Manager and the Roads Superintendent, they both agreed that the guiderail may not even be necessary at that location. They recommended having a Traffic Engineer evaluate the situation.

T. Myers stated that the guiderail is intended to keep vehicles on the roadway.

C. Richards stated that he feels as if the guiderail is a safety issue and that needs to be removed.

With no further business, Chairperson Stephen Stefanowicz concluded the Board of Supervisors meeting at 8:35 PM and the full Board of Supervisors entered an Executive Session to discuss the status of the Union Healthcare Grievance.

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