

**DOVER TOWNSHIP
BOARD OF SUPERVISORS REORGANIZATION
MEETING MINUTES
January 6th, 2025**

The Dover Township Board of Supervisors' Re-Organization for Monday, January 6th, 2025, 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, Robert Stone, and Stephen Parthree. Other Township Representatives in attendance were Laurel Oswalt, Township Manager and Brooke Scarce, Township Secretary. There were 0 members of the public present.

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

FINAL BUSINESS FOR 2024

Approval of Final Expenditures

APPROVAL OF THE DECEMBER 12TH, 2024 WARRANT IN THE AMOUNT OF \$13,004.03

APPROVAL OF THE DECEMBER 16TH, 2024 WARRANT IN THE AMOUNT OF \$871.70 (LIQUID FUELS)

APPROVAL OF THE DECEMBER 23RD, 2024 WARRANT IN THE AMOUNT OF \$425,551.80

APPROVAL OF THE DECEMBER 30TH, 2024 WARRANT IN THE AMOUNT OF \$2,025.00 (EV PH II)

APPROVAL OF THE DECEMBER 30TH, 2024 WARRANT IN THE AMOUNT OF \$61,154.13 (2023 BOND)

APPROVAL OF THE DECEMBER 30TH, 2024 WARRANT IN THE AMOUNT OF \$209,444.01

APPROVAL OF THE DECEMBER 30TH, 2024 WARRANT IN THE AMOUNT OF \$659.28 (LIQUID FUELS)

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

Nominations for the 2025 Slate of Officers

Supervisor S. Parthree asked for nominations for the position of Chairperson.

Motion by M. Cashman and seconded by C. Richards to have Stephen Stefanowicz serve as Chairperson of the Dover Township Board of Supervisors for 2025 and to close the nominations, as presented. **Passed** with 5 ayes.

At this point during the 2025 Board of Supervisors' Re-Organization meeting, Chairperson Stefanowicz resumed the nominations for the officer positions and conducted the rest of the meeting.

S. Stefanowicz opened nominations for the position of Vice Chairperson.

Motion by S. Parthree and seconded by M. Cashman to have Robert Stone serve as Vice Chairperson of the Dover Township Board of Supervisors for 2025 and to close the nominations, as presented. **Passed** with 5 ayes.

S. Stefanowicz opened nominations for the position of Assistant Secretary.

Motion by S. Parthree and seconded by M. Cashman to have Charles Richards serve as Assistant Secretary of the Dover Township Board of Supervisors for 2025 and to close the nominations, as presented. **Passed** with 5 ayes.

The 2025 Slate of Officers for the Dover Township Board of Supervisors is accepted as follows:

Chairperson- Stephen Stefanowicz
Vice Chairperson- Robert Stone
Assistant Secretary- Chuck Richards

ESTABLISHED DEPARTMENT BOARD RESPONSIBILITIES

Chair Stefanowicz assigned the duties of liaison positions for 2025 as follows:

Administration- Stephen Stefanowicz and Robert Stone
Police (Northern York County Regional Police)- Michael Cashman
Highways- Charles Richard
Water (Production & Distribution)- Robert Stone and Michael Cashman
Sewer/ Wastewater Treatment (Plant)- Stephen Stefanowicz
Sewer (Township In-House)- Robert Stone
Fire/ Emergency Services & Dover Area Ambulance Club- Charles Richard
Recreation/ Parks- Stephen Parthree
Industrial/ Commercial Development Committee- Stephen Parthree
MS4 Stormwater- Robert Stone

TOWNSHIP VOTING DELEGATE FOR YORK ADAMS TAX BUREAU

Manager Oswalt suggested that Kristina Rodgers, the Assistant Manager, could be the alternate since these meetings are held on the same night of Board meetings. Kristina has attended these meetings at her previous job and if there is ever a time where Trena could go, Kristina could go in her place.

Motion by R. Stone and seconded by C. Richards to appoint Trena Hall as the Dover Township Representative, Kristina Rodgers as the alternate for the York Adams Tax Bureau Meetings, as presented. **Passed** with 5 ayes.

YORK COUNTY LOCAL GOVERNMENT COMMISSION COMMITTEE REPRESENTATIVE

Manager Oswalt stated that this is a committee that reviews all the ordinances for all of York

County as a recommending body to the York County Planning Commission. John McLucas has attended some of the meetings in the past.

S. Stefanowicz questioned how they get notified about the upcoming meetings.

Manager Oswalt stated that the supervisors information is provided to the County staff so can provide outreach.

C. Richards stated that if John is already attending the meetings, he feels as if he should be appointed to continue to attend the meetings.

M. Cashman stated that Garry Waltersdorff could be the alternate.

Motion by S. Parthree and seconded by R. Stone to appoint John McLucas as the York County Advisory Committee Representative and Garry Waltersdorff as the alternate, as presented.
Passed with 5 ayes.

APPOINT PROFESSIONAL AND DEPARTMENTAL OFFICIALS

Motion by R. Stone and seconded by C. Richards to appoint the Professional and Departmental Officials for 2025 as indicated:

Township Manager- Laurel A. Oswalt
Township Secretary- Brooke M. Scearce
Township Treasurer- Trena M. Hall
Township Engineer- C.S. Davidson/ Cory A. McCoy, P.E.
Township Zoning Officer- John McLucas
Sewage Enforcement Officer- Keith Hunnings
Sewage Enforcement Officer Alternate- CS Davidson
Township Fire Marshal- Glen P. Jansen

as presented. **Passed** with 5 ayes.

APPOINT LEGAL COUNSEL FOR BOARDS AND COMMISSIONS

Motion by S. Parthree and seconded by R. Stone to reappoint the legal counsel for 2025 as follows:

1. Board of Supervisors- Christian R. Miller, Esq. MPL Law Firm
2. Planning Commission- MPL Law Firm

as presented. **Passed** with 5 ayes.

APPROVE BANK DEPOSITORIES FOR 2025

Stefanowicz stated that People's Bank has switched names to Orrstown Bank.

Motion by C. Richards and seconded by S. Parthree to approve the bank depositories and financial institutions for 2025 as listed: M & T Bank, Truist Bank, Pennsylvania Local Government Investment Trust, Wealth Management, Orrstown Bank, and ACN Bank, as presented. **Passed** with 5 ayes.

NEW APPOINTMENTS/ REAPPOINTMENTS OF BOARDS AND COMMISSION DISCUSSION

Manager Oswalt noted that Richard Pope did previously serve on the Zoning Hearing Board but moved out of the Township, so he had to resign from his position. He has since moved back into the Township, so the Board will be reappointing him for the open alternate position which is a 3 year term.

R. Stone stated that there is an open position on the Sewer Authority.

Manager Oswalt stated that there are two open positions on the Industrial Commercial and Development Committee.

Motion by R. Stone and seconded by M. Cashman to authorize the following appointments/reappointments:

1. Zoning Hearing Board- Harold Mann (5 year term)
2. Zoning Hearing Board Reappointment- Richard Pope (3 year term)
3. Planning Commission Reappointment- Mark Miller (4 year term)
4. Sewer Authority Reappointment- Bill Newbould (5 year term)
5. Codes Enforcement Board- Kurt Geisinger (5 year term)
6. ICDC Reappointment- Ashley Spangler Jr. (5 year term)

as presented. **Passed** with 5 ayes.

ACTION TO APPOINT REPRESENTATIVES FOR THE YORK COUNTY STORMWATER CONSORTIUM REGIONAL COMMITTEE

Manager Oswalt stated that Michael Fleming was the Board Representative but when he resigned, she took over that position and had Christopher Hamme as the alternate.

Motion by S. Parthree and seconded by C. Richards to authorize the following reappointments:

Board Representative- Christopher Hamme

Alternate- Laurel Oswalt

as presented. **Passed** with 5 ayes.

APPROVAL OF RESOLUTIONS FOR 2025

Resolution 2025-01 Setting the Fee Schedule for 2025

Manager Oswalt reviewed the recommended changes from the staff in this year's resolution. There were remarks from the Utility Billing Clerk about removing two sections regarding unoccupied properties that are connected to the water or sewer system. These remarks are based upon the new water and sewer regulations that have not been passed. Once the new regulations have been passed, there will need to be an amendment to the Fee Schedule to remove those two sections. The Water Rate increase authorized during the budget process is also included in the 2025 Fee Resolution.

Manager Oswalt provided the Board with a spreadsheet containing information about surrounding municipalities and how much they charge for Rec in- Lieu of fees. Dover Township

has not increased their fees since 2019. After math configurations she came up with the amount of \$3,318.00 per lot or dwelling unit which would be the highest out of the different municipalities that she provided within the spreadsheet. These fees are paid by the developers and then passed down to the homeowners who purchase the homes. The fees are used to match grants for park maintenance and development within the Township.

C. Richards stated that the growth area was not expanded during the Comprehensive Plan process.

Manager Oswalt stated that there is a primary growth boundary and a secondary growth boundary. The primary growth boundary does not have much residential land left of significance to develop. However, the secondary growth boundary does have a little residential land.

After further discussion the Board agreed to increase the price of the Rec-in-Lieu of fee to \$2,800.00

Manager Oswalt also noted that there is another remark from the Utility Billing Clerk charging residents \$10.00 to refund residents for overpayment on their utility accounts. The \$10.00 fee would also be charged to people of the community who signed up for a recreation event and then cancelled.

The Board did not agree with this fee and does not want the fee to be in the approved fee schedule.

Motion by S. Parthree and seconded by R. Stone to decline the one remark from the Utility Billing Clerk regarding the refund fee and approve Resolution 2025-01 Setting the Fee Schedule with the increase in the Rec-in-Lieu of fees to \$2,800, as presented. **Passed** with 5 ayes.

Resolution 2025-02 Ratifying and Confirming Appointments to the Dover Township Zoning Hearing Board

Motion by R. Stone and seconded by M. Cashman to approve Resolution 2025-02 Ratifying and Confirming Appointments to the Dover Township Zoning Hearing Board, as presented. **Passed** with 5 ayes.

Resolution 2025-03 Ratifying and Confirming Appointments to the Dover Township Sewer Authority

Motion by R. Stone and seconded by C. Richards to approve Resolution 2025-03 Ratifying and Confirming Appointments to the Dover Township Sewer Authority, as presented. **Passed** with 5 ayes.

2025 MEETING SCHEDULE

R. Stone stated that in the past, there have been discussions about moving the meeting time for the Board of Supervisors to 6:00 PM. He spoke with the Solicitor and the Engineer, and they

would also prefer the start time to be moved. The Sewer Authority and the Northern Regional Police Commission meetings also changed their start time as well. The work session could be held after the regular meeting.

S. Stefanowicz stated that some of the residents attend just the work session to offer comments on a specific topic.

Manager Oswalt stated that if the work session is held after the regular meeting, depending on the topic of the work session, the Board will not be able to act on the item until the following meeting in two weeks.

R. Stone stated that he would prefer an earlier start time, but he does not want to inhibit the ability to conduct official business.

S. Parthree questioned if they could have the work session held at 6:00 PM and start the normal business at 7:00 PM.

Manager Oswalt stated that changing the time when there is a work session could become confusing to the public.

S. Stefanowicz recommended starting all meetings at 6:00 PM whether there is a work session or not and just combine both meetings together.

S. Parthree stated that if there is a work session it could be the first item on the agenda.

Consensus of the Board was to start the meetings at 6:00 PM and if there is a work session it will be the first item on the agenda.

Manager Oswalt noted that the meeting on May 27 is a Tuesday since that Monday is Memorial Day.

Board of Supervisors- January 13 and 27; February 10 and 24; March 10 and 24; April 14 and 28; May 12 and 27; June 9 and 23; July 14 and 28; August 11 and 25; September 8 and 22; October 13 and 27; November 10 and 24; December 8, 2025.

The Board of Supervisors will hold their regular meetings in the Township Municipal Building, 2480 West Canal Road, Dover, Pennsylvania at 6:00 PM. The Board of Supervisors may commence their meetings with a work session topic to be immediately followed by the regular meeting agenda or if no work session is needed commence the regular meeting agenda at 6:00 PM. Agendas are available on the Township website at www.dovertownship.org at least 24 hours prior to the meeting. The Board of Supervisors may hold an executive session following adjournment of their meetings.

Planning Commission- 1st Wednesday of each month at 7:00 PM in the Township Municipal Building, 2480 West Canal Road, Dover, Pennsylvania. The Planning Commission may hold a work session before each of their meetings to begin at 6:00 PM and may continue with a work session following adjournment of their meetings.

Zoning Hearing Board- 3rd Wednesday of each month at 7:00 PM in the Township Municipal Building, 2480 West Canal Road, Dover, Pennsylvania.

Sewer Authority- 4th Wednesday of each month at 6:00 PM, except for the November and December meetings to be held on the 3rd Wednesday of the month. The Sewer Authority will meet in the Dover Township Wastewater Treatment Plant Operations Building, 851 Graffius Road, York, Pennsylvania.

Codes Enforcement Board- at the call of the Chairman

Industrial/ Commercial Development Committee- 4th Wednesday of each month at 4:00 PM, except for the November and December meetings which will be held on the 3rd Wednesday of the month in the Township Municipal Building, 2480 West Canal Road, Dover, Pennsylvania.

Agricultural Security Committee- at the call of the Chairman

Motion by S. Parthree and seconded by C. Richards to approve and adopt the 2025 Meeting Schedule dates for the various Boards, the Authority, and the Committees, as presented. **Passed** with 5 ayes.

2025 TREASURER'S BOND

Motion by R. Stone and seconded by M. Cashman to establish the \$1,500,000.00 Treasurer's bond for 2025, as presented. **Passed** with 5 ayes.

VACANCY BOARD APPOINTMENT

Motion by M. Cashman and seconded by R. Stone to appoint Mark Miller to be the Resident at Large on the Vacancy Board with the Board of Supervisors for 2025, as presented. **Passed** with 5 ayes.

2025 MEETING, CONVENTIONS, SEMINAR ATTENDANCE AUTHORIZATION

Motion by R. Stone and seconded by S. Parthree to approve authorization for the 2025 meetings, conventions, and seminars attendance by the Supervisors, Township Manager, Office Administrator, Township Secretary, Treasurer, and other designees, as presented. **Passed** with 5 ayes.

2025 STATE CONVENTION VOTING DELEGATE

Motion by R. Stone and seconded by M. Cashman to appoint Township Manager, Laurel A. Oswald, as the Voting Delegate at the 2025 State Convention, as presented. **Passed** with 5 ayes.

With no further business, Chairman Stephen Stefanowicz adjourned the reorganization meeting at 7:51 PM.

Respectfully submitted by: Brooke M. Scarce

Brooke M. Scarce, Township Secretary