

**DOVER TOWNSHIP
BOARD OF SUPERVISORS
MEETING MINUTES
December 9th, 2024**

The Dover Township Board of Supervisors for Monday, December 9th, 2024, was called to order at 7:01 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; Christian Miller, Township Solicitor; John McLucas, Planning Director; Terry Myers, Township Engineer; Cory McCoy, CS Davidson; Christopher Hamme, Public Works Director; Gregg Anderson, Northern Regional Police Lieutenant; and Brooke Scarce, Township Secretary. There were 3 members of the public present.

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

Chairperson Stephen Stefanowicz announced that an Executive Session was held prior to this evening's regularly scheduled Board of Supervisors meeting to discuss a potential real estate acquisition and personnel matters.

**APPROVAL OF THE WORK SESSION MINUTES FOR NOVEMBER 25TH, 2024
APPROVAL OF THE REGULAR BOARD OF SUPERVISOR MINUTES FOR
NOVEMBER 25TH, 2024**

Motion by R. Stone and seconded by M. Cashman to approve the Work Session Minutes for November 25th, 2024, and the Regular Board of Supervisor Minutes for November 25th, 2024, as presented. **Passed** with 5 ayes.

TREASURER'S REPORT

**APPROVAL OF THE DECEMBER 6TH, 2024 WARRANT IN THE AMOUNT OF
\$63,084.29 (HMGP GRANT)**

**APPROVAL OF THE DECEMBER 6TH, 2024 WARRANT IN THE AMOUNT OF
\$308,463.87 (2022 WATER BOND)**

**APPROVAL OF THE DECEMBER 6TH, 2024 WARRANT IN THE AMOUNT OF
\$17,820.99 (LIQUID FUELS)**

**APPROVAL OF THE DECEMBER 9TH, 2024 WARRANT IN THE AMOUNT OF
\$656,216.12**

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

**PUBLIC COMMENT ON ORDINANCE 2024-04- CABLE FRANCHISE AGREEMENT
WITH SHENANDOAH CABLE TELEVISION, LLC**

Manager Oswalt stated this is when the Board would allow for public comment on this specific

topic. The Board reviewed the agreement at the last work session meeting.

There was no comment from the public.

PUBLIC COMMENT

Kristine Keener (Tax Collector)- Discuss Compensation

K. Keener stated that as a formality, the Tax Collector's compensation needs to be set by February 15, 2025, for the next four years. She provided the Board with two different proposals; \$27,000 for 2026-2029 or an increase of 3% each year which is as follows; \$25,235.00 for 2026, \$25,992.00 for 2027, \$26,772.00 for 2028, and \$27,575.00 for 2029.

Manager Oswald stated that every four years when the tax collector is going to run for office, by Resolution the Board sets the pay. The pay must be set prior to the time for the people who are running to file their petition so that their pay is set no matter who wins the office.

S. Stefanowicz questioned how much the school pays and how much the county pays.

K. Keener stated that the school and the county pay on a per bill basis. The county currently pays her \$2.95 per bill and next year it will go to \$3.04. The school is currently paying her \$2.30 per bill. The set amount of \$27,000.00 comes out to roughly \$2.10 per bill.

NORTHERN REGIONAL POLICE UPDATE

G. Anderson stated that there are warrants being issued for the individuals involved with the incident on Carlisle Road. There is one person graduating from the police academy at the end of December and three going into the academy in January.

SOLICITOR'S REPORT

Approval of Resolution 2024-34 authorizing an Intermunicipal Agreement with Dover Borough

C. Miller stated that this agreement is as a result of the Joint Meeting with the Borough that was held in August and allows for the Borough and the Township to avoid any issues with the PUC by providing services to each other's property owners.

Motion by R. Stone and seconded by S. Parthree to approve Resolution 2024-34 authorizing an Intermunicipal Agreement with Dover Borough, as presented. **Passed** with 5 ayes.

ENGINEER'S REPORT, T. MYERS

Approval of Payment No. 3 to Miller Soil Solutions, LLC for the Creekside Village Stormwater Basin Project in the amount of \$13,645.50

T. Myers stated that he and the Public Works Department met with the contractor on November 22nd to review street damage and determine what corrections are needed. The damage is superficial and will not adversely impact the life of the street. He is recommending a type of surface treatment like micro surfacing in lieu of milling and hot mix paving. The pricing is still being pulled together and logistics are still being discussed.

Motion by R. Stone and seconded by C. Richards to approve Payment No. 3 to Miller Soil Solutions, LLC for the Creekside Village Stormwater Basin Project in the amount of \$13,645.50, as presented. **Passed** with 5 ayes.

Faire Wynds Phase III Public Improvements Bond

T. Myers stated that this bond is set to expire on December 15, 2024. Due to extending the water line over into the Sagebrook Development, some sidewalks needed removed. There was a contractor onsite to replace the sidewalks; however, a miscommunication between the contractor and the developer led to the last square of the sidewalk being omitted from installation. T. Myers is asking for authorization to have the Township Solicitor contact the bonding company to inform them that the public improvements are not complete.

Motion by R. Stone and seconded by C. Richards to authorize the Township Solicitor to contact the bonding company to put them on notice, as presented. **Passed** with 5 ayes.

Reapproval of Road Home, LLC reimbursement request – Salem Springs Landscaping Invoice in the amount of \$8,900.00

T. Myers stated that last month they approved the reimbursement request in the amount of \$9,600.00 which was the incorrect amount.

Motion by M. Cashman and seconded by R. Stone to reapprove Road Home, LLC reimbursement request- Salem Springs Landscaping invoice in the amount of \$8,900.00, as presented. **Passed** with 5 ayes.

PLANNING DIRECTOR'S REPORT, J. MCLUCAS

Approval of PL 24-1 – Donwood IIB Final Subdivision Plan – 54 Single Family Detached Dwellings – R3 District

J. McLucas stated that the Board conditionally approved this plan on July 22nd. He noted that all of the outstanding comments have been addressed and they are just waiting on recreational fees to be paid.

Motion by M. Cashman and seconded by C. Richards to reapprove PL 24-1 – Donwood IIB Final Subdivision Plan – 54 Single Family Detached Dwellings – R3 District, as presented. **Passed** with 5 ayes.

MANAGER'S REPORT, L. OSWALT

Approval of Ordinance 2024-04 authorizing a Cable Franchise Agreement with Shenandoah Cable Television, LLC within Dover Township

Motion by R. Stone and seconded by M. Cashman to approve Ordinance 2024-04 authorizing a Cable Franchise Agreement with Shenandoah Cable Television, LLC within Dover Township, as presented. **Passed** with 5 ayes.

Approval of Resolution 2024-30 revising and adopting the Job Descriptions for positions in Dover Township

Manager Oswalt stated this Resolution includes revisions to the Recreation Director's position and adopts two new job descriptions which were budgeted for in 2025: Recreation Program Coordinator and Emergency Services Coordinator.

Motion by S. Parthree and seconded by R. Stone to approve Resolution 2024-30 revising and adopting the Job Descriptions for positions in Dover Township, as presented. **Passed** with 5 ayes.

Approval of Resolution 2024-31 revising the Compensation Time Policy for all non-union and salaried employees of Dover Township

Motion by S. Parthree and seconded by M. Cashman to approve Resolution 2024-31 revising the Compensation Time Policy for all non-union and salaried employees of Dover Township, as presented. **Passed** with 5 ayes.

Approval of Resolution 2024-32 authorizing the lease purchase of a Peterbilt 4x4 Big Single Axel Dump with a Body Upfit and a Tiger Side Flail Mower

Manager Oswalt stated that by passing this Resolution, it will allow her to move forward with the closing on the loan for both pieces of equipment at the rate approved at the previous meeting through M and T Bank.

Roll call Vote to approve Resolution 2024-32 authorizing the lease purchase of a Peterbilt 4x4 Big Single Axel Dump with a Body Upfit and a Tiger Flail Mower, as presented. **Passed** with 5 ayes.

Approval of Resolution 2024-33 authorizing the disposal of records under the PA Records Retention Act

Motion by M. Cashman and seconded by R. Stone to approve Resolution 2024-33 authorizing the disposal of records under the PA Records Retention Act, as presented. **Passed** with 5 ayes.

Recognition of the completion of the probationary period for Sue Oberg

Manager Oswalt stated that no action is required. This employee has completed their six-month probationary period and is now eligible for the Township's Pension Plan.

Award of the 2025-2030 Trash Contract to the lowest bidder, Penn Waste

Manager Oswalt noted that they did receive four bids and Penn Waste was the lowest bidder. The quarterly regular trash service will be \$83.85, for the low volume option it will be \$65.31, and for recycling only, the quarterly bill will be \$48.90.

Motion by R. Stone and seconded by C. Richards to award the 2025-2030 Trash Contract to the lowest bidder, Penn Waste, as presented. **Passed** with 5 ayes.

Manager Oswalt noted that a few meetings ago, the Board received an updated copy of the water and sewer regulations. She asked if the Board would like to have a work session in January to review the changes.

Consensus of the Board was to have a work session meeting in January to review the updated regulations.

PUBLIC WORK DIRECTOR'S REPORT, C. HAMME

Award bid for the 2025-2027 Mowing Contract to Horizon Lawns

C. Hamme stated that he planned on asking the Board to award the mowing contract to Horizon Lawns, however, he had just received an email today stating that they are no longer interested in the contract. He is now asking the Board for a motion to rebid the contract. The third bidder did not bid on all of the projects, and the fourth bidder was almost \$260,000.00.

Manager Oswalt stated that the first bidder, who was the lowest bidder, was not able to get a performance bond.

T. Myers questioned if there was a bid bond.

C. Hamme stated that there was a 10% bid bond.

Manager Oswalt stated that since the first bidder was not able to obtain their performance bond, they should forfeit their bid bond.

T. Myers questioned if Horizon Lawns should lose their bid bond too.

C. Miller stated that if they cannot honor their price, they should forfeit their bid bond.

Motion by R. Stone and seconded by C. Richards to reject all of the bids and authorize the rebidding and advertisement of the 2025-2027 Mowing Contract, as presented. **Passed** with 5 ayes.

MS4 UPDATE

There were no MS4 updates.

OLD BUSINESS

There was no old business at this time.

COMMENTS FROM THE BOARD

S. Stefanowicz stated that he attended a meeting today regarding the building addition and Mula Group provided renderings of what the Board Room could potentially look like. He wanted to get the other Board members' thoughts and opinions.

The Board reviewed renderings of the Board Room that showed potential Board Table scenarios.

Manager Oswalt stated that each section of the Board seating area is movable, which makes it easier to set up the Board Room for diverse types of meetings.

R. Stone stated that he likes the idea of their tables being moveable, however, he does not like the barrier between the tables when they are all put together because the Board members pass things back and forth to each other sometimes.

Manager Oswalt stated that they did mention that to Mula. They also mentioned that they did not like height barriers when you're sitting at the table looking out toward the audience, therefore other options are being pursued. She stated the current schedule has the Board authorizing the acceptance of bids for the project at the January 13th meeting, but this is all dependent on the code and permit review.

S. Parthree stated that he would like something for the residents to stand at when they are speaking during public comment.

Manager Oswalt stated that there will be a podium.

Manager Oswalt also stated that at the last Building Addition Meeting, Solicitor Miller attended due to the discussion of the contracts and bid documents being the main topic. These draft documents have not been forwarded to the Solicitor yet because she wanted direction from the Board on whether they wanted to include liquidated damages and at what level. She went back and reviewed the dorm project documents and there were no liquidated damages for that project.

S. Stefanowicz mentioned the amount of \$1,000.00 a week was discussed as an option.

R. Stone stated that he did not agree with that number and feels as if it should be more. He suggested \$500.00 a day.

T. Myers stated that you want the number to be large enough to give the contractors some incentive to make sure the work gets completed.

Consensus of the Board was to implement a \$500 per day liquidated damages assessment in the bid documents.

Manager Oswalt noted that within the Board Room there will be outlets on the floor which will

allow access to computers. They have also discussed installing the cabling to be able to install cameras in the Board Room for future use.

S. Parthree questioned if they have considered putting laptops at each desk space.

Manager Oswalt stated that the Board has iPads, but it was not budgeted to purchase laptops in 2025.

COMMENTS FROM THE PUBLIC

There were no comments from the public.

With no further business, Chairperson Stephen Stefanowicz concluded the Board of Supervisors meeting at 7:58 PM.

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