

**DOVER TOWNSHIP  
BOARD OF SUPERVISORS/ BOROUGH COUNCIL  
MEETING MINUTES  
February 10<sup>th</sup>, 2025**

The Dover Township Board of Supervisors' Dover Borough Council Meeting for Monday, February 10<sup>th</sup>, 2025, was called to order at 6:00 PM by Chairperson Stephen Stefanowicz and Council President Joseph Sabold in the Dover Township Board of Supervisors meeting room. Supervisors' present were Charles Richards, Michael Cashman, Stephen Parthree, and Robert Stone. Other Township Representatives in attendance were Laurel Oswalt, Township Manager; Christopher Hamme, Township Public Works Director; Matthew Helwig, Assistant Public Works Director; John McLucas, Planning Director; Chalet Harris, Recreation Director; Nathan Stone, Technology Specialist; Christian Miller; Township Solicitor, Terry Myers, Township Engineer, Cory McCoy, CS Davidson; and Brooke Searce, Township Secretary. Borough Representatives present were Vice-President Lori Koch; Jeff Raffensberger, Councilman; Cynthia Snyder, Councilwoman; Guy Hassinger, Councilman; Thomas Slusser, Jr., Councilman; Brenda Plowman, Borough Secretary/Treasurer; Dennis Hernley, Mayor; and Andrew Herrold, Borough Solicitor. There were 4 members of the public present.

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

At the request of Chairman Stefanowicz, introductions were made of all Borough and Township representatives in attendance.

**APPROVAL OF THE REGULAR BOARD OF SUPERVISOR MINUTES FOR  
JANUARY 27<sup>TH</sup>, 2025**

**Motion** by R. Stone and seconded by M. Cashman to approve the Regular Board of Supervisor Minutes from January 27<sup>th</sup>, 2025, as presented. **Passed** with 5 ayes.

**TREASURER'S REPORT OF CURRENT EXPENDITURES**

**APPROVAL OF THE FEBRUARY 7TH, 2025 WARRANT IN THE AMOUNT OF  
\$15,107.44 (LIQUID FUELS)**

**APPROVAL OF THE FEBRUARY 7TH, 2025 WARRANT IN THE AMOUNT OF  
\$6,949.15 (2022 BOND)**

**APPROVAL OF THE FEBRUARY 10TH, 2025 WARRANT IN THE AMOUNT OF  
\$939,302.31**

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

**PUBLIC COMMENT**

No comments were offered.

### **Appointment of Christian Mitchell to the Sewer Authority**

**Motion** by R. Stone and seconded by M. Cashman to appoint Christian Mitchell to the Sewer Authority, as presented. **Passed** with 5 ayes.

### **Approval of the Mowing Bid from Trump Lawn and Land for the following amount;**

**2025- \$113,437.50**

**2026- \$116,858.63**

**2027- \$120,345.80**

C. Hamme stated that it is high pricing, but it was the lowest of the two bids that were received. The mowing contract was previously bid but the lowest bidder at that time could not get bonded.

Manager Oswald stated that there will need to be a budget adjustment to make money available for Parks and Recreation. The budget adjustment will be adopted at the next meeting by Resolution.

**Motion** by S. Parthree and seconded by R. Stone to approve the Mowing Bid from Trump Lawn and Land, as presented. **Passed** with 5 ayes.

### **TOWNSHIP MANAGER'S REPORT**

Manager Oswald stated that she provided a report but does not have any action items. She noted that in July the Comprehensive Plan will be halfway through the ten year cycle. With that being said, there will be a need to start applying for grants in 2027 to fund the next joint planning effort.

### **RECREATION DIRECTOR'S REPORT**

#### **Update on the Peer to Peer Grant Project**

C. Harris indicated the project has had several Executive Committee meetings and the this included meeting with youth sports programs. There is an early rough draft of joint agreement for the Borough, Township and DASD to participate in Joint Recreation Programming, but we are waiting on the school. A meeting was held with the Acting Superintendent and the Athletic Director, which was believed to be promising. Due to all the changes that are happening with personnel, including a potential new superintendent being hired, it was felt it was best to wait for a decision in this regard. She also noted that the Township's Sensory Santa Program won an award with Pennsylvania Parks and Recreation Society.

R. Stone complimented Mrs. Harris and thanked her for all the events that she puts together for the community.

Manager Oswald noted that Mrs. Harris now has a second person in her department, which was outlined in the Recreation Plan.

## **TOWNSHIP PLANNING DIRECTOR'S REPORT**

J. McLucas stated that he does not have any new updates, but he did provide an updated report.

### **INFRASTRUCTURE**

#### **Update on Borough GIS Mapping**

N. Stone stated that there are five maps that have been produced which are as follows; sanitary sewer, water system, sidewalks, stormwater, and road signs. There was a total of 261 manholes that were mapped. When you zoom in on the sanitary sewer map you can see that there is an eight inch of xxx pipe. The map shows x's because it is unknown. The Borough will have to determine and verify the pipe material. Everything can easily be changed on the iPad. There is nothing exciting about the sidewalks, he drew them based from the aerials. On the stormwater map there are 242 inlets that were mapped, 22 outfalls, and 15 stormwater manholes. There are a total of 300 street signs that were mapped based off the plans that were provided, and he was also able to add a couple more based off the research that he did. There is a total of 79 stop signs and 59 speed limit signs. As for the water system, there are 169 water valves and 48 hydrants. He will continue to support and answer any questions that may arise from Borough staff in the future. He stated that all of the maps are available on the Borough's iPad, but he will provide them with updated links because they may have changed since the last time he was in contact with staff.

#### **Norma's Ridge Culvert Update**

T. Myers stated that Dover Township has entered into an agreement with Norma's Ridge, LLC and Dover Borough to replace the deteriorated culvert south of East Canal Road near the Township/Borough Municipal Boundary line. In that agreement, all three parties have agreed to work together cooperatively to facilitate the culvert replacement. He and the Township Public Work Director met with the property owner at 1718A East Canal Road. We would like to obtain an additional 5' wide permanent easement and a temporary construction easement to facilitate pipe replacement and future maintenance. The owner expressed concerns about the continual downstream channel erosion and undermining of her trees. After reviewing the existing conditions, we agreed that the concerns were valid but indicated that stabilization of the entire channel is outside the scope of the pipe replacement project. In the end, the property owner seemed willing to grant the requested easements if the project included bank stabilization in the two most critical areas, where the bank is moving towards her driveway. We have updated the plans, created easement documents and have recently sent the easement back to the property owner for their consideration. The inlet on the south side of East Canal Road is about 3 feet inside the PennDOT ROW and will require a permit to replace the pipe. It was decided to pursue a supplement to the existing PennDOT HOP, which was obtained in the name of Dover Township, to put the basin discharge pipe underground and tie it into the exist inlet on the north side of the East Canal Road. Plans were supplied to the Developer's Engineer, and they submitted the necessary PennDOT HOP supplement. PennDOT's comment was that if we cannot supply evidence that the inlet meets their current standards then the inlet must be replaced. The

inlet was installed in the 1970's and no details can be located. We have revised the plans to include replacement of the inlet. The plans have been returned to the Developer's Engineer for resubmittal to PennDOT. In the meantime, we are working with the Developer's Contractor, DH Funk and Sons, to define a scope of pipe replacement which will keep us under the \$12,500 threshold. The Township/ Borough will purchase the pipe thru COSTARS and Funk will install it. Keeping it under \$12,500 will allow the Township to accept the quote without obtaining two additional quotes. It will also allow the contractor to complete all the work under the PennDOT HOP and get the permit closed out quickly. The final plans and easement documents were reviewed by the Township Staff and the Borough's Engineer. Comments from the Borough Engineer have been addressed. The plan is complete, and the documents were sent to the property owner for execution. The final plans and easement agreements have been attached for consideration by both parties.

**Motion** by C. Richards and seconded by R. Stone to authorize the execution on the easement agreement, as presented. **Passed** with 5 ayes.

**Motion** by C. Snyder and seconded by J. Raffensberger to authorize the execution on the easement agreement, as presented. **Passed** with 6 ayes.

#### **Update on Local Road Safety Plan Outline**

C. Hamme stated that the Township has been working with LTAP to identify problem areas in our community and trying to get traffic through the Township and the Borough safely. Using real traffic data, five areas of issue were identified which are as follows; reduce crashes at curves, reduce angle crashes at unsignalized intersections, reduce red light running crashes at signalized intersections, increase walkability and improve pedestrian safety, and speed management throughout the Township. We have a committee that is currently working on reviewing next step for the purposes of budgeting, obtaining grants, and tracking the success of the improvements.

#### **Quote for 160' of 42" PennDOT approved Stormwater Pipe for East Canal Road Culvert**

C. Hamme stated that he provided the Board and Council with a quote for the culvert pipe. The PennDOT approved pipe is quoted at \$10,360.00 which would be split between the two parties.

T. Myers stated that it would be better to wait on ordering the pipe until the property owner has signed the agreement.

C. Miller stated that the Board and the Council can approve the quote since both parties are at the meeting.

**Motion** by R. Stone and seconded by C. Richards to approve the quote from LB Water in the amount of \$10,360.00 for the 160' of 42" PennDOT approved Stormwater Pipe for the East Canal Road Culvert, as presented. **Passed** with 5 ayes.

**Motion** by C. Snyder and seconded by G. Hassinger to approve the quote from LB Water in the

amount of \$10,360.00 for the 160' of 42" PennDOT approved Stormwater Pipe for the East Canal Road Culvert, as presented. **Passed** with 6 ayes.

### **Update on Traffic Transportation Work**

T. Myers stated that at the intersection of Carlisle Road and Harmony Grove Road, the Township agreed to move forward with a roundabout. TPD is working with the Township as their subconsultant since they have completed many of these types of intersections. The first step is to submit a line and grade plan to PennDOT. The Township is in contact with the church and Dover Highlands to lay out some of the initial property swaps. The project is still in the very early stages of the process and there has not been any property acquisition to date.

C. Snyder questioned if the hair salon will need to be acquired.

T. Myers answered affirmatively. There is no way to complete the project with the hair salon remaining in place. There has been discussion with the owner of the property and the Township had an appraisal done for the property.

J. Sabold asked for an update on East Canal Road and Fox Run Road.

T. Myers stated that there was a meeting about a month ago and the property owners at 1591 East Canal Road indicated they were interested in selling their property. There is an agreement of sale that is in place to purchase that property. The traffic engineer has created a preliminary design and is currently looking at the site distances. Then the next step would be to submit the design to PennDOT to obtain a determination from them on scope prior to submitting for formal permitting approval.

Manager Oswalt stated that at this point, the intent is to only make Fox Run Road align on both sides of East Canal Road.

T. Myers stated that there was previous discussion about adding turning lanes on East Canal Road, but the turning lanes had a major impact on more property owners. The current design is just an alignment with no turning lanes being added. The radius of the intersection will also be increased to allow for truck traffic.

J. Sabold asked for an update on the warehousing project.

J. McLucas stated that they have not seen new plans since August. The applicant is still working on utility access issues and land acquisition. However, the Township was notified by PennDOT that there will be a public drawing available in the summer regarding the intersection of Bull Road and Canal Road. PennDOT will be reaching out to the warehouse developer when they get to the final stage of design to try to collaborate regarding the intersection.

Manager Oswalt stated that at the last Board meeting, the Board approved an open extension which means until they come back, the Board does not need to act on any more extensions.

S. Stefanowicz questioned if they are leaning towards a signalized intersection.

J. McLucas stated that the warrants from the traffic study only meet signalization at Bull Road and Canal Road. However, it will be there temporarily until the roundabout is installed.

C. Snyder questioned if there would be a roundabout at that intersection.

Manager Oswalt stated that Dover Township and Conewago Township would prefer a roundabout and both parties have expressed that to PennDOT.

C. Snyder asked for an update on the solar farm project.

J. McLucas stated the applicant needed clarification on a handful of waivers. They have the necessary approvals to finalize their preliminary design and should be back to the Township for plan approval soon.

### **COMMENTS FROM THE PUBLIC**

There were no comments from the public.

### **COMMENTS FROM THE COUNCIL**

There were no comments from the council.

### **COMMENTS FROM THE BOARD**

There were no comments from the Board.

**With no further business, Chairman Stephen Stefanowicz and President Joseph Sabold concluded the Board of Supervisors/ Borough Council meeting at 6:58 PM and the Dover Township Board of Supervisors took a quick intermission before proceeding to the work session.**

S. Stefanowicz started the work session meeting at 7:03.

### **Work Session- Review of the Draft Sewer and Water Revision Regulations**

S. Stefanowicz stated that the Board was to review sections one and two of the Sewer Regulations.

R. Stone stated that he didn't have any questions about this section, it was just very basic stuff.

C. Miller stated the Township staff has worked through the regulations, and they will be the ones who will be administering and enforcing the regulations.

S. Stefanowicz questioned why chlorine demand was a definition in the sewer section.

C. Hamme stated that the chlorine demand explains that the chlorine level must be below a

certain number to be deposited into the sewer system. We do not want chlorinated pool water dumped into the sewer system.

T. Myers is commenting as a resident of the Township. He stated that the mandatory connection was brought about so that when a municipality or the sewer authority did an extension, the residents would be required to connect as a source of income to pay for the debt service. In a circumstance where a developer does an extension, he feels as if residents should not be subject to the mandatory connection because the Township or the Authority are not putting money towards the extension. The costs are all covered by the developer.

C. Hamme stated that if a developer is installing an extension there is a developer's agreement. Lately, the Township has been buying the materials, and the developer is just doing the work.

T. Myers stated that if the Township is expending monies towards the project, then the resident should be subject to the mandatory connection, but if the developer is paying for all of it, they should not be required to connect. This is something that he would like for the Board to consider.

S. Stefanowicz stated that he somewhat agrees. For the water side, it would be easier since they have a well, they could provide that their well is in good working order. However, the sewer side might be more difficult to prove that their septic is in good working condition. He knows that septic tanks must be inspected every four years but how do they know if the septic isn't contaminating someone else's property through the soil.

C. Miller stated that it is something that the Board can consider but the whole purpose of implementing mandatory connections is not as much to make money to pay for the system because in the beginning, the Township decided to put in the system to benefit the community. If a developer extends water or sewer, you are already making the decision that you want people on public water and sewer.

S. Parthree stated that they should not be requiring residents to connect just because the Township is accommodating a business.

M. Helwig stated that every extension cost the Township money at some point. The Utilities Department must pressure test it and treat the water.

J. Turnure from 4218 Marlborough Road questioned the negotiation process with a new developer as far as putting a new system in.

C. Miller stated that no two developments are the same, so it is hard to have a consistent negotiation process.

C. Miller stated that if no one else has comments or questions on Sections 1 and 2 of the Sewer Regulations, he will keep a running list of changes and will leave the mandatory connection section as an open item to further discuss. For the next meeting, he has asked the Board to review the remainder of the Sewer sections and come prepared to discuss it with any questions they may have.

**With no further business, Chairman Stephen Stefanowicz concluded the Work Session at 7:30 PM.**

Respectfully submitted by: Brooke M. Scarce

Brooke M. Scarce, Township Secretary