

MINUTES

A joint meeting of Dover Borough Council and Dover Township Supervisors was held at Dover Township, 2480 W. Canal Road on Monday, August 9, 2021 at 6:30 pm. Borough Representatives present were President Andrew Kroft, Vice-President Joseph Sabold, Council members Douglas Ferry and Cynthia Snyder, Borough Secretary Brenda Plowman and Borough Solicitor Andrew Herrold. Dover Township members present were Chairman Stephen Stefanowicz, Supervisor's Stephen Parthree, Charles Richards, Robert Stone and Michael Cashman. Other Township Representatives in attendance were Township Manager Laurel Oswalt, Township Solicitor Charles Rausch, Township Public Works Director Michael Fleming, Recreation Director Chalet Harris, Technology Specialist Nathan Stone and Zoning Officer John McLucas. Chairman Stephen Stefanowicz called the meeting to order followed by the Pledge of Allegiance.

Approval of the Dover Township meeting minutes from July 26, 2021. Mr. Stone made a motion to approve the July 26, 2021 meeting minutes. Mr. Parthree seconded the motion and all were in favor.

Approval of the Dover Township Treasurer's Report from July 30, 2021 and August 6, 2021. Mr. Richards made a motion to approve the July 30, 2021 and August 6, 2021 Treasurer's reports. Mr. Cashman seconded the motion and all were in favor.

Public Comment - None

2020 JOINT COMPREHENSIVE PLAN

Chairman Stefanowicz yielded to President Kroft who suggested that the topic of the Open Space Recreation Plan RFP be covered first, since the Borough Solicitor has not yet arrived.

OPEN SPACE RECREATION PLAN RFP

President Kroft was unclear that the Open Space Plan was a Joint Project. The Borough thought that when Mrs. Harris approached them about the letter of support for the grant that the plan did not include the Borough. Once they received the RFP to review and saw the language that was involved, including referencing Ketterman Park and the possibility of out-of-pocket expenses, they were concerned about the possible expense, as they had not budgeted for the project. Dover Borough would like clarification on what this cost could be.

Mrs. Harris reported that the Open Space Plan was a recommendation of the 2020 Comp Plan. She has applied for two grants: one from the Department of Conservation and Natural Resources and one from the York County Open Space Program. Both grants were for \$35,000. Only one grant was awarded through the York County Program; however, the Township has budgeted for the difference. The intent behind the plan is to get public input to aid with future park programming, maintenance, and developments so that the community needs can better be met. The plan will look at both municipalities' properties, the Dover Area School District properties, the YMCA, churches, etc. The hope is to obtain a better vision of the services and resources needed to make recreational opportunities for a more diverse group. It will also make recommendations on maintenance items. This would be a joint effort and the hope is to partner with other organizations in the community.

President Kroft remarked that there was language in the document about splitting out costs based on the area of the park.

Mrs. Harris indicated that the project is expected to cost around \$75,000. The project is covered at that amount with the funds the Township has available and even a little bit more should the prices come in slightly

higher. If it is significantly more, then a decision would have to be made on where the funds could be pulled from, discontinuing the project, or lessening the scope to lower the costs.

Dover Township gave a verbal consent that there will be no out-of-pocket expense for Dover Borough.

Chairman Stefanowicz questioned whether the Borough's Ketterman Park is included in the plan and whether there were items that the Borough was not aware of that needed addressed at the park. Mrs. Harris indicated Ketterman Park was included.

President Kroft stated that the Borough is aware that there is a need for the track to be repaved and bathroom facilities, whether portable or permanent.

Solicitor Rausch asked what they need from the Borough at this point.

Manager Oswald stated that the Board of Supervisors has authorized the Request for Proposals to be sent out for prices, pending the Borough's approval. With the Borough's approval we could proceed to solicit those quotes, review them and make a recommendation on the consultant's selection.

At this point nothing needs signed but a consensus is necessary to move forward with advertising to receive bids. Mr. Sabold made a motion to join Dover Township in a joint request for pricing for an Open Space Parks plan. Mr. Ferry seconded the motion and all were in favor.

When bids are received both boards will review them. President Kroft questioned Attorney Rausch on whether the RFP would be awarded to the lowest priced bidder. Attorney Rausch stated that because it is professional services, the lowest price would not necessarily need to be accepted. They will choose who they feel will be the best fit for the project.

Manager Oswald stated that similar to the 2020 Joint Comprehensive Plan RFP, the proposals would need to be reviewed on pricing as well as other factors spelled out in the document. In the case of the Comprehensive Plan, there were two proposals provided. One from a local firm and one from a Philadelphia Firm. There was a \$500 price difference between the two proposals and the Philadelphia firm only had so many meetings built into their proposal. Therefore, if extra meetings were needed, the cost to have the consultant attend extra meetings would have led to additional expenses with travel time, etc. The project was awarded to the local firm for this reason.

Mr. Rausch suggested a few members from Dover Township and Dover Borough review the bids and then give a recommendation to the full Council and Board.

Once chosen, a committee will be formed and should be between 9 and 11 members. Mrs. Harris indicated the committee is necessary to guide the project and there will be public meetings for both elected bodies to collect input, similar to the Comprehensive Plan process. The RFP document calls out who could possibly serve on the committee, i.e., Planning Commission members, elected officials, Dover Area School District, Youth Sports, and residents from a diverse demographic were mentioned. There is actually a committee that guides that project and does not need to be the committee that selects the consultant.

Chairman Stefanowicz questioned Mr. Parthree as to his desire to be involved with the committee as the Recreation Liaison. He agreed that he would be part of the process.

President Kroft stated that Mr. Slusser or Mrs. Koch may have an interest in serving on the committee, but since neither were present, the Borough would need to get back to the Township after their September meeting, who will be involved after their September Meeting.

GIS INTERMUNICIPAL AGREEMENT

President Kroft stated that Manager Oswalt had presented an Intermunicipal Agreement Draft to the Borough for consideration in an effort to have all of the Public Works' assets mapped into the Township's Geographic Information System (GIS). The assets include stormwater, water, sewer, and roads/signs. The Agreement was proposed as a Borough staff time swap for Township staff time swap. The Borough had concerns about trading time in this manner as they are more limited in Public Works Staff. Additionally, the document proposed that Nathan Stone, Technology Specialist's time could be used toward that trade in value. It was estimated that Mr. Stone would need approximately 134 hours to build all four base maps. With the Borough's limited staff, it cannot be accomplished with the GIS Data Collection.

Borough Council had previously requested a quote which Manager Oswalt commented that this was provided with an estimate of 34 hours per asset and with the York County program now collecting the Borough's stormwater data, there are only three that would need to be mapped by Mr. Stone.

Solicitor Rausch asked whether the Borough Staff would collect the data. Mr. Stone stated that the data would be collected in the field using I-pads, but first he would have to build the base map and the fields of data to be collected.

There was then discussion on the types of information the Borough would want collected on each asset. Mr. Cashman noted that it would likely be best for the information to remain the same for both the Township and Borough, so it is consistent.

Mr. Stone can provide the list of data to the Borough for their staff to review. Mr. Stone pulled the Township's GIS up on the Smart Board for the elected officials to view. It was noted that the Township pays for aerials to be flown yearly and we have that data back to 2016. Therefore, this data would be available to the Borough as well. It was also noted that the Township has a month's worth of back-ups to the system in the cloud and can restore most of the data, if lost.

Manager Oswalt added that these aerials are helpful with enforcement actions as it can be noted if a shed has been recently installed, etc. Manager Oswalt stated that the \$500 fee for access to the ARCGIS system may be accessed in the field to collect the data and also while performing work. Mr. Stone added that with each license, three users can gain access, so there could be two I-Pads or Tablets and a workstation at the office using the same license. Dover Borough would purchase the I-Pads or Tablets needed in addition to the yearly fee.

Chairman Stefanowicz asked what the estimated number of hours of Mr. Stone's time would be necessary to build the remaining assets. Manager Oswalt stated since the York County program would be handling the stormwater and turning the data over to the Township, we can subtract 34 hours from the 136-hour estimate.

Chairman Stefanowicz asked how long it would take for the Borough Staff to be trained. Mr. Stone stated that it should not take more than a few hours and each item being collected should not take more than a few minutes to collect. He added that the Borough's employee, Todd Hoppel, has collected this data in the field previously while employed by Dover Township.

Mr. Richards questioned whether the Borough had paper maps now. Manager Oswalt responded that Jeff Spangler, the former Borough Engineer, had provided the maps to the Township previously.

Chairman Stefanowicz stated that the issue then is the remaining 102 hours and how that will be handled. Either a swap of staff time or cost.

President Kroft stated that the Borough is willing to pay for the Mr. Stone's time to map and train the Borough employees. The issue is the swapping of labor for other items. The Borough is not necessarily opposed to helping out with items that arise but does not want to be obligated to a certain number of hours, due to their

small staff. They would rather be able to pay if the need arises say to have a WWTP Operator assist in collecting samples, if something happened to their licensed operator.

Mr. Parthree asked if there was a timeframe in the agreement for the reciprocal time trade to occur. Manager Oswalt stated the agreement was fairly simple and had no timeframes associated with it. For the Township, it was not really the data collection that we need assistance to complete. It was more along the lines of being short staffed a day or two during leaf collection season or snow plowing.

Mr. Fleming commented that the Township charges the Borough for street-sweeping services annually. Additionally, they have aided with both water and sewer issues in the Borough in emergencies as they often get the calls. They have not charged to provide that assistance in the past. President Kroft agreed that items like street-sweeping are built into their annual budget because they would have to contract with someone to do that for them either way. In addition, the Borough will make sure that if the need is there to aid the Township with snowplowing in close proximity to the Borough and their staff is available to help that they should do so.

Ms. Snyder commented that the agreement could be terminated or amended as necessary. President Kroft added the agreement would stay in place unless either party gives the other a 60-day notice to discontinue it.

Ms. Snyder added that one of the items that was discussed is the trading of employees and that we were not concerning ourselves with the differences in the employees' wages. Manager Oswalt confirmed that this was accurate. This way an employee making \$30 per hour if traded against an employee who earns \$15 per hour would not result in a need for twice the time served.

Chairman Stefanowicz stated that the option should be there for a labor trade or the labor to be invoiced. The decision would then be up to the Borough on how they would like to proceed.

President Kroft stated that from the GIS standpoint, the Borough agrees with the monetary reimbursement for Mr. Stone's time as building the system is a good investment. The Borough would just like to see the two solicitors rework the agreement to provide the option for monetary payment or trading of staff resources.

Solicitor Herrold stated that this document could be a very lengthy detailed document if we try to consider all possible scenarios. There is something to be said about keeping the agreement simple.

Solicitor Rausch stated that he can revise the agreement to have both monetary contribution and time swapping. Language can be added that spells out that the time swapping needs to be mutually acceptable.

Manager Oswalt stated the reference to other work being completed under the swapping was more for the Township's benefit, as GIS data collection is not necessarily the item that we need assistance to complete.

Solicitor Rausch stated it is probably best to keep the agreement more focused on GIS at this point. President Kroft stated that if the agreement is focused on the 102 hours for Mr. Stone to create the maps in the system plus some time to train their staff, the Borough is happy to pay for those services, but the expansion into swapping time for other services may take a broader agreement at another date. There are plans to work together further but this agreement will be focused mainly on the GIS mapping in order to keep it simple.

Chairman Stefanowicz then clarified with Solicitor Rausch that the agreement would be focused on GIS with both monetary costs and labor trading as options.

Solicitor Rausch questioned if the language should say not to exceed 34 hours per asset or that the Borough would have to approve any overages. Manager Oswalt stated that the numbers are a rough estimate based on the size of the area involved and the amount of information our staff usually collects in a given timeframe.

President Kroft suggested it be treated like a change order to the project with a request for additional funds and the reason for the change in cost submitted to the Borough for consideration.

Solicitor Rausch asked if the Borough was comfortable with the estimate. Ms. Snyder remarked that she felt the estimate was fair.

President Kroft suggested a number of 120 hours for the entire project, which would give additional flexibility for the project and the training of staff. Since the stormwater work is already being addressed by the York County program, the next priority would be the sewer system, as the Borough are under a consent order.

Ms. Snyder questioned whether the staff would need to concentrate on one asset at a time. Mr. Stone stated they would not necessarily need to do that. They could work on each street completing all assets on that street, as they would only need to switch between forms/screens.

OTHER ITEMS:

Manager Oswalt noted that the Township and Borough had applied for two different grants to complete the Zoning Revisions recommended by the 2020 Joint Comprehensive Plan. The Action Plan for the York County CDBG funds indicates that the communities are to receive \$17,500 toward that project for completion in 2022. The Borough's portion of the project is \$5,775. If the second grant would be received, there would be no need for Borough contribution to the project. There will need to be participation from someone from the Borough in the development of the ordinance revisions.

Additionally, Manager Oswalt reported that the Township is expanding its Planning Department to be able to begin a Rental Inspection Program in the new year. This was an item in the Joint Comprehensive Plan that the Borough has expressed interest in completing. We will be working on the ordinance changes through the fall at the Township. If the Borough is interested in working together with this program, there would be a need to adopt a similar ordinance and program. This does not necessarily need to happen in 2022 for the Borough.

President Kroft stated the Borough would have such an interest in the program, but it would likely be best to allow the Township to get the program established first. He asked how often the inspections would be completed. Mr. McLucas stated the program was anticipated to be bi-annual.

President Kroft noted the Borough would likely institute a program fee with an administrative component. The administrative fee would be kept by the Borough and the remainder would be provided to the Township as payment for the inspection services.

Ms. Snyder commented she was aware that a list was provided to Mr. McLucas by their office to include the number of rental units in the Borough. Mr. McLucas confirmed that list has been received.

President Kroft questioned whether most of the rental properties in the Township are in complexes. Mr. McLucas stated there are many individual homes. The complexes will be easier to implement these inspections in because they are more accustomed to the process. It will be the individual homes that are more time consuming. President Kroft stated the Borough's Main Street area is probably 40% rental properties.

Mr. McLucas questioned whether the Borough has passed the International Property Maintenance Code as it will be necessary for enforcement purposes. It was confirmed they had not adopted it. Mr. McLucas stated this would be necessary to institute the rental inspection program.

Mr. Parthree questioned the need to meet again in the future on a more regular basis. President Kroft stated he thought twice a year in the spring and fall would be beneficial. It was agreed by all those present to meet twice annually.

Mr. Fleming noted that the Dover Area School District work on Canal Road at Intermediate and Route 74 and Mayfield Street in compliance with their PENNDOT permit is underway and will be an obstacle for the motoring public for several months.

There was discussion about the paving of Intermediate Avenue. The Dover Highlands Contractor has completed their base work, which must sit for two years to ensure no settling occurs. Mr. Fleming stated the Township would be using paving fabric on the other lane prior to paving the entire road after the two-year period has concluded.

The next joint meeting will be held in March or April 2022.

With no further business, Chairman Stefanowicz and President Kroft concluded the Board of Supervisors/Borough Council meeting at 8:02 PM. The full Board of Supervisors then entered into an Executive Session to discuss Township personnel and Union Contract matters.

Respectfully submitted,

Brenda J. Plowman
Secretary/Treasurer