

Dover Township Sewer Authority
2840 West Canal Road
Dover PA 17315

Chairman: Dean Smith
Vice Chairman: John Miller
Treasurer: John Matthews

Secretary: James Theisen
Member: Robert Stone
Attorney: Christian Miller

Minutes: 8/24/16

Attending Were: D. Smith, J. Matthews, J. Theisen (Authority Members), T. Biese (Plant Asst. Superintendent), S. Stefanowicz (Twp. Liaison), S. Simon (Plant Superintendent), C. Miller (Solicitor), P. Gross (Engineer), and M. Fleming (Public Works Director).

Opening/Minutes:

R. Stone made a motion to approve the July minutes. The motion was seconded by J. Matthews and unanimously approved.

Financial Report:

No Report

Engineer's Report:

P. Gross provided an Engineer's Report which is filed with these minutes and incorporated herein by reference. P. Gross and C. Miller provided an update on the status of the requisitions, including the need to correct 8 prior requisitions for minor errors. Due to realization of the issue by J. Matthews after the July meeting, J. Matthews decided not to transmit those requisitions to TD Bank. R. Stone made a motion to ratify J. Matthews decision not to transmit the July requisitions. D. Smith seconded the motion, and the Authority unanimously approved the motion.

Although the requisitions as approved needed to be corrected, no money was improperly paid or distributed, so the corrections only apply to the form of the requisitions document approved. The 8 corrected requisitions are as set forth below:

- DT-1 in the amount of \$131,572.43 to Dover Township for reimbursement of expenses for the Misc. Upgrade Project (this was the 1st draw on the 2015 bond fund and originally approved at the May 25, 2016 meeting).
- DT-2 in the amount of \$10,528 to Buchart Horn for engineering fees for the Misc. Upgrade Project (this was the 2nd draw on the 2015 bond fund and originally approved at the May 25, 2016 meeting).
- DT-3 in the amount of \$5,915.50 to Buchart Horn for engineering fees for the Misc. Upgrade Project (this was the 3rd draw on the 2015 bond fund and originally approved at the June 22, 2016 meeting).
- DT-4 in the amount of \$7,593.00 to Buchart Horn for engineering fees for the Misc. Upgrade Project (this was the 4th draw on the 2015 bond fund and originally approved at the July 27, 2016 meeting).
- DT-Palomino 4 in the amount of \$13,017.00 to Buchart Horn for engineering fees for the Palomino Interceptor Project (this was the 7th draw on the 2016 bond fund and originally approved at the July 27, 2016 meeting for \$3,017.00 - \$10,000 short of the actual invoice due to an accounting error).

- DT-Joint 4 in the amount of \$2,672.00 to Buchart Horn for engineering fees for the Joint Interceptor Project (this was the 8th draw on the 2016 bond fund and originally approved at the July 27, 2016 meeting).
- DT-NOB-1 in the amount of \$896.00 to Buchart Horn for engineering fees for the North of the Borough Interceptor Project (this was the 9th draw on the 2016 bond fund and originally approved at the July 27, 2016 meeting).
- Requisition 2 (ACNB to TD Bank) was approved in the amount of \$14,178.00, but the correct amount is \$16,585.00, for payment from ACNB's construction account to TD Bank as trustee for the Authority (was the 2nd draw from the Construction Account to TD Bank and originally approved at the July 27, 2016 meeting).

R. Stone made a motion to approve the above corrected and resubmitted requisitions, to supplant the previously approved requisitions, for payment. The motion was seconded by D. Smith and unanimously approved.

The following new requisitions were submitted by Buchart Horn for payment:

- Requisition 3 (ACNB to TD Bank) in the amount of \$12,006.00 for payment from ACNB's construction account to TD Bank as trustee for the Authority (3rd draw from the Construction Account to TD Bank).
- DT-5 in the amount of \$9,279.00 to Buchart Horn for engineering fees for the Misc. Upgrade Project (this is the 5th draw on the 2015 bond fund)
- DT-Palomino 5 in the amount of \$4,369.50 to Buchart Horn for engineering fees for the Palomino Interceptor Project (this is the 10th draw on the 2016 bond fund)
- DT-Joint 5 in the amount of \$3,377.50 to Buchart Horn for engineering fees for the Joint Interceptor Project (this is the 11th draw on the 2016 bond fund)
- DT-NOB-1 in the amount of \$4,259.00 to Buchart Horn for engineering fees for the North of the Borough Project (this is the 12th draw on the 2016 bond fund)

R. Stone made a motion to approve the above requisitions for payment. The motion was seconded by D. Smith and unanimously approved.

P. Gross and the Authority generally discussed the need, and viability from an economic standpoint, of the installation of a new Headworks facility at the WWTP intake to filter miscellaneous debris from being processed by the plant. P. Gross provided a proposal for design and bidding services by Buchart Horn in the amount of \$140,000 (not to exceed \$125,000 for design and \$15,000 for bid preparation). If approved, the project would be timed for early-mid 2018 and would be incorporated, for bidding and construction purposes, with another project, likely the Joint Interceptor replacement project. Alternatively, it could be a change order for a current project. The goal is to save money on mobilization and related costs by including with another project. After much deliberation, J. Matthews made a motion to approval Buchart Horn proposal 33700. J. Theisen seconded the motion, which was unanimously approved by the Authority members.

P. Gross also generally updated the Authority on the progress of the relining projects, misc. improvements contract, palomino interceptor replacements, north of the borough study, and the joint interceptor replacement with no major changes. P. Gross reported no current problems. P. Gross updated the Authority on the warranty repairs for the relining project.

Treasurer's Report:

No Report

Plant Operator's Report:

S. Simon discussed the July Report, which is filed with these minutes and incorporated herein by reference. The average flow for June was 2.20 MGD. There were no discharge violations for July for the 11th month in a row. S. Simon reported that DEP showed up at the plant on August 10th to perform a plant inspection, with the inspection taking place on the 10th and 11th of August. A full written report has not been received yet but there appeared to be no major issues.

Sewer Chief Report:

The sewer chief report was provided for July and is incorporated herein by reference. M. Fleming shared the details of the report in C. Hamme's absence.

Public Works Report:

M. Fleming shared that the BOS approved payment for the final invoice for Progressive Pipeline Management Phase II. M. Fleming also shared that 3 of 12 sewer right of ways have been signed and completed with only one showing signs of becoming a problem. A second letter will be going out again to the remaining 8 reminding them that they can contact the township with any questions or concerns to help get the paperwork notarized and approved.

New Business:

S. Simon and P. Gross generally discussed the results of their meeting, along with Atty. Randy Hurst, with DEP regarding the WWTP's draft NPDES permit. S. Simon stated that, overall, the meeting went better than expected, with DEP agreeing to the request to remove from the permit the requirement for scheduled wasting. A summary report is forth coming from R. Hurst, but in any event S. Simon and R. Hurst do not think the NPDES permit approval will happen for roughly a year, if not longer. S. Simon also reported the date of open house being Sept. 27th and invited participation from anyone interested.

S. Stefanowicz raised the issue of directing Buchart Horn to prepare a grant submittal in order to secure money for current sewer projects. The Twp. is in the process of also possibly submitting a grant. P. Gross reported that the chances of getting any funding through the grant are minimal, due to the fact that only \$22 million in grant money is being offered state-wide. The Authority could apply for grant money for the sewer system, while the Township could apply for grant money for the Water system. P. Gross estimated \$10,000 per proposal, but said the cost would be reduced due to the duplicative nature (due to Twp. and the Authority), stating that it would likely be in the \$14,000 range. The submittals are due in early October. After discussion, R. Stone made a motion to permit Buchart Horn to begin preparing a grant submittal for the sewer extension with pump station north of the Borough on behalf of the Authority, with a preliminary not to exceed amount of \$5,000, with the approval conditioned on the Township approving its grant option. The motion was seconded by D. Smith and unanimously approved.

Executive Session:

None.

The meeting adjourned at 8:30 PM.

Next Meeting Date:

9/28/2016 at 7:00PM

Respectfully submitted,

J. Theisen, Secretary