

Dover Township Sewer Authority
2840 West Canal Road
Dover PA 17315

Chairman: John Miller
Vice Chairman: Robert Stone
Treasurer: Dave Hogeman

Secretary: Bob Boyer
Member: Steve Stefanowicz
Attorney: Christian Miller

Minutes:1/24/2018

Attending Were: R. Stone, J. Miller, B. Boyer, D. Hogeman, S. Stefanowicz (Authority Members), T. Biese (Plant Asst. Superintendent), S. Simon (Plant Superintendent), C. Miller (Solicitor), P. Gross (Engineer), C. Hamme (Sewer Chief), M. Fleming (Public Works Director) and Stacey MacNeal and Bob Sandmeyer (representatives of Dover Highlands, LP).

Re-Organization Meeting:

Attorney Miller called the 2018 Re-organizational meeting to order at 7:00 p.m.

R. Stone motioned to nominate J. Miller as Chairman. The motion was seconded by S. Stefanowicz and unanimously approved. The meeting was then turned over to J. Miller as Chairman.

S. Stefanowicz motioned to nominate R. Stone as Vice Chairman. The motion was seconded by B. Boyer and unanimously approved.

R. Stone motioned to nominate D. Hogeman as Treasurer. The motion was seconded by S. Stefanowicz and unanimously approved.

R. Stone motioned to nominate B. Boyer as Secretary. The motion was seconded by S. Stefanowicz and unanimously approved.

R. Stone motioned to nominate MPL Law Firm, LLP as Solicitor, with C. Miller as its representative. The motion was seconded by S. Stefanowicz and unanimously approved.

R. Stone motioned to nominate Buchart Horn, Inc. as Engineer, with P. Gross as its representative. The motion was seconded by S. Stefanowicz and unanimously approved.

The re-organizational meeting concluded at 7:05 p.m.

J. Miller called the regular authority meeting to order for January 2018 at 7:05 p.m.

Opening/Minutes:

R. Stone made a motion to approve the December 2017 minutes. The motion was seconded by S. Stefanowicz and unanimously approved.

New Business/Public Comment:

Stacey MacNeal (attorney) and Bob Sandmeyer (engineer) made a brief presentation to the Authority regarding the Dover Highlands projects on behalf of the developer. The presentation and following discussion centered on sewer capacity and, more importantly, access in order to service the project and the planned multi-family units to be located at the project.

Financial Report:

C. Miller reported on two items to be approved. The first was PFM's engagement letter, which Jamie Schlesinger from PFM presented when he attended the Dec. meeting. After brief discussion, R. Stone made a motion to approve the engagement letter and have the Chairman execute it. The motion was seconded by S. Stefanowicz and unanimously approved. The second item was Resolution 2018-1 and a Modification Agreement with ACNB, both of which approved the extension of the draw period on the 2016 Sewer Bonds for one year (from March 2018 to March 2019). After brief discussion, R. Stone made

a motion to approve Resolution 2018-1 and a Modification Agreement. The motion was seconded by S. Stefanowicz and unanimously approved.

Engineer's Report:

P. Gross provided an Engineer's Report for December and early January which is filed with these minutes and incorporated herein by reference. P. Gross provided an update on the status of the requisitions. The following requisitions were submitted by Buchart Horn for payment:

- Requisition 21 (ACNB to TD Bank) in the amount of \$115,038.10 for payment from ACNB's construction account to TD Bank as trustee for the Authority (21st draw from the Construction Account to TD Bank).
- DT-General-9 in the amount of \$99,714.85 to Heisey Mechanical, LTD for general contractor services for the Misc. Upgrade Project (this is the 85th draw on the 2016 bond fund)
- DT-Palomino 20 in the amount of \$4,127.00 to Buchart Horn for engineering fees for the Palomino Interceptor Project (this is the 86th draw on the 2016 bond fund)
- DT-20 in the amount of \$2,122.00 to Buchart Horn for engineering fees for the Misc. Upgrade Project (this is the 87th draw on the 2016 bond fund)
- DT-Joint 21 in the amount of \$8,074.25 to Buchart Horn for engineering fees for the Joint Interceptor Project (this is the 88th draw on the 2016 bond fund)
- PFM-1 in the amount of \$1,000.00 to PFM Financial Advisors for financial management services related to the extension of the 2016 Bond draw period (this is the 89th draw on the 2016 bond fund)
- Mansberger 1 in the amount of \$2,835.00 to Robert Mansberger for right-of-way consideration (this is the 90th draw on the 2016 bond fund)

R. Stone made a motion to approve the above requisitions for payment & transfer the ACNB funds. The motion was seconded by S. Stefanowicz and unanimously approved.

P. Gross presented to the Authority General Contractor Change Order No. 2 for the Miscellaneous Improvements Project. P. Gross reported that the CO had been negotiated between the contractor and BH, along with the help of D. Smith (past chair). P. Gross reported that he was comfortable with the CO and the figures, and believed they were fair. P. Gross confirmed that the Authority was still holding plenty of money in retainage to secure completion of the project. J. Miller asked a number of questions on the calculations. One issue to be resolved was the calculation of the overhead & profit and the 15% figure. As such, the Authority agreed that the CO #2 to the General Contract was acceptable, pending the resolution of the 15% question. After P. Gross determines this issue, the Authority will review again for final approval.

P. Gross reported that the contractor for the Palomino Interceptor upgrade (Anrich, Inc.) had been selected, and that all of BH's checks on the bidder had been completed. P. Gross reported that C. Miller and MPL still had to review and approve the Insurance and Bonds, after which BH was comfortable issuing the Notice to Award and Notice to Proceed (pending confirmation of starting schedule with contractor. Based on BH's recommendation, R. Stone made a motion to approve issuance of the Notice of Award and Notice to Proceed, conditioned on MPL's approval of the insurance and bond documentation. S. Stefanowicz seconded the motion, which was unanimously approved.

Public Works Report:

Mike reported on, and the Authority generally discussed, Pike's property. Mike also discussed with the Authority the old golf course sewer main and the possibility of relocating the main, but that would be impacted by the school, which was still unknown.

Treasurer's Report:

No Report.

Plant Operator's Report:

S. Simon discussed the December Report, which is filed with these minutes and incorporated herein by reference. The average flow for December was 2.99 MGD. The Treatment Plant did not have any effluent discharge violations for the month.

Sewer Chief Report:

The sewer chief report was provided for December and is incorporated herein by reference.

Adjournment.

J. Miller adjourned the regular meeting at 8:30 P.M. to enter an executive session.

The Authority members held an executive session from 8:30 P.M. to 8:43 P.M. J. Miller reconvened the regular meeting at 8:43 P.M. and announced the purpose of the Executive Session was appointment for employment/professional services for the Authority.

The Authority provided direction to M. Fleming to commence work on the Fox Run Inceptor project by reviewing options for engineering services on the project, to include BH.

J. Miller adjourned the regular meeting at 8:44 P.M.

Next Meeting Date:

2/28/2018 at 7:00PM

Respectfully submitted,
Bob Boyer, Secretary