

Dover Township Sewer Authority
2840 West Canal Road
Dover PA 17315

Chairman: Robert Stone
Vice Chairman: Steve Stefanowicz
Treasurer: Dave Hogeman

Secretary: Bob Boyer
Member: Bill Newbould
Attorney: Christian Miller

Minutes: 1/25/2023

Attending Were: R. Stone, B. Newbould, S. Stefanowicz, B. Boyer, D. Hogeman (Authority Members), C. Jordan (Plant Superintendent), C. Billet (Asst. Superintendent), C. Miller (Solicitor), D. Shirk (Engineer), M. Fleming (Public Works Director), C. Hamme (Asst. Public Works Director), Laurel Oswalt (Twp. Manager) and B. Funkhouser (Buchart Horn).

Re-Organization Meeting:

Attorney Miller called the 2023 Re-organizational meeting to order at 6:00 p.m. The following slate of officers were nominated: R. Stone as Chairman, S. Stefanowicz as Vice Chairman, D. Hogeman as Treasurer, and B. Boyer as Secretary (all positions previously held in 2022). All nominees accepted their nominations. The members unanimously approved such nominations. D. Hogeman motioned to nominate Buchart Horn, Inc. as Engineer, with D. Shirk as its representative. The motion was seconded by B. Newbould and unanimously approved. D. Hogeman motioned to nominate MPL Law Firm, LLP as Solicitor, with C. Miller as its representative. The motion was seconded by B. Newbould and unanimously approved.

The Authority Board acknowledged the meeting schedule as follows (which had already been approved and advertised): meetings to be held on the 4th Wednesday of each month at 6:00 p.m. at the WWTP, with the November and December meetings being held on the 3rd Wednesday of those months (Nov. 15th and Dec. 20th), at the same time and place.

The re-organizational meeting concluded at 6:03 p.m.

R. Stone called the authority meeting to order for January 2023 at 6:03 p.m.

Minutes: D. Hogeman made a motion to approve the December 2022 meeting minutes as submitted. The motion was seconded by B. Newbould and unanimously approved.

Financial Report: No report.

Engineer's Report: D. Shirk provided an Engineer's Report for late December through early January which is filed with these minutes and incorporated herein by reference. D. Shirk reported there were no change orders pending or requisitions to approve.

D. Shirk reported on the NOB Project, stating bids had been received from 4 contractors, with the lowest being Doli Construction Corp. at \$4.159M, with the next lowest bid being \$5.105M. D. Shirk reported that BH held a remote meeting with Doli to review the bid and ensure that it was complete based on the bid specs due to the discrepancy in bid amount. BH was confident that the Doli bid was complete. The Authority generally discussed the NOB project and finances facing the Authority. The Authority decided to wait on approving the bid until a future meeting as permitted under the bid documents.

D. Shirk reported that Buchart Horn continued to gather information and prepare permitting documents for the Phase II Joint Interceptor project, stating that they were purposefully slowing work on this project

until more clarity was obtained regarding DEP and WWTP on the issues being discussed between the parties (see below).

D. Shirk reported on, and the Authority generally discussed, issues with DEP related to the WQM permit (or lack thereof) for the headworks/bar screen, centrifuge, and a scum pump replacement. Twp. and Authority representatives have held a number of meetings with DEP regarding the bar screen permitting, with the latest being held on January 19th, which generated a DEP “action items” letter dated January 25th. The letter encompasses the aforementioned issues with WQM permits, as well as the Authority’s pending NPDES permit, and a number of other issues tied to the same. The Authority generally discussed the letter and how the items were missed. BH reported it had correspondence from DEP stating that the WQM permit for the bar screen was not required, and believed it had confirmed the same for the other two items, but thus far could not locate documentation evidencing such confirmation (but BH continued to review its files). The Authority discussed the financial impact that could occur due to the items in the letter, but agreed that all aspects of the discussion/action items remained uncertain, as the letter requested a Feb. 10th response to the items with a timeline to address. Because the Authority has a number of questions and clarification requests regarding the January 25th letter, the following was agreed on for the action plan: (i) BH would prepare a draft response including all of its information, to be completed and circulated to all involved individuals by Friday the 27th; (ii) all involved parties would meet Monday morning to review the responsive letter with the goal being to get a rough final draft; and (iii) provide the responsive letter to DEP by February 3rd to keep the issue, and resolution thereof, moving forward. The responsive letter would contain requested deadlines, conditioned on certain assumptions from DEP’s letter, along with requests for clarification on some points and questions on other points.

S. Stefanowicz raised an inquiry he received from Mr. Weaver related to the terminus of the sewer/water extension for the NOB Project. M. Fleming reported that he had numerous conversations with Mr. Weaver about where it was terminating, and what steps he could take to extend the sewer an additional 150 ft. if desired, and that the termination was not dictated by PennDOT. S. Stefanowicz stated he would report back to Mr. Weaver.

Treasurer’s Report: D. Hogeman’s treasurer’s report and financial summary for January was submitted and are filed with these minutes and incorporated herein by reference. D. Hogeman reported that the Authority earned \$168,000 of interest for 2022, and he waited for arbitrage analysis.

Plant Operator’s Report: C. Jordan discussed the December-January operator’s report, which are filed with these minutes and incorporated herein by reference. Outside of the report, C. Jordan reported that a new truck had been purchased, and the old truck was likely to be used by another Twp. department. C. Jordan reported on the opening, and repair of (with the Twp. road crew’s assistance), a small sinkhole outside of the WWTP at an intake inlet. C. Jordan finally reported on a purchase order to have the roof at the WWTP rehabilitated.

Collections Report (by Asst. Public Works Director): The Asst. Public Works Director’s collection report was provided for December and is incorporated herein by reference. C. Hamme had no report other than to disclose the Twp’s management restructuring, stating that he is now Asst. Public Works Director, and that another individual was now the Joint Sewer/Water Superintendent for the Twp.

Public Works Report: M. Fleming reported on 3190 and 3196 Cardinal Lane and an issue with the removal of an in-law’s quarters, the need to cap services so no additional bills are invoiced, and that there is currently a dispute between the sellers and buyers of the parties on paying for this work (both services and permitting).

Solicitor Report: No report.

Public Comment: None.

New Business: None.

Old Business: None.

Adjournment.

R. Stone adjourned the regular meeting at 6:55 P.M.

Next Meeting Date:

2/22/2023 at 6:00PM

Respectfully submitted,
B. Boyer, Secretary