

**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: 2/22/2023**

**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), R. Gentzler (WWTP Staff), M. Helwig (Utilities Superintendent), S. Jett (Asst. Utilities Superintendent), and B. Funkhouser (Buchart Horn).

R. Stone called the authority meeting to order for January February 2023 at 6:00 p.m.

**Minutes:** D. Hogeman made a motion to approve the Reorganizational meeting minutes and the January 2023 meeting minutes, both 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 January through early February which is filed with these minutes and incorporated herein by reference.

D. Shirk provided an update on the status of the requisitions. The following requisitions were submitted by Buchart Horn for payment:

- DT-Joint P2-14 in the amount of \$20,446.50 to Buchart Horn for engineering services for the Joint Interceptor Phase 2 Project (this is the 13<sup>th</sup> draw on the 2019 bond fund).
- DT-NOB 44 in the amount of \$9,500.00 to Buchart Horn for engineering services for the North of the Borough Project (this is the 14<sup>th</sup> draw on the 2019 bond fund).

D. Hogeman made a motion to approve the above requisitions as submitted. The motion was seconded by B. Newbould and unanimously approved.

D. Shirk revisited the bids received and award process for the NOB Project, restating bids had been received from 4 contractors, with the lowest being Doli Construction Corp. at \$4.159M. The Authority generally discussed the timeline, with one of the main factors being the award of the DEP H2O Sewer and Water grants sought for the NOB Project if awarded (each roughly \$450,000). The awards would not be until July to September timeframe. The grants must be awarded prior to issuance of a Notice to Proceed. However, D. Shirk cautioned that the current bids had to be awarded within 60 days of opening (which would be roughly the day before the March meeting) and the increased costs (engineering and material prices) if the contract was put back out to bid. The Authority generally discussed the outcomes, and decided the going forward with the award, and trying to work with the contractor to prolong the Notice to Proceed period (which is required to be 60 days after awarding the contract) to wait for the H2O grants would be the best option (noting the H2O grants were not guaranteed). D. Hogeman made a motion to award the contract to the Coli bid, but said notice of award should be on the last possible day in order to stretch out the time. The motion was seconded by S. Stefanowicz and unanimously approved.

D. Shirk reported on, and the Authority generally discussed, issues with DEP related to the WQM permit for the headworks/bar screen, centrifuge, and what has become more issues. The discussion surrounded a Twp. response letter (dated Feb. 3<sup>rd</sup>) to DEP's "action items" letter dated January 25<sup>th</sup>. DEP provided a reply letter dated Feb. 16<sup>th</sup> which did not provide as much clarity and direction as anticipated. After discussion on the issues and options, the Authority agreed to reach to an attorney that specialized in DEP matters recommended by C. Miller, to try and set up a meeting to discuss the best course of action. C. Miller stated he would contact the attorney immediately..

**Treasurer's Report:** D. Hogeman's treasurer's report and financial summary for February was submitted and are filed with these minutes and incorporated herein by reference. D. Hogeman reported that TD Bank needed an authorization form executed by the Authority to permit reinvestment of funds. D. Hogeman also reported that the Authority would likely have to pay arbitrage due to the interest being earned on funds held. The arbitrage would be based on PFM's annual arbitrage analysis to be conducted at the end of April.

**Plant Operator's Report:** C. Jordan discussed the January-February operator's report, which are filed with these minutes and incorporated herein by reference. Outside of the report, C. Jordan reported on a number of repairs made to the WWTP due to parts and components breaking. C. Jordan also reported on the time and resources expended to create the map and review the intake/ouptake flows of the WWTP for the DEP letter/WQM permit issue. Finally, C. Jordan reported that the Chap. 94 report was due in March, and that over 3 quarters of it had been completed.

**Collections Report (by Utilities Superintendent):** The Utilities Superintendent's collection report was provided for January and is incorporated herein by reference. M. Helwig generally introduced himself and S. Jett, and otherwise provided highlights of the report.

**Public Works Report:** M. Fleming reported that PSATs had reached out to the Township to have "action photos" taken of the Twp. crews.

**Solicitor Report:** No report.

**Public Comment:** R. Stone thanked all in attendance for the hard work and dedication.

**New Business:** None.

**Old Business:** None.

**Adjournment.**

R. Stone adjourned the regular meeting at 6:35 P.M.

**Next Meeting Date:**  
3/22/2023 at 6:00PM

Respectfully submitted,  
B. Boyer, Secretary