

Dover Township Sewer Authority
2840 West Canal Road
Dover PA 17315

Chairman: Robert Stone
Vice Chairman: Steve Stefanowicz
Treasurer: Vacant

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

Minutes: 1/24/2024

Attending Were: B. Newbould, S. Stefanowicz, B. Boyer (Authority Members), C. Jordan (Plant Superintendent), C. Miller (Solicitor), D. Shirk (Engineer), M. Fleming (Public Works Director), C. Hamme (Asst. Public Works Director), and M. Helwig (Utilities Superintendent).

Re-Organization Meeting:

Attorney Miller called the 2024 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, Vice Treasurer, and Vice Secretary, and B. Boyer as Secretary (all positions previously held in 2023 – except for a vacancy at Treasurer). All nominees accepted their nominations. The members unanimously approved such nominations.

B. Newbould motioned to nominate Buchart Horn, Inc. as Engineer, with D. Shirk as its representative and MPL Law Firm, LLP as Solicitor, with C. Miller as its representative. The motion was seconded by B. Boyer 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. 20th and Dec. 28th), at the same time and place.

The re-organizational meeting concluded at 6:04 p.m.

S. Stefanowicz called the authority meeting to order for January 2024 at 6:04 p.m.

Minutes: B. Newbould made a motion to approve the December 2023 meeting minutes as submitted. The motion was seconded by B. Boyer 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 provided an update on the status of the requisitions. The following requisitions were submitted by Buchart Horn for payment:

- DT-Joint P2-25 in the amount of \$7,812.50 to Buchart Horn for engineering services for the Joint Interceptor Phase 2 Project (this is the 46th draw on the 2019 bond fund).
- DT-Clarifer7 01 in the amount of \$31,929.30 to Concrete Services Division, LLC for repair work on Clarifier 7 (this is the 47th draw on the 2019 bond fund).
- DT-NOB General 01 in the amount of \$253,023.75 to Doli Construction Corp. for contracting and construction services for the North of the Borough Project (this is the 48th draw on the 2019 bond fund).

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

D. Shirk presented NOB Change Order No. 2 for approval, which was for the relocation of a fence on the Leberman property for the NOB Project. After discussion, B. Boyer made a motion to approve the NOB Change Order No. 2 as submitted. The motion was seconded by B. Newbould and unanimously approved.

D. Shirk reported (same as last month) on the ongoing WQM permit issues with DEP, stating that there was no correspondence or communication with DEP since last meeting, as the review had advanced to the second stage (the “technical review period”) and DEP anticipated responses in Feb. of 2024. The Township’s NPDES permit would remain on hold until the WQM permit issue was resolved, and D. Shirk anticipated hearing on the NPDES at the same time as the WQM.

D. Shirk advised that Doli Construction Corp. continued work on the NOB Project. Work was ongoing regarding water main pipework. D. Shirk noted that they continued to wait on material delays with the pumping station. The goal was to wrap up all pipe replacement work in the contract time, so the only remaining work would be the pump station construction/install.

D. Shirk reported on the Dec. 18th high level/intake event – where intake rose to levels that were impossible. Buchart Horn is reviewing, analyzing and testing meters and equipment to determine the cause. C. Jordan said he will have to report the figures the next day, which will trigger a violation.

Treasurer’s Report: No report (vacancy at Treasurer’s position).

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 Trane 1 had to be put online due to flows, which required additional staff time for monitoring and reporting (due to not being connected to the SCADA system). C. Jordan hoped they would take Trane 1 out of service after the upcoming weekend.

Collections Report (by Utilities Superintendent): The Utilities Superintendent’s collection report was provided for December-January and is incorporated herein by reference. M. Helwig generally provided highlights of the report, and the Authority also discussed with M. Helwig the upcoming repairs to the 1 million gallon water tank in the near future, and implications thereof,

Public Works Report: No report.

Solicitor Report: C. Miller presented for approval Resolution 2024-01 authorizing commencement of Eminent Domain proceedings against two properties on Harmony Grove Road for temporary easements to install grinder pumps, as well as approval of the bond required to be signed and posted by the Authority. B. Newbould made a motion to approve Resolution 2024-01 and said bond. The motion was seconded by B. Boyer and unanimously approved.

Public Comment: None.

New Business: None.

Old Business: None.

Adjournment.

S. Stefanowicz adjourned the regular meeting at 6:45 P.M.

Next Meeting Date:
2/28/2024 at 6:00PM

Respectfully submitted,
B. Boyer, Secretary