

Dover Township Sewer Authority
2840 West Canal Road
Dover PA 17315

Chairman: Robert Stone
Vice Chairman: Steve Stefanowicz
Treasurer: Mark Miller

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

Minutes: 11/20/2024

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

R. Stone called the authority meeting to order for November 2024 at 6:00 p.m.

Minutes: B. Newbould made a motion to approve the October 2024 meeting minutes as submitted. The motion was seconded by S. Stefanowicz and unanimously approved.

Financial Report: No report.

Engineer's Report: D. Shirk provided an Engineer's Report for late October through early November 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 for payment:

- DT-NOB General 07 in the amount of \$356,835.24 to Doli Construction, for general contractor services for the North of the Borough Project (this is the 12th draw on the 2021 bond fund).
- DT-INFLUENT 09 in the amount of \$4,775.00 to Buchart Horn, for engineering services for the Influent Project (this is the 13th draw on the 2021 bond fund).
- DT-River 02 in the amount of \$660.00 to RiverView Mechanical, LLC, for mechanical services for the NOB Project (this is the 14th draw on the 2021 bond fund).

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

D. Shirk reported that Buchart Horn was still working with the WWTP team on testing for the NPDES permit renewal. Said tests have been completed and results are being processed for DEP submission.

D. Shirk reported that the NOB project is complete and all punch work has been satisfactorily finished. Buchart Horn is working on finalizing drawings in order to prepare and file a Notice of Termination with YCCD to terminate the NPDES permit for the construction project.

D. Shirk reported that it is working with staff on various WWTP Improvements including the replacement of Clarifier No. 7 RAS Pump No. 1 and for certain repairs in the Control Building. The Authority also discussed the status of the headworks screen, needed maintenance/repairs, and including in the improvements project a pad site to let items screened out dry for easy disposal.

Treasurer's Report: M. Miller submitted the November 2024 financial report, which is filed with these minutes and incorporated herein by reference. M. Miller further reported on his findings with TD Wealth and issues with their statements, which he is going to try and straighten out with the Township's help.

Plant Operator's Report: C. Jordan discussed the October-November 2024 operator's report, which are filed with these minutes and incorporated herein by reference. Outside of the report, C. Jordan reported on continued on-going maintenance and the fact that October has been extremely dry.

Collections Report (by Utilities Superintendent): The Utilities Superintendent's collection report was provided for November 2024 and is incorporated herein by reference. M. Helwig generally provided highlights of the report.

Public Works Report: No report.

Solicitor Report: The Authority generally discussed the preliminary plan Buchart Horn prepared on the Brillhart Property – showing a roughly 35 acre area to subdivide and purchase. C. Miller noted a few changes, which C. Hamme said he would discuss with Laurel and provide feedback to D. Shirk before sending anything to Mr. Brillhart.

Public Comment: None.

New Business: R. Stone reported that B. Newbould agreed to serve an additional term, which the Authority was happy to hear. B. Boyer will still be resigning, and therefore the Authority still needs another member appointed by the Township.

Old Business: None.

Adjournment.

R. Stone adjourned the regular meeting at 6:40 P.M.

Next Meeting Date:
12/18/2024 at 6:00PM

Respectfully submitted,
C. Miller, Acting Secretary