

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: 12/18/2024

Attending Were: R. Stone, B. Newbould, S. Stefanowicz, M. Miller, B. Boyer (Authority Members), C. Jordan (Plant Superintendent), C. Billet (Asst. 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 December 2024 at 6:00 p.m.

Minutes: B. Newbould made a motion to approve the November 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 November through early December which is filed with these minutes and incorporated herein by reference. D. Shirk provided an update on the status of the requisitions. The following requisition was submitted for payment:

- DT-INFLUENT 10 in the amount of \$1,782.00 to Buchart Horn, for engineering services for the Influent Project (this is the 15th draw on the 2021 bond fund).

M. Miller made a motion to approve the above requisition as submitted. The motion was seconded by B. Boyer 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 Buchart Horn was turning its attention back to the Joint Interceptor Phase II project, including comments, revisions and resubmission of materials related to the WQM Permit.

D. Shirk also reported that the updated boundary plan for the potential acquisition of some of the Brillhart property would be delivered at or before the January meeting.

Treasurer's Report: M. Miller submitted the December 2024 financial report, which is filed with these minutes and incorporated herein by reference. M. Miller provided general highlights on the reports and the balances held in various accounts, including the status of the arbitrage amount. M. Miller stated he had some questions on the administrative matters with the arbitrage, and would contact PFM for guidance.

Plant Operator's Report: C. Jordan discussed the November-December 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, including completing Fall maintenance, and the ability to get a lot of internal projects completed at the WWTP. He also reported that staff was scheduling CDL exams for the two newly hired employees.

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

Public Works Report: C. Hamme reported on the replacement of air valve fittings at the NOB pump station, which Doli timely completed (replaced plastic fittings with metal fittings). C. Hamme and M. Helwig also generally reported on a water line break that occurred earlier in the day.

Solicitor Report: No report.

Public Comment: None.

New Business: R. Stone provided a heartfelt recognition for B. Boyer's service on the Authority board, stating it would be his last meeting. B. Boyer was thanked for his many years of service to the Authority.

Old Business: None.

Adjournment.

R. Stone adjourned the regular meeting at 6:12 P.M.

Next Meeting Date:
1/22/2025 at 6:00PM

Respectfully submitted,
B. Boyer, Secretary