

**Dover Township Sewer Authority**  
2840 West Canal Road  
Dover PA 17315

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

**Secretary:** Christian Mitchell  
**Member:** Bill Newbould  
**Attorney:** Christian Miller

**Minutes: 3/26/2025**

**Attending Were:** R. Stone, B. Newbould, S. Stefanowicz, C. Mitchell (Authority Members), C. Jordan (Plant Superintendent), C. Billet (Asst. Superintendent), C. Miller (Solicitor), D. Shirk (Engineer), S. Jett (Utilities Superintendent), C. Hamme (Public Works Director), M. Helwig (Asst. Public Works Director), M. Ladd (Asst. Utilities Superintendent), and B. Funkhouser (Buchart Horn).

**Minutes:** B. Newbould made a motion to approve the January 2025 and the February 2025 meeting minutes as submitted. The motion was seconded by S. Stefanowicz and unanimously approved.

The Authority discussed appointing C. Mitchell, as the new Authority Member, to the Secretary officer position. C. Mitchell agreed to such appoint, and B. Newbould made a motion to appoint C. Mitchell to the open Secretary position. The motion was seconded by S. Stefanowicz and unanimously approved (with C. Mitchell abstaining).

**Financial Report:** No report.

**Engineer's Report:** D. Shirk provided an Engineer's Report for late February through early March 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 13 in the amount of \$5,526.00 to Buchart Horn, for engineering services for the Influent Project (this is the 19<sup>th</sup> draw on the 2021 bond fund).

S. Stefanowicz made a motion to approve the above requisition as submitted. The motion was seconded by B. Newbould and unanimously approved.

D. Shirk reported that DEP requested additional information, which was supplied, and that DEP was in the process of drafting the NPDES permit.

D. Shirk provided an update on the Joint Interceptor project, stating that Buchart Horn was in the process of finalizing the permitting documents to submit to DEP in mid-April. D. Shirk raised the issue of the cost increase for ductile iron pipes, which ballooned nearly 500% since mid-summer 2024 to current prices (which D. Shirk could not comment on the cause). D. Shirk stated Buchart Horn and staff were looking at alternatives, including concrete, fiberglass, and PVC. No decision was required for submissions, but D. Shirk wanted to the Authority to be aware of the potential issue.

D. Shirk provided an update on the Influent project, stating that Buchart Horn would be submitting the proposed permit to DEP on or before April 18<sup>th</sup>.

R. Stone raised the issue of the Brillhart Property, and getting consensus from the Authority to approach Mr. Brillhart to discuss purchasing the 31 acres depicted on the boundary plan provided by Buchart Horn at the February meeting. After general discussion, the Authority agreed to approach Mr. Brillhart (with the Township through L. Oswalt) to explore further purchase discussions.

**Treasurer's Report:** Treasurer's report was provided, which is filed with these minutes and incorporated herein by reference, but no review occurred in M. Miller's absence.

**Plant Operator's Report:** C. Jordan discussed the February 2025 operator's report, which are filed with these minutes and incorporated herein by reference. Outside of the report, C. Jordan reported on continued maintenance to the WWTP, including the noticeable improvements as a result of the bar screen maintenance and repair performed by the manufacturer. C. Jordan also stated that the WWTP passed its annual inspection, with the only comment (which he did not believe would be a violation, but he needed to wait for the written report) being the necessity for a whole WWTP back-up generator (which the Authority has been exploring).

**Collections Report (by Utilities Superintendent):** The Utilities Superintendent's collection report was provided for February 2025 and is incorporated herein by reference. S. Jett generally provided highlights of the report.

**Public Works Report:** C. Hamme reported on the Synagrow contract extension, stating the contract expires July 13<sup>th</sup>, and the parties were negotiating a renewal (for the removal of biosolids from the WWTP). C. Hamme also reported on the Old Carlisle Road property where the Township tested, and decided to drill, two new wells. Per the Well Option Agreement, the Township has the right to purchase the land required for the wells at fair market value. The Authority discussed selling the entire tract, considering the potential purchase of the Brillhart property and the fact it is unlikely the Authority would ever need that parcel. The Authority agreed, and C. Hamme said he would discuss with the Township.

**Solicitor Report:** No report.

**Public Comment:** None.

**New Business:** None.

**Old Business:** None.

**Adjournment.**

R. Stone adjourned the regular meeting at 6:28 P.M.

**Next Meeting Date:**

3/26/2025 at 6:00PM

Respectfully submitted,  
C. Miller, Acting Secretary