

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: 6/25/2025

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

Minutes: B. Newbould made a motion to approve the May 2025 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 May through early June 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-INFLUENT 16 in the amount of \$4,933.59 to Buchart Horn, for engineering services for the Influent Project (this is the 22nd draw on the 2021 bond fund).
- DT-ENVIREP 01 in the amount of \$17,200.00 to Envirep, Inc., for electrical services for the NOB Project pump stations (this is the 23rd draw on the 2021 bond fund).

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

D. Shirk reported that Buchart was working with DEP on permitting for the Influent pump.

Treasurer's Report: M. Miller submitted the May 2025 financial report, which is filed with these minutes and incorporated herein by reference. C. Miller reported that he discussed with L. Oswalt the grant money being placed in the 2019 Bond account, which was done after consultation with the Township's public finance advisor and bond counsel, both of whom recommended that action. It was further reported that since the money spent, and reimbursed via the grant, was for the NOB Project (which did not include the other municipal users), that the money should only be applied to projects paid by the Township (and suggested the Fox Run replacement project).

Plant Operator's Report: C. Jordan discussed the May 2025 operator's report, which are filed with these minutes and incorporated herein by reference. Outside of the report, C. Jordan reported that June was the wettest month the WWTP has seen in a long time, but that they manages to operate the WWTP to avoid any violations (which is an achievement for the staff – requiring many overnight shifts and continued monitoring). C. Jord reported that Chase Billet had resigned and taken a position elsewhere, and that Joel Chronister had been promoted to fill Chase's position (Asst. Superintendent at the WWTP). C. Jordan otherwise reported on a number of staffing and employment changes.

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

Public Works Report: No report.

Solicitor Report: C. Miller reported that, after speaking with L. Oswalt, it was agreed any funds from the sale of Authority property would be deposited with the Township's Sewer Fund (which operates the WWTP and Collection System. It was further agreed that any sale would not need approval from any other municipality, since the system is owned by the Authority as a financing entity and operated by the Township. The Authority discussed the potential sale, and agreed to report to the Township the offer to purchase the half of the property where the wells are located per the Well Option Agreement, but that the Authority would include the entire property for the price of the half, while also reserving an easement to locate a future pump station (if ever needed). C. Hamme said he would include this in his report for the next Township meeting.

Public Comment: None.

New Business: None.

Old Business: None.

Adjournment.

R. Stone adjourned the regular meeting at 6:18 P.M.

Next Meeting Date:

7/23/2025 at 6:00PM

Respectfully submitted,
C. Miller, Acting Secretary