

**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: 9/25/2024**

**Attending Were:** R. Stone, B. Newbould, S. Stefanowicz (Authority Members), C. Jordan (Plant Superintendent), C. Miller (Solicitor), C. Hamme (Public Works Director), M. Helwig (Utilities Superintendent), C. Billet (Asst. Plant Superintendent), L. Oswald (Township Manager), B. Funkhouser (Buchart Horn).

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

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

**Financial Report:** R. Stone provided a report that, in D. Shirk's absence, the proposed amount of borrowing needed for future projects (in the next 2-3 years) would be in the \$6-\$8M range, which he admitted was not very specific. The Authority generally discussed logistics of borrowing, including the Township's role and coordinating borrowing with them, since they guarantee the Authority's bonds. L. Oswald, on behalf of the Township, stated that she was comfortable having the Authority borrow in 2025, and that the Township's projects would last until required funding in early 2026. She did ask for a figure to use for debt service in order to prepare the Township 2025 budget. R. Stone suggested the conservative \$8M borrowing figure, and L. Oswald agreed to get rough debt service numbers from PFM on that amount for budgeting purposes. The Authority agreed that it should determine an exact amount needed prior to or at the Oct. meeting, and then move forward with a borrowing based on the market and interest rates (at the advice and direction of PFM).

**Engineer's Report:** D. Shirk provided an Engineer's Report for late August through early September which is filed with these minutes and incorporated herein by reference. D. Shirk was not in attendance due to a last minute emergency. B. Funkhouser was in attendance to provide any answers he could, but did not present a report.

C. Miller provided an update on the status of the requisitions. The following requisitions were submitted for payment:

- DT-NOB General 6 in the amount of \$286,844.00 to DOLI Construction Corp., for contracting and construction services for the North of the Borough Project (this is the 5<sup>th</sup> draw on the 2021 bond fund).
- DT-RIVER 1 in the amount of \$1,770 to RiverView Mechanical, LLC, for gas-line installation at the pump station for the North of the Borough Project (this is the 6<sup>th</sup> draw on the 2021 bond fund.)
- DT-PFM 1 in the amount of \$7,500 to PFM Financial Advisors, LLC, for a one-time procurement fee related to the SLGS fund (this is the 8<sup>th</sup> draw on the 2021 bond fund.)
- DT-PFM 2 in the amount of \$2,500 to PFM Financial Advisors, LLC, for ongoing quarterly monitoring related to the SLGS fund (this is the 8<sup>th</sup> draw on the 2021 bond fund.)

- DT-PFM 3 in the amount of \$15,074.12 to PFM Financial Advisors, LLC, for professional services related to the SLGS conversion (this is the 9<sup>th</sup> draw on the 2021 bond fund.)

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

C. Miller also reported that he had a discussion with D. Shirk related to the Doli CO as provided in the engineer report. C. Miller reported on what he heard from D. Shirk, but generally recommended, which D. Shirk advised, to table the CO discussion until D. Shirk was able to attend and provide more information at the October meeting. S. Stefanowicz made a motion to table review and approval of the Doli CO. The motion was seconded by B. Newbould and unanimously approved.

C. Miller also discussed, and the Authority generally discussed, the Brillhart property and potential acquisition of a portion thereof. R. Stone reported on his meeting with Mr. Brillhart, along with D. Shirk's recommendation on the area of property that would benefit the WWTP. The Authority generally discussed concerns with the old copper mine on the corner of Bull and Graffius. The Authority directed C. Miller to reach out to Mr. Brillhart's attorney to schedule a meeting between Mr. Brillhart, his counsel, C. Miller, R. Stone and L. Oswalt for further discussion.

No further report was provided on ongoing engineering work in D. Shirk's absence.

**Treasurer's Report:** M. Miller submitted via email the September 2024, financial report, which is filed with these minutes and incorporated herein by reference. No report was provided in M. Miller's absence.

**Plant Operator's Report:** C. Jordan discussed the August-September 2024 operator's report, which are filed with these minutes and incorporated herein by reference. Outside of the report, C. Jordan reported on on-going maintenance, particularly with the new lab-tech and 2 new operators, all of whom are doing great work. C. Jordan also reported on wet-testing related to effluent discharge in the creek, as well as work on the NPDES permit.

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

**Public Works Report:** C. Hamme reported that the pump station test start-up was schedule for Sept. 26<sup>th</sup>, and otherwise that he had a punch list of items to be completed by Doli to close out the contract, which he anticipated in 30-45 days.

**Solicitor Report:** No report (outside of the Brillhart/real estate matter above).

**Public Comment:** None.

**New Business:** None.

**Old Business:** None.

**Adjournment.**

R. Stone adjourned the regular meeting at 6:38 P.M.

**Next Meeting Date:**  
9/25/2024 at 6:00PM

Respectfully submitted,  
C. Miller, Secretary