

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: 10/23/2024

Attending Were: R. Stone, B. Newbould, S. Stefanowicz, B. Boyer, M. Miller (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), D. Shirk (Engineer).

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

Minutes: B. Newbould made a motion to approve the September 2024 meeting minutes as submitted. The motion was seconded by S. Stefanowicz and unanimously approved (B. Boyer and M. Miller abstained due to absence at the prior meeting).

Financial Report: No report.

Engineer's Report: D. Shirk provided an Engineer's Report for late September through early October 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 57 in the amount of \$75,000.00 to Buchart Horn, for engineering services for the North of the Borough Project (this is the 10th draw on the 2021 bond fund).
- DT-INFLUENT 08 in the amount of \$1,188.00 to Buchart Horn, for engineering services for the Influent Project (this is the 11th 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 presented CO 7S from Doli construction in the amount of \$380,367.48 for labor and material costs in excess of the contract for the NOB project. D. Shirk stated that Buchart Horn had reviewed, negotiated, and verified all costs of the CO. The Authority generally discussed the CO, and generally was not in favor of it. However, after further discussions with D. Shirk, the Authority approved the CO. The Authority did discuss taking future steps to try and minimize what it perceived as issues with the contract (length of time) through bidding specifications and contract drafting, as well as making sure they are immediately made aware of any work-site information whereby costs accumulate that could result in a change order. After such discussion, S. Stefanowicz made a motion to approve the CO 7S as submitted. The motion was seconded by B. Boyer and unanimously (but begrudgingly) approved.

D. Shirk reported that he was still working with the WWTP team on testing for the NPDES permit renewal.

D. Shirk reported that the NOB project was complete and the pump station was up and running. There is a punch list to be completed, which final payment is being held until the same are satisfactorily complete. He also stated that Buchart Horn would be delivering record drawings of the project to the Township by the end of the (or early the following week).

D. Shirk lastly reported that the Phase II Joint Interceptor project permit was complete and ready to be filed.

Treasurer's Report: M. Miller submitted the October 2024, financial report, which is filed with these minutes and incorporated herein by reference. M. Miller further reported on his learning curve with the Treasurer position, and asked for assistance with gaining viewing access to all accounts. C. Miller said he would connect M. Miller with people at PFM and TD Bank to assist.

Plant Operator's Report: C. Jordan discussed the September-October 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, particularly with the 2 new operators being extremely helpful with maintenance (and re-wiring areas of faulty wiring in the WWTP). He also reported on the pace at which the team changed the oil in a variety of the motors used in the WWTP. C. Jordan also reported on testing related to effluent discharge related to the NPDES permit.

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

Public Works Report: No report.

Solicitor Report: C. Miller reported on a meeting he, R. Stone, and L. Oswalt held with Mr. Brillhart and his counsel, Marc Roberts, regarding the acquisition of a portion of the neighboring real estate. C. Miller generally discussed the meeting, the result of which was to ask Buchart Horn to move forward with a rough sketch plan showing the "north area" of the Brillhart property that the Authority could acquire, but carving out the Copper mine area along with area adjoining the copper mine for Mr. Brillhart to possibly develop. This would all be subject to Mr. Brillhart's review and investigation regarding what would be possible with any remaining property. The Authority generally discussed different aspects, and reiterated that any sale would be subject to a purchase price determined by appraisal. After discussion, the Authority directed D. Shirk and Buchart Horn to move forward with preparing a very preliminary sketch plan.

Public Comment: None.

New Business: R. Stone reported on the new engagement letter for MPL for 2025 professional services. R. Stone also reported that B. Boyer had tendered his resignation as of the end of 2024. The Authority generally discussed, and left the door open for B. Boyer to change his mind. L. Oswalt said she would check to see what Authority members' term was up in 2024 (which might be B. Boyer) and report back.

Old Business: None.

Adjournment.

R. Stone adjourned the regular meeting at 6:50 P.M.

Next Meeting Date:
11/20/2024 at 6:00PM

Respectfully submitted,
B. Boyer, Secretary