

**DOYLESTOWN TOWNSHIP MUNICIPAL AUTHORITY**  
**Minutes of Meeting**  
**January 17, 2013**

A meeting of the Doylestown Township Municipal Authority was held at 4:00 p.m. on Thursday, January 17, 2013 in the Township Building with the following members in attendance: Ronald C. May, Chairman; C. Edward Hege, Vice-Chairman; Richard A. Bach, Secretary and Frank LaRosa, Assistant Secretary/Treasurer. Also present at the meeting was Alfred S. Ciottoni, Municipal Authority Engineer; Richard E. John, Executive Director; Richard D. Magee, Municipal Authority Solicitor and Rick Collelo, Board of Supervisors Liaison to the Doylestown Township Municipal Authority.

**ACTION ITEMS**

**Reorganization of Officers, Appointments and Guide Lines for 2013**

Upon a motion by Mr. Bach, seconded by Mr. LaRosa and unanimously approved by the Doylestown Township Municipal Authority, Ronald C. May was elected as Chairman of the Doylestown Township Municipal Authority for 2013.

Upon a motion by Mr. Bach, seconded by Mr. LaRosa and unanimously approved by the Doylestown Township Municipal Authority, C. Edward Hege was elected as Vice-Chairman of the Doylestown Township Municipal Authority for 2013.

Upon a motion by Mr. Bach, seconded by Mr. LaRosa and unanimously approved by the Doylestown Township Municipal Authority, Richard A. Bach was elected as Secretary of the Doylestown Township Municipal Authority for 2013.

Upon a motion by Mr. Bach, seconded by Mr. LaRosa and unanimously approved by the Doylestown Township Municipal Authority, Edward Harvey was elected as Treasurer of the Doylestown Township Municipal Authority for 2013.

Upon a motion by Mr. Bach, seconded by Mr. LaRosa and unanimously approved by the Doylestown Township Municipal Authority, Frank LaRosa was elected as Assistant Secretary/Treasurer of the Doylestown Township Municipal Authority for 2013.

Upon a motion by Mr. May, seconded by Mr. Bach and unanimously approved by the Doylestown Township Municipal Authority, Edward Harvey was appointed as the 2013 Board Liaison to the Public Water & Sewer Advisory Committee.

Mr. Bach made a motion to reappoint the incumbent 2012 Doylestown Township Municipal Authority professional staff for 2013 as follows:

Engineer:	Alfred S. Ciottoni
Executive Director:	Richard E. John
Recording Secretary:	Donna C. Jacobini
Solicitor:	Richard D. Magee

The motion was seconded by Mr. LaRosa and unanimously approved by the Doylestown Township Municipal Authority.

Mr. LaRosa made a motion by to approve the use of any official federal or state depository in the United States of America and to include PLGIT, (the Pennsylvania Local Government Investment Trust), for depositing authority funds among savings accounts such as but not limited to savings accounts and certificates of deposit, and expense accounts such as checking accounts for the transaction of authority business as directed to General Fund, Repair and Replacement Fund, Capital Improvement Fund, Debt Service Fund and Escrow Fund for the transaction of authority business and as needed for safe keeping. Mr. Hege seconded the motion which was then unanimously approved by the Doylestown Township Municipal Authority.

Mr. LaRosa made a motion to approve the utilization of the following Board Guide Lines for 2013:

- The Chairman shall preside at all public and/or executive meetings, which in turn shall be in conformance with Roberts Rules of Order. In his absence, the Vice Chairman shall serve. In the absence of the Chairman and Vice Chairman, the senior most member of the quorum present, shall chair the meeting.
- Any three of five Board Members present for the meeting shall constitute a quorum and three affirmative votes are required to approve all motions. Business of the Authority needing Board approval shall be considered at a public meeting advertised to be held on the third Thursday of each month starting at 4 pm in the Doylestown Township Building.

Mr. Hege seconded the motion which was then unanimously approved by the Doylestown Township Municipal Authority.

#### **MINUTES APPROVAL: December 20, 2012**

Action on the Minutes of the December 20, 2012 meeting was tabled until the Municipal Authority's next meeting.

### **BILL'S LIST: January, 2013**

Mr. Hege made a motion to approve the January, 2013 Bills List for the General Fund Account in the amount of \$74,383.51; \$-0- for the Developers Escrow Fund; the Debt Service Fund in the amount of \$-0-; the Repair and Replacement Fund in the amount of \$11,947.07; Capital Improvement Fund in the amount of \$364.72 and the Prepaid Invoices in the amount of \$36,222.69. Mr. LaRosa seconded the motion and the motion was unanimously approved by the Authority.

### **TREASURER'S REPORT: January, 2013**

Mr. Hege made a motion to approve acceptance of the January 17, 2013 Treasurer's Report as submitted. Mr. Bach seconded the motion and the motion was unanimously approved by the Authority.

### **LAWN MAINTENANCE: 2013 Bid Extension**

Mr. LaRosa made a motion to extend the Biase Landscaping, LLC bid in accordance with the bid specs for extension of the Year 3 Contract Extension at a base cost of \$14,056.00 with no increase in cost. Mr. Hege seconded the motion and the motion was unanimously approved by the Authority.

### **VEHICLE PURCHASE**

Mr. LaRosa made a motion to purchase a new 2013 Chevy Tahoe through the COSTARS bid program in the amount of \$32,229.34. Mr. Hege seconded the motion and the motion was unanimously approved by the Authority.

### **NORTHERN BOOSTER STATION: Request for Partial Payment**

Based upon the recommendation of the Municipal Authority Engineer, Mr. Ciottoni, Mr. LaRosa made a motion to approve a partial payment to Yates, Inc. in the amount of \$55,000 for the generator installed at the Northern Booster Station. Mr. Hege seconded the motion and the motion was unanimously approved by the Authority.

### **BOARDS AND COMMISSIONS MEETING – FEBRUARY 5, 2013**

All Township Boards and Commissions are requested to meet with the Board of

Supervisors during their public meeting to be held at 7 pm on Tuesday, February 5, 2013 at the Township Building. Board members should be prepared to present their accomplishments for the year 2012 and to discuss anything of mutual interest for the future. Consensus of the Authority members was to have Mr. Dick Bach represent the Doylestown Township Municipal Authority at the upcoming Boards and Commissions Meeting scheduled for Tuesday, February 5, 2013 at 7 pm.

## **OTHER ITEMS -**

### **PROJECT STATUS:**

#### **2013 Projects -**

**CARRIAGE HILL (Swamp Road, Plumstead Township) –** Mr. John reported the bulk water connection is operational and supplying sufficient water to service 463 residential units. As of September 12, 2013 the Carriage Hill developers have paid \$ 185,846.00 in tap in fees for 100 units and the Authority reimbursed the developer \$14,202.00 for six additional units. He stated there would be an additional reimbursement of \$59,175.00 for twenty five more units amounting to a total reimbursement of tap in fees in the total amount of \$ 73,377.00 for a total of 31 units. This reimbursement was for upgrades the developer made to the North Booster Station per Authority/Carriage Hill,JV,LLC water utility agreement.

**CROSS KEYS PROJECT –** The Authority sent out a cost reimbursement letter to commercial property owners within the Cross Keys Water Service District and most payments for Year 1 and 2 have been received. The consensus of the Authority members was to pursue legal action for the collection of payments that are falling in arrears.

**PAVILION AT FURLONG (York & Rogers Roads) –** No further action at this time.

**POOLS CORNER, TURK ROAD BOOSTER STATION PROJECT –** CBSD approved the construction plans and the work schedule which coincides with school holidays.

**PLUMSTEAD SUBDIVISION –** Bailey's Square located at the intersection of Swamp & Ferry Roads has requested and received a letter of intent for the DTMA to provide water service to serve the commercial shopping center.

SILVER MAPLE FARM/EXECUTIVE QUARTERS (Lower State Road at 202 Parkway) – Water Utility is under design and former warehouse units have been demolished. The developer is preparing for site work and the water utility and Professional services agreement is ready to be executed

**INFORMATION and CONTACT FORM for 2013**

Authority members were asked to please fill in and return Information and Contact Forms for 2013 to the Executive Director with any corrections, changes or non changes.

**STATEMENT OF FINANCIAL INTERESTS FOR 2013**

Authority members were asked to please fill out the Statement of Financial form and return it to Mr. John or to the Township Manager.

**ANNOUNCEMENTS:** The next meeting of the Doylestown Township Municipal Authority will be held on Thursday, February 21, 2013 starting at 4 pm.

**ADJOURNMENT:** There being no further business to come before the Authority, Mr. Bach made a motion to adjourn the meeting at 4:34 pm. Mr. LaRosa seconded the motion and the motion was unanimously approved by the Authority.

Respectfully submitted,



Richard E. John  
Executive Director



2/21/13

Date