

DOYLESTOWN TOWNSHIP MUNICIPAL AUTHORITY
Minutes of Meeting
December 20, 2018

A meeting of the Doylestown Township Municipal Authority was held at 3:30 p.m. on Thursday, December 20, 2018 in the Township Building with the following members in attendance: C. Edward Hege, Vice-Chairman, Joseph C. Van Houten, Secretary, Kevin Green, Assistant Secretary/Treasurer and Rod Stone. Also present at the meeting was Keith Hass, Executive Director; Alfred S. Ciottoni, Municipal Authority Engineer; Rick Colello, Board of Supervisors Liaison to the Doylestown Township Municipal Authority and Kenneth Wallace, Finance Director. The Board Chairman, Mr. Richard Bach, joined the meeting already in progress.

ACTION ITEMS

MINUTES APPROVAL: November, 2018

Upon a motion by Mr. Van Houten, seconded by Mr. Green, and unanimously approved by the Authority the minutes of the November 15, 2018 DTMA meeting was approved as submitted:

BILL'S LIST: December 2018

Mr. Van Houten made a motion to approve the December, 2018 Bills List for the General Fund Account in the amount of \$21,996.42; Developers Escrow Fund in the amount of \$168.00; Capital Improvement Fund in the amount of \$24.00; Prepaid Invoices in the amount of \$45,911.40; Prepaid ACH Credit Invoices in the amount of \$4,256.96; Prepaid ACH Credit Invoices in the amount of \$10,318.34 and Transfers to the Township in the amount of \$83,063.34. Mr. Green seconded the motion which was then unanimously approved by the Authority.

TREASURER'S REPORT: December 20, 2018

Mr. Van Houten made a motion to approve acceptance of the December 20, 2018 Treasurer's Report as presented. Mr. Hege seconded the motion and the motion was unanimously approved by the Authority.

AUTHORIZATION FOR ESCROW RELEASE #1 METRO STORAGE

Mr. Ciottoni stated that all the main work on this project has been completed. He then referenced his letter to Mr. Keith Hass, dated December 7, 2018 regarding Metro Storage. Upon Mr. Ciottoni's recommendation and subject to the six (6) items contained in said letter of December 7, 2018, Mr. Van Houten made a

motion to reduce the Metro Storage LLC, 13528 W. Bolton Blvd, Lake Forest, Illinois 60045 Site Improvement Bond #K0953672 from \$186,295 to a balance of \$33,876 for the work completed to date. Mr. Green seconded the motion which was unanimously approved by the Authority.

AUTHORIZATION TO EXECUTE PROFESSIONAL AUDITING SERVICES PROPOSAL FROM ZELENKOFKSKE AXELROD, LLC FOR YEAR ENDING 2018 (OPTION FOR 2019 AND 2020)

At the recommendation of Mr. Kenneth Wallace and as stated in Mr. Wallace's memo to the DTMA Board dated December 5, 2018, Mr. Van Houten made a motion to execute the professional auditing services proposal of Zelenkofske Axelrod, LLC, 2370 York Road, Suite A-5, Jamison, PA 18929 for the year ending December 31, 2018. The proposal contains an option for DTMA to extend their service to the calendar years 2019 and 2020. Mr. Green seconded the motion which was unanimously approved by the Authority.

NEW BUSINESS

Inspection of Water Storage Tanks Proposal Review

Per the DTMA's request for proposals as issued on November 28, 2018 for the inspection of three of the DTMA water storage tanks, Mr. Keith Hass referenced a document prepared by Mr. Fred Ciottoni of SC Engineers outlining the scope of services as well as a summary of the proposals received from four consultants. Mr. Hass emphasized that said proposals were limited to the inspection (and not the repair) of the Northern, Central and Southern Storage Tanks only. Mr. Ciottoni explained that a robotic inspection would be conducted on the water storage tanks. Upon a motion by Mr. Van Houten, seconded by Mr. Green, the DTMA unanimously approved that the contract be awarded to CorrTech of Deep River, Connecticut at a proposed total fee of \$9,400.00 for the three storage tanks outlined above.

WATER MAIN EXTENSION and SERVICE UPDATES

Mr. Hass referenced a separate sheet provided in the meeting packet designed to review current DTMA capital projects and plans. Additional discussion of specific projects included the following:

- The Pavilion at Furlong, Souderton Associates, York (SR 263) and Rogers Road
 - Mr. Colello reported that the developer came back to the table with an independent living use versus the initial mixed use of the property and added that the Board of Supervisors will have to approve the stipulated agreement

- Knoell Property, County Builders, Inc., New Britain Borough
 - In response to a question posed by Mr. Green, Mr. Magee confirmed that the Developer Agreement for this project has already been drafted and delivered to County Builders for review and approval
- Bray Long Tract (Lower State Road and Bristol Road)
 - Mr. Hass has a meeting scheduled with the developer and will recommend its approval
 - The timeline for Preliminary/Final approval by the Board of Supervisors is estimated for February, 2019

UNFINISHED BUSINESS

Update on Pebble Ridge/Woodridge Meeting – November 12 at 7:30pm

Mr. Hass explained that some confirmations will be needed prior to the next Board of Supervisors meeting that would give the Board something to think about regarding possible options going forward. Mr. Hass stated that he will prepare a sample letter and will include a memo to the DTMA with options.

ANNOUNCEMENTS

Tentative 2019 DTMA Meeting Schedule

January 17
 February 21
 March 21
 April 18
 May 16
 June 13 (Second Thursday of the month)
 July 18
 August 15
 September 19
 October 17
 November 21
 December 19

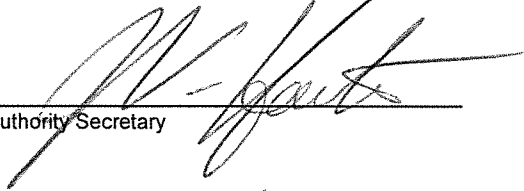
Wednesday, December 19 1PM – PMAA Webinar Privatization: Investor-Owned Utility Acquisitions of Municipal or Authority-Owned Water & Wastewater Systems (The Legal Landscape in 2019) held at the Doylestown Township Office Trailer.

The next DTMA Board Meeting is January 17, 2019 at 3:30pm.

ADJOURNMENT

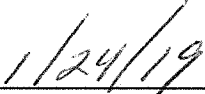
There being no further business to come before the Authority, the meeting was adjourned at 4:19pm.

Respectfully submitted,



Authority Secretary

Keith Hass
Executive Director



Date Approved by Authority