

**DOYLESTOWN TOWNSHIP MUNICIPAL AUTHORITY**  
**Minutes of Meeting**  
**January 18, 2018**

A meeting of the Doylestown Township Municipal Authority was held at 4:00 p.m. on Thursday, January 18, 2018 in the Township Building with the following members in attendance: Richard A. Bach, Chairman; C. Edward Hege, Vice-Chairman; and Joseph C. Van Houten, Secretary. Also present at the meeting was Keith Hass, Executive Director; Richard D. Magee, Jr., Municipal Authority Solicitor; Alfred S. Ciottoni, Municipal Authority Engineer; Rick Colello, Board of Supervisors Liaison to the Doylestown Township Municipal Authority and Stephanie Mason, Doylestown Township Manager.

## **VISITORS**

## **ACTION ITEMS**

### **Reorganization of Officers, Appointments and Guide Lines for 2018**

Mr. Van Houten made a motion that the Doylestown Township Municipal Authority appoint the same slate of officers from 2017 for 2018 with Mr. Richard A. Bach as Chairman, Mr. C. Edward Hege as Vice-Chairman, Mr. Edward Harvey as Treasurer, Mr. Joseph C. Van Houten as Secretary and adding Mr. Kevin Green as Assistant Secretary/Treasurer. Mr. Hege seconded the motion and the motion was unanimously approved by the Doylestown Township Municipal Authority.

Upon a motion by Mr. Bach, seconded by Mr. Hege and unanimously approved by the Doylestown Township Municipal Authority, Joseph C. Van Houten was reappointed as the 2018 Board Liaison to the Public Water & Sewer Advisory Committee.

Mr. Bach made a motion to reappoint the incumbent 2017 Doylestown Township Municipal Authority professional staff for 2018 as follows:

Engineer:	Alfred S. Ciottoni
Executive Director:	Keith Hass
Recording Secretary:	Donna C. Jacobini
Solicitor:	Richard D. Magee, Jr.

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

Mr. Van Houten 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 earning accounts such as but not limited to savings accounts, certificates of deposit, and expense accounts such as checking accounts for the transaction of authority business as directed to Capital Improvement Fund, Debt Service Reserve Fund, Developers Escrow Fund, and General Fund for the transaction of authority business and as needed for safe keeping and payment of expense invoices. Mr. Hege seconded the motion which was then unanimously approved by the Doylestown Township Municipal Authority.

Mr. Van Houten made a motion to approve the utilization of the following Board Guide Lines for 2018:

- 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 (based on years of service) 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 Municipal Meeting Room.

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

Mr. Bach stated the need for each Board member to complete the Info sheet included in their packets.

#### **DTMA RIGHT TO KNOW OFFICER**

Mr. Van Houten made a motion to assign Mrs. Jacqueline Rowand of the Doylestown Township staff as DTMA Open Records Officer. Mr. Hege seconded the motion and the motion was unanimously approved by the Authority.

Mr. Hass stated that the State Ethics Filing Request in the Board packet needs to be completed and submitted by the Board members.

#### **MINUTES APPROVAL: December 21, 2017**

Mr. Van Houten made a motion to approve the minutes of the December 21, 2017 meeting minutes as submitted. Mr. Hege seconded the motion and the motion was unanimously approved by the Authority.

## **BILL'S LIST: January, 2018**

Mr. Van Houten made a motion to approve the January, 2018 Bills List for the General Fund Account in the amount of \$28,386.45; Repair and Replacement Fund in the amount of \$706.24; Capital Improvement Fund in the amount of \$1,359.00; Prepaid Invoices in the amount of \$162,081.76; Prepaid ACH Credit Invoices in the amount of \$11,853.79 and Transfers to the Township in the amount of \$83,270.17. Mr. Hege seconded the motion which was then unanimously approved by the Authority.

## **TREASURER'S REPORT: January, 2018**

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

## **REQUEST FOR PAYMENT: AJM ELECTRIC, INC.**

Mr. Van Houten made a motion to approve AJM Electric, Inc., 2333 Concord Road, Chester Township, PA Payment Request #1 in the amount of \$2,362.50 for work completed to date on Contract No. 2017-2B: Ridings Wellhouse Upgrade. Mr. Hege seconded the motion and the motion was unanimously approved by the Authority.

## **CAPITAL PROJECT UPDATES**

### **RIDINGS WELLHOUSE UPGRADE**

Mr. Ciottoni referenced his letter to the DTMA dated January 11, 2018 and reported that construction has begun on this project by the electrical contractor with the mechanical contractor projected to start February 1, 2018. The estimated completion date for this project is May 1, 2018.

### **FURLONG DEP WATER SYSTEM**

Mr. Magee reviewed the proposed ten-point Furlong DEP Water System Agreement in detail with the DTMA with the presentation of a Memorandum of Understanding among the three entities involved in this proposed project. Mr. Magee reported that an Intermunicipal Agreement would be drawn up following the awarding of the bids for this project and the DTMA and professional Staff discussed different aspects of the Memorandum of Understanding.

Upon a motion by Mr. Van Houten, seconded by Mr. Hege, the DTMA unanimously approved a motion to move forward with the Memo of Understanding as it appears and authorizing Mr. Hass to sign and forward said

document along to the Board of Supervisors subject to final review and approval by the DTMA's Solicitor, Mr. Richard Magee.

The DTMA Board Chairman, Mr. Richard Bach, thanked and commended the DTMA professionals for their tremendous work on this project.

## **DEVELOPER PROJECT UPDATES**

Mr. Hass referenced a separate update sheet provided in the meeting packet with specific notations made regarding the Metro Storage project and the Doylestown Hospital project.

## **NEW BUSINESS**

### **PA Small Water and Sewer Program Grant Application**

Mr. Keith Hass reported that the state opened up some grant money with \$500,000 as the maximum grant available and an application deadline of February 28. The Board discussed the Myers Avenue Project as a grant possibility. A resolution will be brought to the DTMA's next meeting.

### **Joshua R. Crooks January 9, 2018 Memo**

Mr. Bach referenced a memo to Stephanie Mason from Mr. Joshua R. Crooks dated January 9, 2018. Mr. Hass reported that more information will be available on this well monitoring situation at the DTMA's February meeting.

## **ANNOUNCEMENTS**

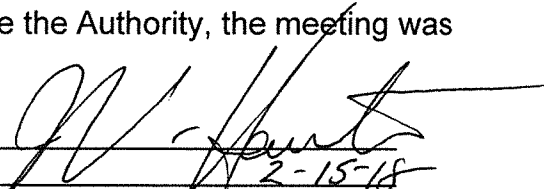
The next meeting of the Doylestown Township Municipal Authority will be held on Thursday, February 15, 2018 starting at 4 pm.

The 2018 DTMA meeting dates are as follows: 1/18, 2/15, 3/15, 4/19, 5/17, 6/21, 7/19, 8/16, 9/20, 10/18, 11/15 and 12/30.

## **ADJOURNMENT**

There being no further business to come before the Authority, the meeting was adjourned at 5:20 pm.

Respectfully submitted,  
Keith Hass  
Executive Director

  
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Date 2-15-18