

DOYLESTOWN TOWNSHIP MUNICIPAL AUTHORITY
Minutes of Meeting
January 16, 2020

A meeting of the Doylestown Township Municipal Authority was held at 3:30 p.m. on Thursday, January 16, 2020 in the Township Building with the following members in attendance: Richard Bach, Chairman; Joseph Van Houten (participated via phone), Secretary; Rod Stone, Assistant Secretary/Treasurer and Daniel Stairiker. Also present at the meeting was Keith Hass, Executive Director; Richard D. Magee, Jr., Municipal Authority Solicitor; Alfred S. Ciottoni, Municipal Authority Engineer; Barbara Lyons (participated via phone), Board of Supervisors Liaison to the Doylestown Township Municipal Authority; Debra Heaney, Finance Assistant and Scott Miele, Water Superintendent.

ACTION ITEMS

REORGANIZATION OF OFFICERS, APPOINTMENTS AND GUIDE LINES FOR 2020

Upon a motion by Mr. Stone, seconded by Mr. Van Houten, the Municipal Authority members unanimously approved the slate of officers for 2020 as presented:

Chairman: Richard Bach
Vice-Chairman: Joseph C. Van Houten
Secretary: Kevin Green
Treasurer: Rod Stone
Assistant Secretary/Treasurer: Daniel Stairiker

Upon a motion by Mr. Stairiker, seconded by Mr. Stone, the Municipal Authority unanimously approved the appointment of Mr. Joseph Van Houten as the DTMA Board member liaison to the Public Water & Sewer Advisory Committee.

Upon a motion by Mr. Stone, seconded by Mr. Van Houten, the Municipal Authority members unanimously approved the re-appointment of the 2019 professional staff as follows:

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

Upon a motion by Mr. Van Houten, seconded by Mr. Stairiker, the Municipal Authority members unanimously approved the use of any official federal or state

Depository in the United States of America and to include the Pennsylvania Local Government Investment Trust (PLGIT), Branch Banking and Trust (BB & T) and Multi-Bank Securities, Inc. for depositing authority funds. The earning accounts include but are 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.

Upon a motion by Mr. Van Houten, seconded by Mr. Stairiker, the Municipal Authority members unanimously approved a motion to utilize the following Board Guide Lines for 2020.

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 (except in extenuating circumstances) starting at 3:30 pm in the Doylestown Township Community Meeting Room.

DTMA RIGHT TO KNOW OFFICER

Upon a motion by Mr. Van Houten, seconded by Mr. Stairiker, the Municipal Authority members unanimously approved the re-appointment of Mrs. Jacqueline Rowand of Doylestown Township staff as DTMA Open Records Officer.

MINUTES APPROVAL: December 19, 2019

Upon a motion by Mr. Van Houten, seconded by Mr. Stairiker and unanimously approved by the Authority the minutes of the December 19, 2019 DTMA meeting was approved as submitted.

BILL'S LIST: January 2020

Mr. Van Houten made a motion to approve the January 2020 Bills List for the General Fund Account in the amount of \$20,460.06; Developers Escrow Fund in the amount of \$6,106.84; Capital Improvement Fund in the amount of \$5,716.30; Prepaid Invoices in the amount of \$2,845.29; Prepaid ACH Credit Invoices in the amount of \$10,868.89; and Transfers to the Township in the amount of \$91,234.01.

Mr. Stairiker seconded the motion which was then unanimously approved by the Authority.

TREASURER'S REPORT: January 2020

Mr. Van Houten made a motion to approve acceptance of the January 16, 2020 Treasurer's Report as presented. Mr. Stairiker seconded the motion and the motion was unanimously approved by the Authority.

NEW BUSINESS

Presentation by National Water Specialties Company for proposal for DTMA Cross-Connection Control Administration Backflow Prevention Program

Mr. Hass began discussion of this topic by emphasizing DTMA's need to reduce the risk to the DTMA's water system as it relates to cross connection and backflow prevention.

Mr. Hass then introduced Mr. Brian Preski, President of the National Water Specialties Company. Mr. Preski reviewed a PowerPoint presentation depicting the services his company provides to manage the administration and enforcement of the Cross-Connection Control Program across the DTMA service area.

The consensus of the DTMA was to have Mr. Hass perform due diligence and check references for NWSC. In addition, Mr. Magee will review the National Water Specialties Company Professional Services Agreement before adding it to a future agenda for consideration.

Request for Escrow Release #2 to County Builders for the Gathering at University Village/Knoell Property Project

Mr. Hass reported that the water mains have been installed and tested as of last May 2019 and the system is operational.

Based upon a recommendation by Mr. Ciottoni in his letter of January 15, 2020, Mr. Van Houten made a motion to approve Escrow Release #2 to County Builders for the Gathering at University Village project in the amount of \$30,882. Mr. Stairiker seconded the motion and the motion was unanimously approved by the Authority.

OLD BUSINESS

Water Main Extension and Service Updates

Mr. Hass referenced a separate sheet provided in the meeting packet designed to review current DTMA and Developer projects.

Proposed Doylestown Township Private Well Testing Ordinance

A proposed Doylestown Township Private Well Testing Ordinance was developed by Township Solicitor Mr. Jeffrey Garton. It was suggested by the Township that the two newest members of the Doylestown Township Board of Supervisors be granted an opportunity to digest their new roles before this item is put on the DTBS agenda. Concerns from the Bucks County Board of Realtors also need to be addressed before work on this issue is complete.

ANNOUNCEMENTS

The next DTMA Board Meeting is February 20, 2020 at 3:30 pm.

The 2020 DTMA meeting schedule is as follows with all meetings to begin at 3:30 pm:

January 16
February 20
March 19
April 16
May 21
June 18
July 16
August 13 (second Thursday of August)
September 17
October 15
November 19
December 17

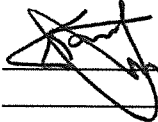
PMAA Board Member Training – Thursday, March 19 (Allentown, PA)

Mr. Hass explained that the PMAA Board Member Training program provides excellent training regarding topics impacting boards today along with guidelines for new board members. Mr. Van Houten suggested that new DTMA board members attend the March training. Messrs. Stone and Stairiker expressed an interest in attending and Mr. Hass stated that he will reach out to the Board again at their next meeting regarding the March 19 training.

ADJOURNMENT

There being no further business to come before the Authority, the meeting was adjourned at 4:55 pm.

Respectfully submitted,
Keith Hass
Executive Director



20 FEB 20

Date