

**DOYLESTOWN TOWNSHIP MUNICIPAL AUTHORITY**  
**Minutes of Meeting**  
**January 20, 2022**

A meeting of the Doylestown Township Municipal Authority was held at 3:30pm on Thursday, January 20, 2022 in the Township Building with the following members in attendance: Joseph Van Houten, Chairman; Kevin Green, Vice-Chairman (via Zoom); Rod Stone, Treasurer; Daniel Stairiker, Secretary and Robert Shaffer, Assistant Secretary/Treasurer. Also present at the meeting was Keith Hass, Executive Director; Richard D. Magee, Jr., Municipal Authority Solicitor; Alfred S. Ciottoni, Municipal Authority Engineer and Barbara Lyons, Board of Supervisors Liaison to the Doylestown Township Municipal Authority.

## **WELCOME**

The DTMA Chairman, Mr. Joseph Van Houten, opened the meeting at 3:30pm.

## **VISITORS/PUBLIC AND BOARD OF DIRECTORS' COMMENTS**

N/A

## **ACTION ITEMS**

### **REORGANIZATION OF OFFICERS, APPOINTMENTS AND GUIDELINES FOR 2021**

#### **Slate of Officers for 2022**

Mr. Green made a motion to elect the current 2021 slate of officers for 2022 as listed for consideration in the DTMA January 2022 board packet. Mr. Stairiker seconded the motion, and the motion was unanimously approved as follows:

2022 Chairman – Joseph C. Van Houten  
2022 Vice-Chairman – Kevin Green  
2022 Secretary – Daniel Stairiker  
2022 Treasurer – W. Rodney Stone  
2022 Assistant Secretary/Treasurer – Robert Shaffer

#### **Liaison to the Public Water & Sewer Advisory Committee for 2022**

Mr. Stairiker made a motion to appoint Joseph C. Van Houten as the DTMA Board Member liaison to the Public Water & Sewer Advisory Committee for 2022. Mr. Green seconded the motion, and the motion was unanimously approved by the Authority.

## **Professional Staff for 2022**

Mr. Stone made a motion to reappoint the 2021 DTMA professional staff as listed for consideration in the DTMA January 2022 board packet. Mr. Stairiker seconded the motion, and the motion was unanimously approved as follows for 2022:

2022 Engineer – SC Engineers, Inc.  
2022 Executive Director – Keith Hass  
2022 Recording Secretary – Donna C. Jacobini  
2022 Solicitor – Richard D. Magee, Jr.

## **Authority Depository for 2022**

Mr. Stairiker made a motion approving the use of any official federal or state depository in the United States of America including 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 saving 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. Green seconded the motion, and the motion was unanimously approved by the Authority.

## **Board Guidelines for 2022**

Mr. Stone made a motion to utilize the following Board Guidelines for 2022:

The Chairman shall preside at all public and/or executive session, 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 3:30 pm in the Doylestown Township Administration Building.

Mr. Stairiker seconded the motion, and the motion was unanimously approved by the Authority.

## **DTMA RIGHT TO KNOW OFFICER**

Mr. Stone made a motion assigning Mrs. Jacqueline Rowand of the Doylestown Township staff as the DTMA Open Records Officer. Mr Shaffer seconded the motion, and the motion was unanimously approved by the Authority.

## **MINUTES APPROVAL**

**December 16, 2021**

Upon a motion by Mr. Stone, seconded by Mr. Green and unanimously approved by the Authority, the minutes of the December 16, 2021 DTMA meeting was approved as submitted.

## **REPORTS**

### **AUTHORITY ENGINEER'S REPORT**

#### **CENTRAL SYSTEM WATER MAIN EXTENSIONS**

Mr. Ciottoni referenced his letter to the DTMA dated January 12, 2022 regarding this project and reported that this water system installation is substantially complete at this time following work completed this past month including installation of roughly 1,500 feet of 12-inch main by Toll Brothers.

Based upon the recommendation of the Authority Engineer, Mr. Stairiker made a motion to approve the PACT One, LLC, P.O. Box 74, Ringoes, NJ 08551, Payment Application #9 in the amount of \$119,123.84 for work completed on Contract 2020-2 Central System Water Main Extensions. Mr. Green seconded the motion, and the motion was unanimously approved by the Authority.

#### **DOYLESTOWN WALK, LOWER STATE ROAD AND BRISTOL ROAD**

Mr. Ciottoni referenced his letter to the DTMA dated January 4, 2022 regarding this project and reported that roughly half of the water main construction for this 137-unit housing development has been installed.

Based upon the recommendation of the Authority Engineer, Mr. Shaffer made a motion to approve Doylestown Walk, Toll Mid-Atlantic LP Co., 250 Gibraltar Road, Horsham, PA 19044 Escrow Release #2 reduction in the amount of \$233,348 leaving an escrow balance of \$430,411. Mr. Stone seconded the motion, and the motion was unanimously approved by the Authority.

### **AUTHORITY SOLICITOR'S REPORT**

No report was issued by the Solicitor, Mr. Richard Magee, at this time but the Board thanked Mr. Magee for his continued professional service to the DTMA.

## **EXECUTIVE DIRECTOR'S REPORT**

### **DELAWARE VALLEY UNIVERSITY WATER SYSTEM**

Mr. Hass provided an update to the Board regarding the Butler Avenue project and reported that he and Mr. Magee are currently working on the Bulk Water Supply Agreement. Water rates and ownership of the interconnection infrastructure will be detailed.

Mr. Hass also reported that this proposed 15-year agreement will include a minimum purchase requirement of approximately 20% of the Delaware Valley University daily water usage.

Mr. Green requested clarification regarding the ability to address future purchases. Mr. Hass reported that minimum water purchases are typically required as Delaware Valley University is also planning to continue operating their wells. Mr. Hass believes their water purchase quantity will increase over time.

### **DOYLESTOWN BOROUGH INTERMUNICIPAL AGREEMENT AMENDMENT**

Mr. Hass reported on a discussion with Doylestown Borough Manager, Mr. John Davis, regarding future, collaborative projects. He reported that the Borough Solicitor will begin working on an amendment to the DTMA-Doylestown Borough Intermunicipal Agreement for DTMA consideration. The amendment is regarding DTMA potentially serving three single family properties along Shady Retreat Road in Doylestown Borough. In addition, the amendment would memorialize the Borough serving the EPA Groundwater Treatment Facility at 400 North Broad Street.

## **NEW BUSINESS**

Mr. Van Houten referenced Act 65, the Amended Sunshine Law, which permits the Board to add an issue to the agenda. Upon a motion by Mr. Stone, seconded by Mr. Green, the DTMA unanimously approved the addition of the following topic to the Board agenda:

### **REVIEW OF DRAFT DTMA COST LETTER**

Mr. Van Houten reviewed a draft of a letter that could be delivered to property owners where water main extensions were recently installed. Mr. Van Houten stated the approach in the past was to provide a lump sum cost summary of monies owed. The new format proposed would provide the construction cost in terms of a quarterly payment paid over a certain number of years. Mr. Van Houten requested approval of the format of this new letter to be sent to the property owners. After further discussion, the consensus of the Board was to table this subject pending further discussion of

available financing options at the DTMA's February meeting. The Board thanked Mr. Van Houten for his proactive work on this topic.

### **BILL'S LIST: January 2022**

Mr. Stone made a motion to approve the January 2022 Bills List for the General Fund Account in the amount of \$45,930.60; Developers Escrow Fund in the amount of \$0.00; Capital Improvement Fund in the amount of \$114,342.16; Prepaid Invoices in the amount of \$20,516.19; Prepaid ACH Credit Invoices in the amount of \$11,226.89; and Transfers to the Township in the amount of \$93,496.61. Mr. Shaffer seconded the motion that was then unanimously approved by the Authority.

### **TREASURER'S REPORT: January 20, 2022**

Mr. Stairiker made a motion approving acceptance of the January 20, 2022 Treasurer's Report as presented. Mr. Shaffer seconded the motion and the motion was unanimously approved by the Authority.

## **ANNOUNCEMENTS**

The next DTMA Board of Directors Meeting is scheduled for February 17, 2022 at 3:30 pm.

**2022 DTMA Board of Directors Meeting Schedule** is as follows with all meetings scheduled to begin at 3:30pm in the Doylestown Township Building:

January 20	February 17	March 17	April 21
May 19	June 16	July 21	August 18
September 15	October 20	November 17	December 15

### **PA State Ethics Statement of Financial Interest**

Mr. Hass requested that each DTMA Board member complete and submit the PA State Ethics Statement of Financial Interest as required to the Township office.

## **EXECUTIVE SESSION**

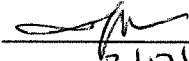
The Municipal Authority adjourned to Executive Session at 4:34 pm to discuss litigation against Plumstead Township and the NWWA, Bucks County Court of Common Pleas Docket No.: 2020-00325.

The regular meeting of the DTMA was reconvened at 4:59pm following its Executive Session.

**ADJOURNMENT**

With no further business to come before the Authority, the meeting was adjourned at 4:59pm.

Respectfully submitted,  
Keith Hass  
Executive Director

  
\_\_\_\_\_  
3/17/2022  
\_\_\_\_\_  
Date