

**DOYLESTOWN TOWNSHIP MUNICIPAL AUTHORITY**  
**Minutes of Meeting**  
**November 16, 2023**

A meeting of the Doylestown Township Municipal Authority was held at 3:30pm on Thursday, November 16, 2023 in the Township Building with the following members in attendance: Joseph Van Houten, Chairman; Kevin Green, Vice-Chairman; Daniel Stairiker, Secretary (via Zoom); Rod Stone, Treasurer and Robert Shaffer, Assistant Secretary/Treasurer. Also present at the meeting was Keith Hass, Executive Director; Brent Eaton, Water Superintendent; 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 3:30 pm.

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

No visitors attended the DTMA meeting.

**ACTION ITEMS**

**MINUTES APPROVAL**

Upon a motion by Mr. Van Houten, seconded by Mr. Green and unanimously approved by the Authority, the minutes of the October 19, 2023 Board of Directors Regular Meeting was approved as presented.

**REPORTS**

**AUTHORITY ENGINEER'S REPORT**

**CONTRACT NO. 2022-1: GENERATOR INSTALLATIONS**

**Request for Payment Application #3 – Eastern Environmental Contractors, Inc.**

Mr. Ciottoni reviewed the Eastern Environmental Contractors, Inc. pay request to cover work at the Central Booster Station and Neshaminy Manor Pump Station.

Mr. Stone made a motion to approve the Eastern Environmental Contractors, Inc., P.O. Box 278, 6304 5<sup>th</sup> Street, PA 18054 Payment Application #3 in the amount of

\$12,906.00 for work completed on Contract 2022-1: Generator Installations. Mr. Shaffer seconded the motion which was unanimously approved by the Authority.

### **PFAS DESIGN OF TREATMENT FACILITIES UPDATE**

Mr. Ciottoni reported on a meeting with Gilmore & Associates on November 15. He explained that Gilmore & Associates plans to file the DEP application for the Well C5 and C7 PFAS project by the end of November.

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

No report was given at this time by the Authority Solicitor, Mr. Richard Magee.

### **OPERATIONS**

#### **Easton Road Roundabout Water Main Relocation Update**

Mr. Brent Eaton provided an update on the water main relocation at the Easton Road Roundabout with a review of various pictures of the project. He reported that this project was done in cooperation with PennDOT via a cost share arrangement.

Mr. Hass thanked Mr. Eaton and his crew, adding that the project was very successful with no interruption in service to any DTMA customers.

### **EXECUTIVE DIRECTOR'S REPORT**

#### **DTMA BUDGET FINAL APPROVAL**

Mr. Hass referenced the 2024 budget in each board member's packet recommending its approval.

Mr. Van Houten made a motion to authorize the final approval of the 2024 DTMA Capital and Operating Budget. Mr. Shaffer seconded the motion and the motion was unanimously approved as presented.

The DTMA 2024 Budget will be presented at the Board of Supervisor's meeting scheduled for December 19, 2023.

#### **CONTRACT #2023-1: CROSS KEYS WATER FACILITY UPGRADE: GENERAL CONSTRUCTION**

Mr. Hass discussed the status of the public bids recently received for the Cross Keys Water Facility Upgrade Project. He recommended approval of both the general and electrical construction bids for the project.

Mr. Stone made a motion to approve the award of Contract 2023-1: Cross Keys Water Facility Upgrade: General Construction to G.S. Developers Inc. in the amount of \$434,200.00 contingent upon the Solicitor's approval of all required bid conditions. Mr. Shaffer seconded the motion and the motion was unanimously approved as presented.

### **CONTRACT #2023-2: CROSS KEYS WATER FACILITY UPGRADE: ELECTRICAL CONSTRUCTION**

Mr. Stone made a motion to approve the award of Contract 2023-2: Cross Keys Water Facility Upgrade: Electrical Construction to G.S. Developers, Inc. in the amount of \$232,900.00 contingent upon the Solicitor's approval of all required bid conditions. Mr. Shaffer seconded the motion and the motion was unanimously approved as presented.

### **GATHERING OWNER, LLC. (Butler Avenue Apartments) FINANCIAL SECURITY AND PROFESSIONAL SERVICES ESCROW RELEASE**

Mr. Hass reported that tap-in fees were collected and the punch list completed for this project thus the financial security can be returned.

Mr. Shaffer made a motion to approve the Gathering Owner, LLC. c/o Berger Rental Communities, 1275 Drummers Lane, Suite 220, Wayne, PA 19087 Financial Security Release and Professional Services Escrow Release to complete the project closeout. Mr. Green seconded the motion and the motion was unanimously approved as presented.

## **NEW BUSINESS**

### **BILL'S LIST: November 2023**

Mr. Van Houten made a motion to approve the November 2023 Bills List for the General Fund Account in the amount of \$31,673.94; Developers Escrow Fund in the amount of \$3,962.30; Capital Improvement Fund in the amount of \$77,067.26; Prepaid Invoices in the amount of \$44,878.29; Prepaid ACH Credit Invoices in the amount of \$14,765.66; and Transfers to the Township in the amount of \$101,340.96. Mr. Green seconded the motion and the motion was then unanimously approved by the Authority.

### **TREASURER'S REPORT: November 2023**

Mr. Green made a motion approving acceptance of the November 16, 2023 Treasurer's Report as presented. Mr. Stairiker seconded the motion and the motion was unanimously approved by the Authority.

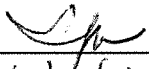
## **ANNOUNCEMENTS**

The next **DTMA Board of Directors Meeting** is scheduled for December 21, 2023 at 3:30pm. Mr. Hass said he planned to send an invitation email out regarding the holiday dinner following the Board's December meeting.

## **ADJOURNMENT**

With no further business to come before the Authority, the meeting was adjourned at 4:05pm.

Respectfully submitted,  
Keith Hass  
Executive Director

  
\_\_\_\_\_  
12/21/2023  
\_\_\_\_\_  
Date