

DOYLESTOWN TOWNSHIP MUNICIPAL AUTHORITY
Minutes of Meeting
March 21, 2024

A meeting of the Doylestown Township Municipal Authority was held at 3:30pm on Thursday, March 21, 2024 in the Township Building with the following members in attendance: Joseph Van Houten, Chairman; Robert Shaffer, Treasurer (via Zoom), Daniel Stairiker, Secretary and Matt Oakes, Assistant Secretary/Treasurer (initially via Zoom until 3:45pm). 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, Doylestown Township Board of Supervisors Liaison (via Zoom).

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. Stairiker, seconded by Mr. Van Houten and unanimously approved by the Authority, the minutes of the February 15, 2024 Board of Directors Regular Meeting was approved as presented.

REPORTS

AUTHORITY ENGINEER'S REPORT

- 1. Contract No. 2022-1: Generator Installations**
 - a. Request for Payment Application #5: Eastern Environmental Contractors**

Mr. Fred Ciottoni reviewed Payment Application #5 for Contract No. 2022-1. Included in this pay application was work completed at the Central Booster Station and stored material at the Neshaminy Manor Pump Station. Mr. Hass added that Central Booster emergency generator is operational. Final landscaping needs to be completed.

Mr. Van Houten made a motion to approve Eastern Environmental Contractors, Inc., 6304 5th Street, P.O. Box 278, Green Lane, PA 18054 Payment Application #5 in the amount of \$46,165.85 for work completed on Contract No. 2022-1: Generator Installations project. Mr. Stairiker seconded the motion and the motion was unanimously approved by the Authority.

b. Request for Change Order #3: Eastern Environmental Contractors

Mr. Fred Ciottoni explained that this change order was requested by the DTMA due to space availability inside the Neshaminy Manor Pump Station. The change order directs the contractor to install the transfer switch outside the building.

Mr. Van Houten made a motion to approve Eastern Environmental Contractors, Inc., 6304 5th Street, P.O. Box 278, Green Lane, PA 18054 Change Order #3 in the amount of \$2,289.53 on Contract No. 2022-1: Generator Installations project. Mr. Stairiker seconded the motion and the motion was unanimously approved by the Authority.

2. Contract No. 2023-1 General Construction: Cross Keys Water Facility Upgrade

a. Request for Payment Application #1: GS Developers, Inc.

Mr. Fred Ciottoni explained that work began on this Cross Keys pumping station upgrade project with 4% of the contract completed thus far.

Mr. Van Houten made a motion to approve the GS Developers, Inc., P.O. Box 1868, Doylestown, PA 18901 Payment Application #1 in the amount of \$16,875.00 for work completed on Contract No. 2023-1: General Construction: Cross Keys Water Facility Upgrade. Mr. Stairiker seconded the motion and the motion was unanimously approved by the Authority.

3. Contract No. 2023-1 Electrical Construction: Cross Keys Water Facility Upgrade

a. Request for Payment Application #1: GS Developers, Inc.

Mr. Fred Ciottoni explained the contractor completed 4% of the work to date on this project as well.

Mr. Van Houten made a motion to approve the GS Developers, Inc., P.O. Box 1868, Doylestown, PA 18901 Payment Application #1 in the amount of \$9,225.00 for work completed on Contract No. 2023-2: Electrical Construction: Cross Keys Water Facility Upgrade. Mr. Stairiker seconded the motion and the motion was unanimously approved by the Authority.

b. Change Order Request #1: GS Developers, Inc.

Mr. Fred Ciottoni reported that this change order requested by DTMA specifies a different variable frequency drive (VFD) supplier.

Mr. Van Houten made a motion to approve the GS Developers, Inc., P.O. Box 1868, Doylestown, PA 18901 Change Order Request #1 in the amount of \$10,884.00 to replace Square D VFDs with Allen Bradley VFDs on Contract No. 2023-2 Electrical Construction: Cross Keys Water Facility Upgrade. Mr. Stairiker seconded the motion and the motion was unanimously approved by the Authority.

AUTHORITY SOLICITOR'S REPORT

1. Preserve at Burke Farm (Bristol Road)

a. Request for Authorization to Approve Deed of Dedication and Easement Agreement

Mr. Richard Magee reported that this Deed of Dedication request represented a close out item for the project consisting of eight units of twins and one single family unit.

Mr. Van Houten made a motion to approve the Deed of Dedication Agreement with Winchester Acquisitions, LP, 404 N. Sumneytown Pike, Suite 200, North Wales, PA 19454. Mr. Stairiker seconded the motion and the motion was unanimously approved by the Authority.

b. Request for Authorization to Approve Water Escrow Release #2 (Final)

Mr. Magee explained that a separate motion was in order to approve Escrow Release #2 as presented by the DTMA Executive Director. The total escrow for the project was \$131,548.00 with this final release in the amount of \$23,919.00.

Mr. Van Houten made a motion to approve the release of the remaining escrow funds in the amount of \$23,919.00 and the payment of all professional fee escrows related to the close out of the Preserve at Burke Farm project. Mr. Stairiker seconded the motion and the motion was unanimously approved by the Authority.

OPERATIONS REPORT

1. Contract No. 2024LM: 2024 DTMA Lawn Maintenance

a. Request for Authorization to Award Contract No. 2024LM: 2024 DTMA Lawn Maintenance to All Season Lawn and Landscaping, Inc.

Mr. Hass reported that three written quotes were solicited for the 2024 Lawn Maintenance Contract. All Season Lawn and Landscaping, Inc.'s quote of \$19,124 was the low bid.

Mr. Stairiker made a motion to authorize execution of Contract No. 2024LM: 2024 Lawn Maintenance to All Season Lawn and Landscaping, Inc., P.O. Box 45, Warminster, PA 18974 in the amount of \$19,124.00 with the contract providing for two, 1-year contract extension options. Mr. Van Houten seconded the motion and the motion was unanimously approved by the Authority.

2. Request for Authorization to Auction DTMA Equipment

Mr. Hass reported that the DTMA is putting equipment out to auction with results of the auction to be available at a future DTMA meeting.

Mr. Stairiker made a motion to approve the auction of DTMA equipment including a 2002 Chevy Tahoe (98,000 miles), 2005 GMC Van (104,000 miles) and Onan Generator (1988) to J.J. Kane Auctioneers and Municibid. Mr. Van Houten seconded the motion and the motion was unanimously approved by the Authority.

EXECUTIVE DIRECTOR'S REPORT

1. Old New Road Water Supply Interconnection

a. Request for Authorization to Approve Deed of Easement Agreement with MCS Properties, LLC.

Mr. Hass reviewed the Deed of Easement Agreement with MCS Properties, LLC. This easement located at the corner of Bristol Road and Old New Road will house the new Old New Road Water Supply Interconnection with the North Wales Water Authority (NWWA). This interconnection vault will be designed, owned, and paid for by the NWWA as required in the DTMA-NWWA 2022 litigation settlement. The owner of the property requested cooperation with access to his parcel and landscaping at the interconnection.

Mr. Van Houten made a motion to approve the Deed of Easement Agreement between MCS Properties, LLC of 3084B Bristol Road, Warrington, PA 18976 and the Doylestown Township Municipal Authority, 425 Wells Road, Doylestown, PA 18901. Mr. Oakes seconded the motion and the motion was unanimously approved by the Authority.

2. DTMA Central Wells Number 5 & 7 PFAS Treatment Project

a. Request for Authorization to Execute the DTMA Resolution 2024-1 to Apply for PENNVEST Funding

Mr. Hass explained that PENNVEST requires a formal resolution by the DTMA board for submission of the Central Wells Number 5 & 7 PFAS Treatment Project funding application. The first resolution required is to apply for PENNVEST funding.

Mr. Stairiker made a motion to authorize the execution of the Resolution to Apply for PENNVEST funding. Mr. Van Houten seconded the motion and the motion was unanimously approved by the Authority.

b. Request for Authorization to Execute the PENNVEST Letter of Responsibility

Mr. Hass noted that this motion for a Letter of Responsibility is required for the Central Wells Number 5 & 7 PFAS Treatment Project PENNVEST application.

Mr. Stairiker made a motion to authorize the execution of the Letter of Responsibility necessary for PENNVEST funding. Mr. Van Houten seconded the motion and the motion was unanimously approved by the Authority.

c. Request for Authorization to Execute the Bucks County Water and Sewer Authority Reservation of Capacity Agreement

Mr. Hass reported that due to the wastewater generated at the facility, sewage capacity needs to be reserved and tapping fees paid to the Bucks County Water and Sewer Authority.

Mr. Stairiker made a motion to authorize the execution of the Bucks County Water and Sewer Authority Reservation of Capacity Agreement. The Agreement includes the terms of the sewer disposal and the tapping fee payment requirement of \$44,400. Mr. Oakes seconded the motion and the motion was unanimously approved by the Authority.

3. DTMA Lead Service Line Inventory Professional Services Agreement

a. Request for Authorization to Execute the CKS Engineers, Inc., Lead Service Inventory Professional Services Agreement

Mr. Hass provided background information related to this proposed agreement noting that the DTMA must inventory all existing service lines by October 16, 2024 as part of the United States Environmental Protection Agency (EPA) Lead and Copper Rule Revision. He added that the EPA's goal is to identify all the active lead service lines across the country. Mr. Hass requested that professional services be employed in order to accomplish this goal by the October deadline.

Mr. Van Houten made a motion to authorize the execution of the CKS Engineers, Inc., an ARRO Consulting Company Lead Service Line Inventory Professional Services

Agreement (0324-PWO5). Mr. Shaffer seconded the motion and the motion was unanimously approved by the Authority.

At the suggestion of Mrs. Lyons, the DTMA agreed at the completion of the project to share the results of the inventory.

NEW BUSINESS

BILL'S LIST: March 2024

Mr. Van Houten made a motion to approve the March 2024 Bills List for the General Fund Account in the amount of \$79,009.90; Developers Escrow Fund in the amount of \$1,032.50; Capital Improvement Fund in the amount of \$143,540.52; Prepaid Invoices in the amount of \$46,679.90; Prepaid ACH Credit Invoices in the amount of \$17,207.83; and Transfers to the Township in the amount of \$97,367.75. Mr. Stairiker seconded the motion and the motion was then unanimously approved by the Authority.

TREASURER'S REPORT: March 21, 2024

Mr. Van Houten made a motion approving acceptance of the March 21, 2024 Treasurer's Report as presented. Mr. Stairiker seconded the motion and the motion was unanimously approved by the Authority.

ANNOUNCEMENTS

2024 PMAA Board Member Training – April 4, 2024, Allentown, PA

Mr. Van Houten reminded the board members about the upcoming 2024 PMAA Board Member Training scheduled to be held on April 4, 2024 in Allentown, Pennsylvania and urged interested Board members to attend adding that this training is especially valuable to new members as it delineates the responsibilities of a DTMA board member. He also explained that remote attendance is possible.

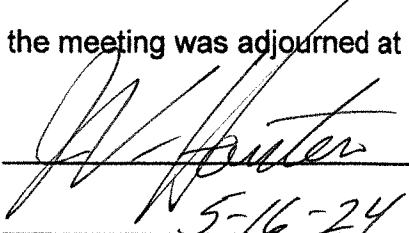
The next **DTMA Board of Directors Meeting** is scheduled for April 18, 2024 at 3:30pm.

ADJOURNMENT

With no further business to come before the Authority, the meeting was adjourned at 4:16pm.

Respectfully submitted,

Keith Hass
Executive Director



5-16-24

Date