

**DOYLESTOWN TOWNSHIP MUNICIPAL AUTHORITY**  
**Minutes of Meeting**  
**May 16, 2024**

A meeting of the Doylestown Township Municipal Authority was held at 3:30pm on Thursday, May 16, 2024 in the Township Building with the following members in attendance: Joseph Van Houten, Chairman; Kevin Green, Vice-Chairman; Daniel Stairiker, Secretary (via Zoom) and Matt Oakes, 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, Doylestown Township Board of Supervisors Liaison.

**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. Green, seconded by Mr. Oakes and unanimously approved by the Authority, the minutes of the April 18, 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 #7: Eastern Environmental Contractors**

Mr. Fred Ciottoni reported that the generator installations are complete at both the Central Booster Station and the Neshaminy Manor Pump Station. He explained that additional work is to be completed at the Neshaminy Manor Pump Station.

Based upon Mr. Ciottoni's recommendation, Mr. Van Houten made a motion to approve Eastern Environmental Contractors, Inc., 6304 5<sup>th</sup> Street, P.O. Box 278, Green Lane, PA 18054 Payment Application #7 in the amount of \$20,852.58 for work completed on Contract No. 2022-1: Generator Installations project. Mr. Green seconded the motion and the motion was unanimously approved by the Authority.

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

- a. Request for Payment Application #3: GS Developers, Inc.**
- b. Request for Payment Application #2: GS Developers, Inc.**

Based upon a recommendation by Mr. Fred Ciottoni, Mr. Van Houten made a motion to approve both the general and electrical contract payments for the Cross Keys Water Facility Upgrade to GS Developers, Inc., P.O. Box 1868, Doylestown, PA 18901: Payment Application #3 in the amount of \$46,241.16 for work completed on Contract No. 2023-1: General Construction: Cross Keys Water Facility Upgrade as well as the GS Developers, Inc., P.O. Box 1868, Doylestown, PA 18901 Payment Application #2 in the amount of \$17,100.00 for work completed on Contract No. 2023-2: Electrical Construction: Cross Keys Water Facility Upgrade for a total payment of \$63,341.16. Mr. Green seconded the motion and the motion was unanimously approved by the Authority.

**3. 2024 DTMA Tapping Fee Calculation**

Mr. Ciottoni noted the last DTMA tapping fee update occurred in 2012. It was also discussed the optimal way to inform prospective customers about any proposed increase. Any adoption of a change to the current DTMA tapping fee amount requires additional approval from the board of directors.

Mr. Green made a motion authorizing SC Engineers to conduct a tapping fee analysis for the Doylestown Township Municipal Authority. Mr. Van Houten seconded the motion which was then unanimously approved by the Authority.

**AUTHORITY SOLICITOR'S REPORT**

**1. Provco Pineville Doylestown, LP (Wawa)**

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

Mr. Richard Magee recommended approval of the request for authorization to approve the Deed of Dedication and Easement Agreement with regard to the Wawa property located in the Cross Keys Water system.

Mr. Van Houten made a motion to approve the Deed of Dedication and Easement Agreement with Providence Realty Income Trust 1, a Maryland Statutory Trust with offices at 11995 El Camino Real, San Diego, CA 92130. Mr. Oakes seconded the motion and the motion was unanimously approved by the Authority.

**OPERATIONS REPORT**

No report was made at this time.

**EXECUTIVE DIRECTOR'S REPORT**

**1. Central Well #5 and #7 PFAS Treatment Project Update**

Mr. Hass reported that the DTMA met the second quarter PennVEST application deadline for the Central Well #5 and 7 Treatment Project. The PennVEST initial review of the DTMA

application requested some minor additional items to which DTMA provided. The PennVEST funding determination meeting is in July. DTMA requested \$4.4 million for the construction of the new building to be located at the current wellhouse site at Stags Leap Circle in Doylestown Hunt

## **2. Northern Transmission Water Supply Improvements Project**

Mr. Hass reported on an update of the Northern Transmission Water Supply Improvement Project. The surveying started for the potential alternate route to determine the feasibility. Once completed, the two alternatives can be analyzed and additional funds requested, if necessary.

## **3. Doylestown Borough Temporary Water Supply**

Mr. Hass reported that the DTMA is providing Doylestown Borough water while their tank is out of service due to maintenance. DTMA and Doylestown Borough are readily able to assist each other due to the multiple interconnections.

# **NEW BUSINESS**

## **BILL'S LIST: May 2024**

Mr. Van Houten made a motion to approve the May 2024 Bills List for the General Fund Account in the amount of \$46,290.24; Developers Escrow Fund in the amount of \$2,966.26; Capital Improvement Fund in the amount of \$116,481.25; Prepaid Invoices in the amount of \$34,678.00; Prepaid ACH Credit Invoices in the amount of \$10,575.43; and Transfers to the Township in the amount of \$96,007.31. Mr. Green seconded the motion and the motion was then unanimously approved by the Authority.

## **TREASURER'S REPORT: May 16, 2024**

Mr. Green made a motion approving acceptance of the May 16, 2024 Treasurer's Report as presented. Mr. Oakes seconded the motion and the motion was unanimously approved by the Authority.

# **ANNOUNCEMENTS**

The **AWWA National Conference** is scheduled for June 10-13 in Anaheim, California.


The next **DTMA Board of Directors Meeting** is scheduled for June 20, 2024 at 3:30pm.

# **ADJOURNMENT**

With no further business to come before the Authority, the meeting was adjourned at 4:20pm.

Respectfully submitted,

Keith Hass  
Executive Director

  
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6/20/24  
\_\_\_\_\_  
Date