

**DOYLESTOWN TOWNSHIP MUNICIPAL AUTHORITY**  
**Minutes of Meeting**  
**June 20, 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 (via Zoom); Daniel Stairiker, Secretary; Robert Shaffer, Treasurer 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 3:32 pm.

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

No visitors attended the DTMA meeting.

In light of the prolonged dry weather and lack of rainfall forecasted for our area, Mr. Van Houten announced that the Doylestown Township Municipal Authority will be issuing voluntary conservation measures to DTMA customers and Doylestown Township residents. The notification will take place via social media and websites.

**ACTION ITEMS**

**MINUTES APPROVAL**

Upon a motion by Mr. Stairiker, seconded by Mr. Shaffer and unanimously approved by the Authority, the minutes of the May 16, 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 #8: Eastern Environmental Contractors**

Mr. Ciottoni provided an update on the work completed this month and indicated that the contract is nearing its completion. 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 #8 in the amount of \$57,825.00 for work completed on Contract No. 2022-

1: Generator Installations project. Mr. Oakes 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 #4: GS Developers, Inc.**

Mr. Ciottoni provided an update on this project adding that the DTMA is awaiting equipment delivery in July, and Borough's ability to come back online at full capacity before construction begins in earnest.

Based upon a recommendation by Mr. Ciottoni, Mr. Shaffer made a motion to approve the GS Developers, Inc., P.O. Box 1868, Doylestown, PA 18901 Payment Application #4 in the amount of \$54,000.00 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.

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

**c. Request for Change Order #2: GS Developers, Inc.**

**d. Request for Change Order #3: GS Developers, Inc.**

Mr. Ciottoni referenced his June 17<sup>th</sup> letter to the DTMA that explained the change orders requested by GS Developers, Inc.

Mr. Van Houten made a motion to approve the GS Developers, Inc., P.O. Box 1868, Doylestown, PA 18901 Request for Change Orders #1, #2 and #3 in the total amount of \$6,097.00 for facility upgrades to Contract No. 2023-1: General Construction: Cross Keys Water Facility Upgrade. Mr. Shaffer seconded the motion and the motion was unanimously approved by the Authority.

**3. 2024 DTMA Tapping Fee Calculation Update**

Mr. Ciottoni provided the board with an update on the DTMA tapping fee study. The preliminary tapping fee calculations indicate DTMA can justify an increase of up to \$3,765.00 per EDU. This figure is approximately \$1,500 more than the current fee.

A discussion then took place about the timing of implementing the new tapping fee. In addition, it was noted that a DTMA resolution would need to be passed by the Board of Directors. Once the resolution is approved the updated tapping fee would be published in the Doylestown Township Fee Schedule. The Board requested Mr. Ciottoni to prepare a report for Authority review and Mr. Magee to begin work on the resolution.

**AUTHORITY SOLICITOR'S REPORT**

No report was made at this time by the Authority Solicitor.

**OPERATIONS REPORT**

No report was made at this time.

**EXECUTIVE DIRECTOR'S REPORT**

#### **1. 1796 South Easton Road Redevelopment (JDL DYL Development)**

Mr. Hass explained official action on this project is not needed at this time. He reported that the developer's intention is to revitalize this strip mall into a new car wash. A water main extension is required, and a DTMA water main extension agreement is forthcoming.

#### **2. 280 North Broad Street (Arcadia Properties)**

Mr. Hass reported on a meeting held with the developer on this proposed development consisting of 62 apartments and townhouses located in Doylestown Township. At this time, the Developer is evaluating alternatives for the site to be supplied by DTMA.

#### **3. Professional Services Agreement for the Construction Management of the Cross Keys Pump Station Upgrade and Neshaminy Manor Pump Station Upgrade Projects**

Mr. Hass reported on these two on-going projects. He explained the need to have a third-party construction inspector on site until these projects have been completed.

Mr. Van Houten made a motion to approve the CKS Engineers, Inc., Professional Services Agreement to provide construction management and inspection services for Contract No. 2022-1: Generator Installations and Contract No. 2023-1: General Construction and 2023-2: Electrical Construction. Mr. Oakes seconded the motion which was then unanimously approved by the Authority.

#### **4. Central Well #5 and #7 PFAS Project Update**

Mr. Hass presented a rendering from Gilmore & Associates depicting a prospective design for the upgraded well treatment building. He explained that the concept was to build a building that resembles a home to fit in with the surrounding development. Following a discussion, a decision was made to request another version of the rendering to resemble a barn.

## **NEW BUSINESS**

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

Mr. Shaffer made a motion to approve the June 2024 Bills List for the General Fund Account in the amount of \$37,240.92; Developers Escrow Fund in the amount of \$2,983.25; Capital Improvement Fund in the amount of \$231,224.61; Prepaid Invoices in the amount of \$1,944.00; Prepaid ACH Credit Invoices in the amount of \$10,182.73 and Transfers to the Township in the amount of \$95,571.59. Mr. Stairiker seconded the motion and the motion was then unanimously approved by the Authority.

### **TREASURER'S REPORT: June 20, 2024**

Mr. Stairiker made a motion approving acceptance of the June 20, 2024 Treasurer's Report as presented. Mr. Shaffer seconded the motion and the motion was unanimously approved by the Authority.

## **ANNOUNCEMENTS**

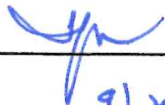
The next **DTMA Board of Directors Meeting** is scheduled for July 18, 2024 at 3:30pm.

## **ADJOURNMENT**

With no further business to come before the Authority, the meeting was adjourned at 4:50pm.

Respectfully submitted,

Keith Hass  
Executive Director

  
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9/10/2024  
\_\_\_\_\_  
Date