

DOYLESTOWN TOWNSHIP MUNICIPAL AUTHORITY

Minutes of Regular Meeting

September 19, 2024

A meeting of the Doylestown Township Municipal Authority was held at 3:30pm on Thursday, September 19, 2024 in the Township Building with the following members in attendance: Joseph Van Houten, Chairman; Kevin Green, Vice-Chairman; Robert Shaffer, Treasurer and Matt Oakes, Assistant Secretary/Treasurer. Also present at the meeting were Keith Hass, Executive Director; Brent Eaton, Water Superintendent; Richard D. Magee, Jr., Solicitor; Alfred S. Ciottoni, 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 with an announcement that a DTMA Work Session meeting was held as advertised immediately before this public meeting.

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. Shafer and unanimously approved by the Authority, the minutes of the August 15, 2024 Board of Directors Regular Meeting was approved as submitted.

REPORTS

AUTHORITY ENGINEER'S REPORT

- 1. Contract No. 2022-1: Generator Installations**
 - a. Request for Payment Application #10: Eastern Environmental Contractors**

Mr. Fred Ciottoni referenced his letter of September 4 and explained that minor miscellaneous work remains to be completed on this project but that he expects that the project will be closed out by next month.

Based upon Mr. Ciottoni's recommendation, 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 #9 in the amount of \$7,650.00 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 Construction: Cross Keys Water Facility Upgrade
a. Request for Payment Application #5: GS Developers, Inc.**

Mr. Fred Ciottoni referenced his letter of September 3 detailing the progress of the project.

Based upon Mr. Ciottoni's recommendation, Mr. Van Houten made a motion to approve the GS Developers, Inc., PO Box 1868, Doylestown, PA 18901 Payment Application #5 in the amount of \$35,535.60 for work completed on Contract No. 2023-1: General Construction: Cross Keys Water Facility Upgrade. Mr. Green seconded the motion and the motion was unanimously approved by the Authority.

**3. Contract No. 2023-2 Electrical Construction: Cross Keys Water Facility Upgrade
a. Request for Payment Application #3: GS Developers, Inc.**

Mr. Fred Ciottoni reported that the electrical portion of this project is 35% complete and recommended approval of Payment Application #3.

Based upon Mr. Ciottoni's recommendation, Mr. Van Houten made a motion to approve the GS Developers, Inc., PO Box 1868, Doylestown, PA 18901 Payment Application #3 in the amount of \$8,100.00 for work completed on Contract No. 2023-2: Electrical Construction: Cross Keys Water Facility Upgrade. Mr. Shafer seconded the motion and the motion was unanimously approved by the Authority.

4. DTMA Central Wells #5 and #7 PFAS Treatment Project

Mr. Ciottoni reported that he and Mr. Hass met with the design engineers for this project, and he stated that the project is still on schedule with a plan to go out to bid before the next Authority meeting. He added the project is still on schedule for a PennVEST closing on December 30.

AUTHORITY SOLICITOR'S REPORT

1. Articles of Amendment of the Doylestown Township Municipal Authority

Mr. Magee reviewed the process to date to extend the DTMA Articles of Incorporation. Mr. Van Houten made a motion to approve, advertise, execute and file with the Pennsylvania Department of State the Doylestown Township Municipal Authority's Articles of Amendment. This proposed Amendment to the Articles of Incorporation extends the life of Doylestown Township Municipal Authority fifty (50) years. Mr. Oakes seconded the motion and the motion was unanimously approved by the Authority.

2. Resolution #2024-3: Reimburse General Funds with PennVEST Funds

Following the recommendation of Mr. Magee, Mr. Van Houten made a motion to authorize the approval of Resolution #2024-3: Reimburse General Funds with PennVEST Funds. This resolution confirms the Doylestown Township Municipal Authority intends to pay for the Central Well #5 & 7 PFAS Treatment Project, on an interim basis, using General Funds until the proceeds of the PennVEST Funding Agreement are received. Mr. Green seconded the motion and the motion was unanimously approved by the Authority.

OPERATIONS REPORT

1. Cross Keys Pump Station Update

Mr. Eaton provided an update on the Cross Keys Pump Station. He explained that the installation of the emergency back-up generator is expected to take place in October. It was noted that major improvements have been made in both domestic and fire supplies.

EXECUTIVE DIRECTOR'S REPORT

1. 2025 Budget Preparation

Mr. Hass stated that he will edit and highlight the proposed changes to the preliminary budget per the budget work session comments. The changes will be reviewed at the October meeting with plans for final approval of the 2025 DTMA Budget at the November DTMA meeting.

2. Public Water Surveys – Pine Valley Road Area

Mr. Hass reported that the Township is planning on repaving Pine Valley Road. He proposed that a survey letter be sent to the residents to determine if anyone in the area would be interested in DTMA public water. Mr. Van Houten noted that the letter should include the fact that financing is available, and the consensus of the Board was to send out the survey letter.

3. Southeast PA Water Utility Forum – September 24

Mr. Hass reported that the DTMA has been invited to speak at the Southeast PA Water Utility Forum on September 24. The utility forum recognized DTMA as a leader in the industry for obtaining multiple grants the last few years. Mr. Hass stated that he is planning to speak at the event.

4. PMAA Future Leaders Scholarship

Mr. Hass explained his role within the Pennsylvania Municipal Authorities Association (PMAA) as a participant in the Mentor/Mentee program. Another program recently started by PMAA is the Future Leaders Scholarship. This scholarship is given annually to students enrolled in courses pertaining to the water and sewer industry. PMAA is seeking to expand the scholarship program and is requesting \$500 from DTMA and other authorities to be used for the scholarship. Following some discussion, it was determined that this subject would be placed on the DTMA agenda for next month.

NEW BUSINESS

BILL'S LIST: September 2024

Mr. Van Houten made a motion to approve the September 2024 Bills List for the General Fund Account in the amount of \$68,407.94; Developers Escrow Fund in the amount of \$0.00; Capital Improvement Fund in the amount of \$94,623.61; Prepaid Invoices in the amount of \$47,096.13; Prepaid ACH Credit Invoices in the amount of \$19,751.92 and Transfers to the Township in the

amount of \$96,414.98. Mr. Shafer seconded the motion and the motion was unanimously approved by the Authority.

TREASURER’S REPORT: September 19, 2024

Mr. Green made a motion approving acceptance of the September 19, 2024 Treasurer's Report as presented. Mr. Shafer seconded the motion and the motion was unanimously approved by the Authority.

ANNOUNCEMENTS


The next **DTMA Board of Directors Meeting** is scheduled for October 17, 2024 at 3:30pm.

ADJOURNMENT

With no further business to come before the Authority, the meeting was adjourned at 4:33pm.

Respectfully submitted,

Keith Hass
Executive Director



10/17/2024

Date