

DOYLESTOWN TOWNSHIP MUNICIPAL AUTHORITY
Minutes of Meeting
October 17, 2024

A meeting of the Doylestown Township Municipal Authority was held at 3:30pm on Thursday, October 17, 2024 in the Township Building with the following members in attendance: Joseph Van Houten, Chairman; Kevin Green, Vice-Chairman; Daniel Stairiker, Secretary; Robert Shaffer, Treasurer (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. Stairiker and unanimously approved by the Authority, the minutes of the September 19, 2024 Board of Directors Regular Meeting was approved as submitted.

Upon a motion by Mr. Green, seconded by Mr. Oakes and unanimously approved by the Authority, the minutes of the September 19, 2024 Board of Directors Budget Work Session Meeting was approved as submitted.

REPORTS

AUTHORITY ENGINEER'S REPORT

1. Contract No. 2022-1: Generator Installations

- a. Request for Change Order #5: Eastern Environmental Contractors**
- b. Request for Final Payment Application #11: Eastern Environmental Contractors**

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 Change Order #5 in the amount of \$6,723.52 for work completed on Contract No. 2022-1: Generator Installations project and Final Payment Application #11 in the amount of \$67,383.96 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.

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

a. Request for Payment Application #6: GS Developers, Inc.

Mr. Fred Ciottoni reported that the project is moving along with 80% of the general construction completed and 60% of the overall project completed.

Based upon Mr. Ciottoni's recommendation, Mr. Van Houten made a motion to approve GS Developers, Inc., PO Box 1868, Doylestown, PA 18901 Payment Application #6 in the amount of \$138,741.31 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 #4: GS Developers, Inc.

Based upon Mr. Ciottoni's recommendation, Mr. Van Houten made a motion to approve GS Developers, Inc., PO Box 1868, Doylestown, PA 18901 Payment Application #4 in the amount of \$35,550.00 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.

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

a. Project Bid Schedule

Mr. Ciottoni reported that bid documents were prepared October 15, 2024 and that the bids will be opened on November 19. The conditional contract award is scheduled for the November 21 DTMA meeting. Documentation will go to PennVEST on December 5, and the PennVEST closing is scheduled for Monday, December 30. Construction is scheduled to start in early 2025.

b. Meeting with Stags Leap Circle Property Owners

Mr. Hass reported that he scheduled an informational public meeting to be held on November 13 at 7pm with the Stags Leap Circle property owners in the Community Meeting room, and he invited interested DTMA members to attend.

5. CSW Arbour Square IV Doylestown, L.P.

a. Project Closeout

Mr. Ciottoni reported that Arbour Square IV Doylestown, L.P. completed the requirements of the eighteen-month maintenance period of the water system and provided all necessary easements and closeout documents.

Based upon Mr. Ciottoni's recommendation, Mr. Van Houten made a motion to approve the CSW Arbour Square IV Doylestown, L.P., 1300 Virginia Drive, Suite 215, Fort Washington, PA 19034 professional services escrow release in the amount of \$1,000.00 as well as the remaining \$22,452.45 cash construction escrow. Mr. Stairiker seconded the motion and the motion was unanimously approved by the Authority.

AUTHORITY SOLICITOR'S REPORT

1. Articles of Incorporation Amendment of the Doylestown Township Municipal Authority

Mr. Magee reported the Articles of Incorporation Amendment for the Doylestown Township Municipal Authority were accepted and filed by the Secretary of State of the Commonwealth of Pennsylvania.

OPERATIONS REPORT

1. Lead and Cooper Compliance Reporting

In accordance with a requirement by the DEP and the EPA, Mr. Hass reported that service lines in the Township have been inventoried by the deadline. He added that letters would be mailed to any customers with unknown service line material.

EXECUTIVE DIRECTOR'S REPORT

1. 2025 Budget Update

Mr. Hass stated that he planned to have an updated version of the 2025 Budget ready in early November in time for review and approval at the November 2024 DTMA meeting.

2. PMAA Future Leaders Scholarship

Mr. Hass asked DTMA Solicitor, Mr. Richard Magee, to review his findings relative to a request to make a donation to the PMAA Future Leaders Scholarship. However, when Mr. Magee explained that the PMAA Future Leaders Scholarship Fund does not qualify as a 501-3C entity, action on the topic was subsequently tabled.

NEW BUSINESS

BILL'S LIST: October 2024

Mr. Green made a motion to approve the October 2024 Bills List for the General Fund Account in the amount of \$66,086.08; Developers Escrow Fund in the amount of \$474.50; Capital Improvement Fund in the amount of \$272,181.54; Prepaid Invoices in the amount of \$32,278.11; Prepaid ACH Credit Invoices in the amount of \$16,063.59 and Transfers to the Township in the amount of \$94,762.13. Mr. Stairiker seconded the motion and the motion was unanimously approved by the Authority.

TREASURER'S REPORT: October 17, 2024

Mr. Green made a motion approving acceptance of the October 17, 2024 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 November 21, 2024 at 3:30pm.

EXECUTIVE SESSION


The Municipal Authority adjourned to Executive Session at 3:56 pm for a personnel matter. The regular meeting of the DTMA was reconvened at 4:39 pm following its Executive Session.

ADJOURNMENT

With no further business to come before the Authority, the meeting was adjourned at 4:40 pm.

Respectfully submitted,

Keith Hass
Executive Director



11/21/2024

Date