

**DOYLESTOWN TOWNSHIP MUNICIPAL AUTHORITY**  
**Minutes of Meeting**  
**December 19, 2024**

A meeting of the Doylestown Township Municipal Authority was held at 3:30pm on Thursday, December 19, 2024 in the Township Building with the following members in attendance: Joseph Van Houten, Chairman (via Zoom); 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; Brent Eaton, Interim Executive Director; Richard D. Magee, Jr., Municipal Authority Solicitor and Alfred S. Ciottoni, Municipal Authority Engineer (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. Shaffer, seconded by Mr. Green and unanimously approved by the Authority, the minutes of the November 21, 2024 Board of Directors Regular Meeting was approved as submitted.

**REPORTS**

**AUTHORITY ENGINEER'S REPORT**

**Contract No. 2023-2 Electrical Construction: Cross Keys Water Facility Upgrade Request for Payment Application #6: GS Developers, Inc.**

Mr. Ciottoni reported that this overall project is largely complete. He added that the generator installation is moving along.

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 #6 in the amount of \$32,537.50 for work completed on Contract No. 2023-2: Electrical Construction: Cross Keys Water Facility Upgrade. Mr. Shaffer seconded the motion and the motion was unanimously approved by the Authority.

## **AUTHORITY SOLICITOR'S REPORT**

### **Reservation of Capacity Agreement for Arcadia at Doylestown 3, LLC for 280 North Broad Street development (T.M.P. 9-9-46)**

Mr. Magee reported on this pending development known as Arcadia at Doylestown 3 located at 280 North Broad Street involving 18 townhomes and 60 apartments. Mr. Magee requested Board approval and authorization to execute the Reservation of Capacity Agreement with Arcadia at Doylestown 3, LLC, Ten Penn Center, 1801 Market Street, Suite 630, Philadelphia, PA 19103 consisting of 78 EDUs.

Mr. Magee explained that the developer wished to reserve capacity under the existing 2024 tapping fee schedule. Mr. Hass stated that the developer's deposit as required by the Agreement was received by DTMA and that the monies will be held in a separate escrow account until the project moves forward.

Mr. Stairiker made a motion to authorize the execution of the Reservation of Capacity Agreement with Arcadia at Doylestown 3, LLC, Ten Penn Center, 1801 Market Street, Suite 630, Philadelphia, PA 19103 consisting of 78 EDUs for new townhomes and apartments. Mr. Shaffer seconded the motion and the motion was unanimously approved by the Authority.

## **OPERATIONS REPORT**

### **Drought Emergency**

Mr. Eaton provided an update on the drought emergency restriction that was established in mid-November and reported of a noticeable reduction in water consumption. He also stated that the situation continues to be closely monitored and that substantial soaking rains are needed to attain appropriate water levels. He agreed to report to the Board in January regarding the necessary data and water level readings that would support lifting the drought emergency.

## **EXECUTIVE DIRECTOR'S REPORT**

### **Contract No. 2024-01 and Contact No. 2024-01E Central Wells 5 and 7 Well House Upgrade**

Mr. Hass reviewed two proposals submitted to the DTMA relative to Central Wells 5 and 7 Well House Upgrade along with the wellhouse upgrade for the PFAS project. Following a review of both proposals, the unanimous vote of the members of the DTMA was to move forward with the proposal submitted by S.C. Engineers.

Mr. Van Houten made a motion to award the Construction Management and Inspection Services contract for the Central Wells 5 and 7 Well House Upgrade for PFAS project in the not-to-exceed amount of \$148,500 and expenses estimated at \$3,900 to S.C. Engineers, Inc. as listed in the proposal from S.C. Engineers. Mr. Stairiker seconded the motion and the motion was unanimously approved by the Authority.

At this time in the meeting, Mr. Van Houten stated that he wished to personally thank Mr. Hass for his leadership and guidance to the board and his professional team over the past eight years. Mr. Van Houten wished Mr. Hass the best in his upcoming endeavors.

Mr. Hass expressed his deepest appreciation to each DTMA Board member as well as to the DTMA Solicitor and Engineer and he officially thanked and welcomed Mr. Brent Eaton as the Interim Executive Director of the Doylestown Township Municipal Authority.

Mr. Eaton thanked the Board for the opportunity and expressed his enthusiasm to serve in this new role.

## **NEW BUSINESS**

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

Mr. Hass reported on a recent meeting held with Gilmore & Associates and stated that the meeting was productive.

Following a detailed discussion of Gilmore & Associates billing, the consensus of the Board was to send a letter to Gilmore & Associates explaining that approval of their most recent invoice will be forthcoming from the DTMA on condition that Gilmore & Associates provides an accounting and explanation of its billing to the satisfaction of the DTMA.

Mr. Shaffer then made a motion to approve the November 2024 Bills List for the General Fund Account in the amount of \$72,707.46; Developers Escrow Fund in the amount of \$1,224.34; Capital Improvement Fund in the amount of \$84,357.18; Prepaid Invoices in the amount of \$2,331.74; Prepaid ACH Credit Invoices in the amount of \$9,460.70 and Transfers to the Township in the amount of \$96,728.76. Mr. Oakes seconded the motion and the motion was unanimously approved by the Authority.

### **TREASURER'S REPORT: December 19, 2024**

Mr. Green made a motion to approve the December 19, 2024 Treasurer's Report as presented. Mr. Shaffer seconded the motion and the motion was unanimously approved by the Authority.

## **EXECUTIVE SESSION**

The Municipal Authority adjourned to Executive Session at 4:41pm for a personnel matter. The regular meeting of the DTMA was reconvened at 5:13pm following its Executive Session.

## **ANNOUNCEMENTS**

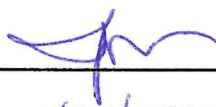
The next DTMA Board of Directors Meeting is scheduled for January 16, 2025 at 3:30pm.

## **ADJOURNMENT**

With no further business to come before the Authority, the meeting was adjourned at 5:13pm

Respectfully submitted,

Brent Eaton  
Interim Executive Director

  
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2/20/2025  
\_\_\_\_\_  
Date