

DOYLESTOWN TOWNSHIP MUNICIPAL AUTHORITY
Minutes of Meeting
January 16, 2025

A meeting of the Doylestown Township Municipal Authority was held at 3:30pm on Thursday, January 16, 2025 in the Township Building with the following members in attendance: Joseph Van Houten, Chairman; Kevin Green, Vice-Chairman; Daniel Stairiker, Secretary (via Zoom); and Robert Shaffer, Treasurer (via Zoom). Also present at the meeting was Brent Eaton, Executive Director; Richard D. Magee, Jr., Municipal Authority Solicitor and Alfred S. Ciottoni, Municipal Authority Engineer and Barbara Lyons, Doylestown Township Board of Supervisors Liaison.

WELCOME

Chairman Mr. Joseph Van Houten opened the meeting at 3:31 pm.

VISITORS/PUBLIC AND BOARD OF DIRECTORS' COMMENTS

No visitors were in attendance at the DTMA meeting.

ACTION ITEMS

REORGANIZATION OF OFFICERS, APPOINTMENTS, AND GUIDELINES FOR 2025

Organization of the 2025 DTMA Board and Professional Staff

Action: Consideration of a motion to elect a slate of officers for 2025

Officers for consideration:

At the request of Mr. Van Houten, the DTMA Solicitor, Mr. Richard Magee, became the temporary Chairman to facilitate the Board's reorganization and the election of officers.

Mr. Magee asked if any of the present Board members wished to run for a different office than the office that they respectively held in 2024. Hearing no response to the contrary, the following slate of officers for 2025 was introduced for consideration by the Board:

2025 Chairman – Joseph C. Van Houten
2025 Vice-Chairman – Kevin Green
2025 Secretary – Daniel Stairiker
2025 Treasurer – Robert Shaffer
2025 Assistant Secretary/Treasurer – Matthew Oakes

Upon a motion by Mr. Van Houten and seconded by Mr. Green, a motion was unanimously approved by the Authority to elect the slate of DTMA officers as presented above.

Action: Consideration of a motion approving the appointment of one Board Member as liaison to the Public Water & Sewer Advisory Board.

2024 Liaison – Joseph C. Van Houten

2025 Member – Joseph C. Van Houten

Liaison to the Public Water & Sewer Advisory Committee for 2025

Mr. Green made a motion to appoint Mr. Van Houten as the DTMA Board Member liaison to the Public Water & Sewer Advisory Committee for 2025. Mr. Shaffer seconded the motion and the motion was unanimously approved by the Authority.

Action: Consideration of a motion to appoint Professional Staff for 2025.

Chairman Mr. Van Houten conducted the meeting at this time.

Professional Staff for 2025

Positions for consideration:

Mr. Green made a motion to appoint the 2025 DTMA professional staff as provided below. Mr. Shaffer seconded the motion and the motion was unanimously approved as follows:

2025 Engineer – SC Engineers, Inc.

2025 Executive Director – Brent Eaton, Executive Director

2025 Recording Secretary – Donna C. Jacobini

2025 Solicitor – Richard D. Magee, Jr.

Proposed Guideline for Authority Funds for 2025

Mr. Green made a motion approving the use of any official federal or state depository in the United States of America including the Pennsylvania Local Government Investment Trust (PLGIT), Truist Bank, TD Bank, and Multi-Bank Securities, Inc. for depositing authority funds. The earning accounts include but are not limited to saving accounts, certificates of deposit, and expense accounts such as checking accounts for the transaction of Authority business as directed to Capital Improvement Fund, Debt Service Reserve Fund, Developers Escrow Fund, and General Fund for the transaction of Authority business and as needed for safe keeping and payment of expense invoices. Mr. Stairiker seconded the motion and the motion was unanimously approved by the Authority.

Proposed Board Guidelines for 2025

Mr. Green made a motion to utilize the following Board Guidelines for 2025:

The Chairman shall preside at all public and/or executive meetings, which in turn shall be in conformance with Roberts Rules of Order. In his absence, the Vice Chairman shall serve. In the absence of the Chairman and Vice Chairman, the most senior member of the quorum present, shall chair the meeting.

Any three of five Board Members present for the meeting shall constitute a quorum and three affirmative votes are required to approve all motions. Business of the Authority needing Board Approval shall be considered at a public meeting advertised to be held on the third Thursday of each month starting at 3:30 pm in the Doylestown Township Caucus Room.

Mr. Shaffer seconded the motion and the motion was unanimously approved by the Authority.

DTMA Right to Know Officer for 2025

Mr. Van Houten made a motion appointing Mrs. Margaret Traegeser as the DTMA Open Records Officer for 2025. Mr. Green seconded the motion and the motion was unanimously approved by the Authority.

MINUTES APPROVAL

Upon a motion by Mr. Van Houten, seconded by Mr. Green and unanimously approved by the Authority, the minutes of the December 19, 2024 public meeting was approved as presented.

REPORTS

AUTHORITY ENGINEER'S REPORT

Contract No. 2023-1 General Construction: Cross Keys Water Facility Upgrade Request for Payment Application #8: GS Developers, Inc.

Contract No. 2023-2 Electrical Construction: Cross Keys Water Facility Upgrade Request for Payment Application #7: GS Developers, Inc.

Mr. Ciottoni thanked the Board for his reappointment as the DTMA Engineer for 2025.

Mr. Ciottoni then referenced his letter of January 6, 2025 to the DTMA Board and stated that the project is substantially complete and should be ready for operation by the Authority staff by the next meeting of the DTMA.

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 #8 in the amount of \$22,800.00 for work completed on Contract No. 2023-1: General Construction: Cross Keys Water Facility Upgrade and also to approve the GS Developers, Inc., PO Box 1868, Doylestown, PA 18901 Payment Application #7 in the amount of \$68,289.80 for work completed on Contract No. 2023-2: Electrical Construction: Cross Keys Water Facility Upgrade. Mr. Green seconded the motion and the motion was unanimously approved by the Authority.

AUTHORITY SOLICITOR'S REPORT

No report was issued by the Authority Solicitor, Mr. Richard Magee. Mr. Magee thanked the Board for his appointment as the DTMA Solicitor for 2025.

OPERATIONS REPORT

Drought Emergency Updates

Mr. Eaton provided an update regarding the drought emergency restriction that was established in mid-November 2024. Mr. Eaton reported, per the chart and graph in the DTMA Information Packet, that DTMA contacted top 50 water users regarding reducing water usage and that a significant reduction in water consumption had been achieved. Mr. Van Houten requested that an average water level number be established as a benchmark in determining whether to discontinue the Drought Emergency restriction. Mrs. Lyons requested that the chart and graph be updated periodically.

EXECUTIVE DIRECTOR'S REPORT

PFAS Design of Treatment Facilities Update

Request for Payment: Gilmore & Associates, Inc. Invoice #PS-INV2411512

Gilmore & Associates provided the requested breakdown of their charges to date. Mr. Van Houten made a motion to approve the Gilmore & Associates, Inc., 65 E. Butler Avenue, Suite 100, New Britain, PA 18091 Invoice #PS-INV2411512 in the amount of \$29,235.15 for work completed on the PFAS Design of Treatment Facilities. Mr. Green seconded the motion and the motion was unanimously approved by the Authority.

DTMA 2024 Accomplishments (see memo in Information)

Mr. Eaton referenced his memo to the Board dated January 16, 2025. He also highlighted the following DTMA accomplishments:

- Upgrades were completed to both the Central and Neshaminy Major Booster Stations
- Upgrades were initiated to the Cross Keys Pumping Station

- The design and bidding for Wells C5 and C7 Treatment Upgrade Project were completed
- The DTMA closed on the Pennvest grant of \$4.415 million dollars for PFAS treatment upgrades for Wells C5 and C7

Mr. Van Houten thanked Mr. Eaton and his team for their tireless efforts on behalf of the Doylestown Township Municipal Authority in 2024. Mr. Eaton responded by expressing his appreciation for his team's commitment to working "in the trenches" together.

Board Member Training March 13th, 2025, Allentown, PA and April 3rd, 2025, Virtual

Mr. Eaton announced both upcoming in-person and virtual Municipal Authority Board Member Training and said that he planned to attend. He invited interested Board Members to let him or Debra Heaney know if they wished to attend as well.

At this time, Mr. Eaton reported that each member of the DTMA Board has a Doylestown Township email. He explained that beginning next month, Board members are being asked to use only their Doylestown Township email address as opposed to personal email addresses. He then suggested that the Board members bring any device which they use for DTMA business to the next Board meeting in order to have the necessary applications installed on their devices.

NEW BUSINESS

BILL'S LIST: January 2025

Mr. Van Houten made a motion to approve the January 2025 Bills List for the General Fund Account in the amount of \$56,507.66; Developers Escrow Fund in the amount of \$975.00; Capital Improvement Fund in the amount of \$111,926.79; Prepaid ACH Credit Invoices in the amount of \$11,685.60; Prepaid Invoices in the amount of \$0.00 and Transfers to the Township in the amount of \$100,233.42. Mr. Green seconded the motion and the motion was unanimously approved by the Authority.

TREASURER'S REPORT: January 16, 2025

Mr. Van Houten made a motion to approve the January 16, 2025 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 4:15 pm for a personnel matter.

The regular meeting of the DTMA was reconvened at 5:13 pm following its Executive Session.

ANNOUNCEMENTS

The next **DTMA Board of Directors Meeting** is scheduled for February 20, 2025 at 3:30pm.

2025 DTMA Board of Directors Meeting Schedule. All meetings begin at 3:30pm and are held in the Doylestown Township Building as follows:

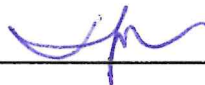
January 16	February 20	March 20	April 17
May 15	June 19	July 17	August 21
September 18	October 16	November 20	December 18

ADJOURNMENT

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

Respectfully submitted,

Brent Eaton
Executive Director



2/20/2025

Date