

DOYLESTOWN TOWNSHIP MUNICIPAL AUTHORITY
Minutes of Meeting
February 20, 2025

A meeting of the Doylestown Township Municipal Authority was held at 3:30pm on Thursday, February 20, 2025 in the Township Building with the following members in attendance: Joseph Van Houten, Chairman; Kevin Green, Vice-Chairman; Daniel Stairiker, Secretary; Robert Shaffer, Treasurer; and Matthew Oakes, Assistant Secretary/Treasurer. Also present at the meeting was Brent Eaton, 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.

Mr. Van Houten noted that Mr. Eaton has been doing a great job in his new role as the DTMA Executive Director.

ACTION ITEMS

MINUTES APPROVAL

Upon a motion by Mr. Stairiker, seconded by Mr. Oakes, the Board unanimously approved the minutes of the January 16, 2025 public meeting as presented.

REPORTS

AUTHORITY ENGINEER'S REPORT

Contract No. 2023-1 General Construction: Cross Keys Water Facility Upgrade Request for Payment Application #9 – Final Payment: GS Developers, Inc.

Contract No. 2023-2 Electrical Construction: Cross Keys Water Facility Upgrade Request for Payment Application #8 – Final Payment: GS Developers, Inc.

Mr. Ciottoni referenced his letter of February 14, 2025 to the DTMA Board recommending final payment of these two payment applications. Mr. Ciottoni stated that these final payments are conditioned upon the contractor's satisfactory completion (subject to DTMA staff approval) of the project's "close-out" requirements.

Based upon Mr. Ciottoni's recommendation Mr. Van Houten made a motion to approve the GS Developers, Inc. Payment Application #9 – Final Payment in the amount of \$46,730.93 for work completed on Contract No. 2023-1: General Construction: Cross Keys Water Facility Upgrade and to approve the GS Developers, Inc. Payment Application #8 – Final Payment in the amount of \$36,081.70 for work completed on Contract No. 2023-2: Electrical Construction: Cross Keys Water Facility Upgrade. Mr. Van Houten stated the approval is conditioned upon the satisfactory completion of final punch list items and other project "close-out" requirements as determined by the DTMA Executive Director Mr. Brent Eaton and the DTMA Engineer Mr. Fred Ciottoni. Mr. Stairiker seconded the motion and the motion was unanimously approved by the Authority.

Discussion of this topic was concluded by a statement made by Mr. Van Houten who announced the formation of a sub-committee to review any and all future invoices from Gilmore & Associates to be sure that the invoices aligned with the actual contract.

AUTHORITY SOLICITOR'S REPORT

No report.

OPERATIONS REPORT

Drought Emergency Updates

Mr. Eaton updated the Authority regarding the drought emergency restrictions that the Authority established in mid-November 2024. He reported that the situation is evolving and is, hopefully, trending in a positive direction. Mr. Eaton recommended that DTMA maintain the drought restrictions until water levels return to the April 2024 pre-drought levels.

EXECUTIVE DIRECTOR'S REPORT

PFAS Design of Treatment Facilities Update Request for Payment: Gilmore & Associates, Inc.

Mr. Eaton stated that a preconstruction meeting was held with contractors for the project on Wednesday, February 19. Mr. Ciottoni presented an approximate timeline for the project, noting that equipment delivery schedules could affect the timing of work completion.

Mr. Van Houten reported on a recent meeting held with Gilmore & Associates regarding outstanding billing and recently submitted change orders. He recommended a compromise to address outstanding billing; and concerning work and billing moving forward. He reported that Gilmore & Associates was agreeable to this proposal. This compromise proposal represented savings to DTMA in the approximate amount of \$32,000.00. Mr. Van Houten made a motion to approve the pending Change Order submitted by Gilmore & Associates in the amount of \$58,909.58 for work completed on phase 1 of the project. Mr. Van Houten stated the approval is conditioned upon Gilmore & Associates providing a statement of credit in favor of DTMA and complying with the DTMA letter dated February 18, 2025. Mr. Van Houten referenced in his motion a letter sent by Alexander Dyke of Gilmore & Associates dated February 19, 2025. Mr. Shaffer seconded the motion, and the motion was unanimously approved by the Authority. Mr. Van Houten thanked Mr. Eaton and Mr. Ciottoni for their work on this matter. Moving forward with Gilmore & Associates billing Mr. Van Houten asked Vice-Chairman Kevin Green and Secretary Daniel Stairiker to provide informal oversight and review of future billing in support of the Executive Director and Authority Engineer.

Central Wells 5 & 7 Well Rehabilitation Study Professional Services Agreement Request for Authorization to Execute the Endeavor Professional Services Agreement, LLC, Central Wells 5 & 7 Habilitation Study Professional Services Agreement

Mr. Eaton addressed the Board regarding a proposed study involving Central Wells 5 and 7. Endeavor Professional Services provided a proposal by letter dated November 22, 2024 to perform hydrogeological field services and consulting services. Mr. Eaton explained that the purpose of this work would be to establish the physical status of primary water bearing zones and identify causes of any diminished well yield. Mr. Eaton stated that this work would help safeguard the investment of DTMA's PFAS upgrade for these wells and assist DTMA in maintaining and managing these wells in the future. This work would be completed prior to the construction of the upgrades.

Mr. Green then made a motion to authorize the execution of the Endeavor Professional Services, LLC, Central Wells 5 & 7 Well Habilitation Study Professional Services Agreement. Mr. Shaffer seconded the motion, and the motion was unanimously approved by the Authority.

Thompson Performing Arts Series

Mr. Eaton referenced a letter from the Thompson Performing Arts Series dated February 13, 2025 requesting DTMA participation and support for the community and the performing arts series in its 30th anniversary with a contribution. At the request of the members of the DTMA, Mr. Eaton agreed to bring a recommended dollar amount for this contribution to the next DTMA meeting.

NEW BUSINESS

BILL'S LIST: February 2025

Mr. Van Houten made a motion to approve the February 2025 Bills List for the General Fund Account in the amount of \$56,130.93; Developers Escrow Fund in the amount of \$1,474.34; Capital Improvement Fund in the amount of \$19,626.83; Prepaid Invoices in the amount of \$73,438.30; Prepaid ACH Invoices in the amount of \$18,081.43 and Transfers to the Township in the amount of \$101,738.63. Mr. Shaffer seconded the motion, and the motion was unanimously approved by the Authority.

TREASURER'S REPORT: February 20, 2025

Mr. Oakes made a motion to approve the February 20, 2025 Treasurer's Report as presented. Mr. Green seconded the motion, and the motion was unanimously approved by the Authority.

ANNOUNCEMENTS

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


Before the meeting was adjourned, Mrs. Barbara Lyons suggested that, for future reference, when a DTMA related issue is to be placed on the Board of Supervisors meeting agenda, the Board of Supervisors Engineer should be notified in advance.

ADJOURNMENT

With no further business to come before the Authority, the meeting was adjourned at 4:36pm.

Respectfully submitted,

Brent Eaton
Executive Director



3/20/25

Date