

DOYLESTOWN TOWNSHIP MUNICIPAL AUTHORITY
Minutes of Meeting
March 20, 2025

A meeting of the Doylestown Township Municipal Authority was held at 3:30 p.m. on Thursday, March 20, 2025, at the Township Building with the following members in attendance: Joseph Van Houten, Chairman; Daniel Stairiker, Secretary; Robert Shaffer, Treasurer (via Zoom) and Matthew Oakes, Assistant Secretary/Treasurer. Also present at the meeting was Brent Eaton, Executive Director; Richard D. Magee, Jr., Authority Solicitor and Alfred S. Ciottoni, Authority Engineer.

WELCOME

DTMA Chairman Joseph Van Houten opened the meeting at 3:31p.m.

**VISITORS/PUBLIC AND BOARD OF DIRECTORS'
COMMENTS**

The Board did not receive any comments.

ACTION ITEMS

MINUTES APPROVAL

Upon a motion by Mr. Van Houten, seconded by Mr. Stairiker and unanimously approved by the Authority, the minutes of the February 20, 2025, public meeting were approved as presented.

REPORTS

AUTHORITY ENGINEER'S REPORT

Contract No. 2024-01 General/Mechanical Construction for Central Wells 5 & 7 Well House Upgrade
Request for Payment Application #1 – Worth and Company, Inc.

Mr. Ciottoni recommended payment to Worth and Company, Inc. for work completed on Central Wells 5 & 7 Well House Upgrade. Mr. Ciottoni expects the project to be completed within the next 12 months. Mr. Stairiker made a motion to approve the Worth and Company, Inc. 6263 Kellers Church Road, Pipersville, PA 18947 Payment Application in the amount of \$228,145.50 for work completed on Contract No. 2024-01: General/Mechanical Construction for Central Wells 5 & 7 Well House Upgrade. Mr.

Oakes seconded the motion, and the motion was unanimously approved by the Authority.

AUTHORITY SOLICITOR'S REPORT

No report was issued.

New Agenda Item – DTMA Interim Director Position

Mr. Van Houten made a motion to amend the Meeting Agenda to include a discussion regarding Brent Eaton's status as Interim Director. Mr. Oakes seconded the motion, and the motion was unanimously approved by the Authority.

Mr. Van Houten made a motion recommending that the DTMA Board end Mr. Eaton's probationary period as Interim Executive Director and appoint Mr. Eaton as Executive Director. Mr. Oakes seconded the motion, and the motion was unanimously approved by the Authority.

Mr. Eaton thanked the Board members for their support.

OPERATIONS REPORT

Drought Emergency Updates

Mr. Eaton stated that the guidelines for the Drought Emergency remain in effect. The Authority is working in concert with Doylestown Borough regarding drought emergency guidelines and restrictions. He informed the bulk water haulers that they were still not permitted to buy water from the Authority. He also reported the current water levels remained seven inches lower than pre-drought levels.

Mr. Eaton stated that the Doylestown Township Spring Newsletter would include the drought emergency restrictions.

EXECUTIVE DIRECTOR'S REPORT

Lawn Maintenance Contract Extension

Request for Authorization to Extend the 2024 Lawn Maintenance Contract for a Second Year to the 2025 Mowing Season to All Season Lawn and Landscaping, Inc.

Mr. Eaton reported that the DTMA staff remains pleased with the work of All Season Lawn and Landscaping, Inc. and he requested that the Board approve an extension of the contract as provided in the 2024 agreement.

Mr. Van Houten made a motion to authorize the extension of the 2024 Lawn Maintenance Contract for a second year with a contract price increase of 3.3% to

\$21,721.92 (2024 December Philadelphia Consumer Price Index) to All Season Lawn and Landscaping, Inc., PO Box 45, Warminster, PA 18974. The 2024 Lawn Maintenance Contract executed last year provides the option for two 1-year contract extensions if mutually agreed upon. Mr. Oakes seconded the motion, and the motion was unanimously approved by the Authority.

Central Wells 5 & 7 PFAS Treatment Facility Committee Meeting

Messrs. Ciottoni, Eaton, Green, and Stairiker met to discuss the engineering change orders for this project. Mr. Stairiker presented a few ideas to promote communication with Gilmore & Associates and to facilitate obtaining information and updates. He stated that the Committee's goal is to provide oversight assistance as needed in support of the Executive Director and Authority Engineer.

2024 DTMA Financial Audit

Mr. Eaton reported that the 2024 DTMA Financial Audit is underway, and he referenced the DTMA March 2025 Meeting packet for review by Board members.

Thompson Performing Arts Series

Mr. Eaton reported on his research regarding how the DTMA has supported the Thompson Performing Arts Series in the past. He noted that \$1,000 has been donated in the past by DTMA and recommended making the same donation this year. Mr. Van Houten requested that this item be placed on the April 2025 DTMA Meeting agenda.

NEW BUSINESS

BILL'S LIST: March 2025

Mr. Van Houten made a motion to approve the March 2025 Bills List for the General Fund Account in the amount of \$37,328.01; Developers Escrow Fund in the amount of \$4,410.08; Capital Improvement Fund in the amount of \$242,799.69; Prepaid ACH Credit Invoices in the amount of \$13,614.55; Prepaid Invoices in the amount of \$155,338.18 and Transfers to the Township in the amount of \$100,702.81. Mr. Shaffer seconded the motion, and the motion was unanimously approved by the Authority.

TREASURER'S REPORT: March 20, 2025

Mr. Van Houten made a motion to approve the March 20, 2025, 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 April 17, 2025, at 3:30pm.


Board Member Training presented by PMAA is offered on April 3, 2025, and will be Virtual.

ADJOURNMENT

With no further business to come before the Authority, the meeting was adjourned at 3:57pm.

Respectfully submitted,

Brent Eaton
Executive Director



3/17/2025

Date