

**DOYLESTOWN TOWNSHIP MUNICIPAL AUTHORITY**  
**Minutes of Meeting**  
**November 21, 2013**

A meeting of the Doylestown Township Municipal Authority was held at 4:00 p.m. on Thursday, November 21, 2013 in the Township Building with the following members in attendance: Ronald C. May, Chairman; C. Edward Hege, Vice-Chairman, Richard A. Bach, Secretary, Edward Harvey, Treasurer and Frank LaRosa, Assistant Secretary/Treasurer. Also present at the meeting was; Richard E. John, Executive Director; Richard D. Magee, Municipal Authority Solicitor; Alfred S. Ciottoni, Municipal Authority Engineer; Rick Collelo, Board of Supervisors Liaison to the Doylestown Township Municipal Authority; Kenneth Wallace, Finance Officer and Koun Adelman, Senior Bookkeeper.

Municipal Authority Chairman, Mr. Ronald May, invited a visitor, Mr. John Wiseman of Suburban Testing Labs, to address the Municipal Authority. Mr. Wiseman presented a brief review of environmental testing services offered by Suburban Testing Labs to the Municipal Authority members.

**ACTION ITEMS**

**MINUTES APPROVAL: October 17, 2013**

Mr. LaRosa made a motion to approve acceptance of the October 17, 2013 meeting minutes as presented. Mr. Hege seconded the motion and the motion was unanimously approved by the Authority.

**BILL'S LIST: November 21, 2013**

Mr. Bach made a recommendation for the installation of a defibrillator for each Municipal Authority vehicle. Mr. John agreed to take the suggestion to the Township's Safety Team.

Mr. Bach made a motion to approve the November 21, 2013 Bills List for the General Fund in the amount of \$83,536.05; the Developer's Escrow in the amount of \$-0-; the Debt Service Fund in the amount of \$-0-; the Repair and Replacement Fund in the amount of \$12,016.25; the Capital Improvement Fund in the amount of \$-0-; and the Prepaid Invoices in the amount of \$76,905.37. Mr. Hege seconded the motion and the motion was unanimously approved by the Authority.

**TREASURER'S REPORT: November 21, 2013**

Mr. Bach made a motion to approve acceptance of the November 21, 2013 Treasurer's Report as submitted. Mr. Hege seconded the motion and the motion was unanimously approved by the Authority.

**2014 PRELIMINARY BUDGET**

Mr. LaRosa made a motion to approve the 2014 Preliminary Budget as presented. Mr. Hege seconded the motion and the motion was unanimously approved by the Authority.

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### **CUSTODIAL CREDIT RISK AND FUND MANAGEMENT POLICY**

Mr. Bach made a motion to approve the Custodial Risk and Fund Management Policy as presented and to file in the DTMA Resolution 3 - 2013. Mr. LaRosa seconded the motion and the motion was unanimously approved by the Authority.

### **TURK ROAD PUMPING STATION – CONTRACT 2011 – RELEASE # 2**

Based upon the Municipal Authority Engineer's recommendation for a conditional approval, Mr. Bach made a motion for conditional approval of Release #2 as a final release to BSI Electric in the amount of \$12,470.00 subject to receipt of close-out documents as specified in the SC Engineers review letter dated November 15, 2013. Mr. Harvey seconded the motion which was unanimously approved by the Authority.

### **SHELBOURNE HEALTHCARE / FSP-DOYLESTOWN, LP ESCROW RELEASE #1**

Mr. Bach made a motion for approval of FSP-Doylestown, LP escrow release for the Shelbourne Healthcare Development Group, LLC's water utility in the amount of \$ 53,781.00 less \$ 8,067.15 to be held as Maintenance Security subject to Mr. John's revision of escrow totals if need be. Mr. LaRosa seconded the motion which was unanimously approved by the Authority.

### **INTERMUNICIPAL AGREEMENT – FIFTH AMENDMENT**

Mr. LaRosa made a motion for conditional approval of a fifth amendment to the tri-party Intermunicipal Agreement between Doylestown Borough, Doylestown Township and the Doylestown Township Municipal Authority allowing for the wheeling of water from the DTMA water system through the Doylestown Borough water system at a rate of one dollar and ten cents (\$1.10) per thousand gallons of DTMA water and for the DTMA's continued right to use the Borough's flow and pressure capabilities provided by the Borough's distribution, supply and storage facilities on condition the Borough withdraw their Notice of Termination dated September 17, 2013 and recommending Doylestown Township approve the Fifth Amendment to the Intermunicipal Agreement per the above stated conditions. Mr. Bach seconded the motion which was unanimously approved by the Authority.

### **BAILEY'S SQUARE WATER UTILITY PLAN**

Mr. LaRosa made a motion for conditional plan approval for the Bailey's Square Water Utility Plan dated October 21, 2013 and last revised August 26, 2013 and per SC Engineer's letter of recommendation dated October 25, 2013. Mr. Bach seconded the motion which was unanimously approved by the Authority .

### **BAILEY'S SQUARE PROFESSIONAL SERVICE AGREEMENT**

Upon an explanation provided by the Municipal Authority Solicitor, Mr. Richard Magee,

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Mr. LaRosa made a motion to approve the Bailey's Square LLC Professional Service Agreement in the amount of \$11,000.00 for administrative, legal and engineering services related to the water utility plan and its construction. Mr. Bach seconded the motion which was unanimously approved by the Authority.

#### **BAILEY'S SQUARE DEVELOPER'S LINE OF CREDIT AGREEMENT**

Mr. LaRosa made a motion to approve the Bailey's Square LLC security in the form of a Line of Credit Agreement in the amount of \$95,408.00 per the Municipal Authority Solicitor's approval and recommendation. Mr. Bach seconded the motion which was unanimously approved by the Authority.

#### **DOYLESTOWN GREENE WATER UTILITY PLAN**

Based upon a recommendation by the Municipal Authority Solicitor, action on this item was tabled.

#### **DOYLESTOWN GREENE PROFESSIONAL SERVICE AGREEMENT**

Based upon a recommendation by the Municipal Authority Solicitor, action on this item was tabled.

#### **DOYLESTOWN GREENE DEVELOPER & ESCROW AGREEMENT**

Based upon a recommendation by the Municipal Authority Solicitor, action on this item was tabled.

#### **OTHER ITEMS –**

##### **PROJECT STATUS:**

Borough of Doylestown Intermunicipal Agreement – Borough prepared a Fifth Amendment to the Intermunicipal Agreement allowing the Authority to wheel Authority water through the Borough's water system at a cost of \$1.10 per thousand gallons wheeled. Amendment maintains use by the Authority of the Borough's flow and pressures as provided by the Borough's distribution, supply and storage facilities.

Carriage Hill – Construction of housing units now at 230 units and the Authority has collected \$ 417,812 in tap in fees.

North Booster Station – Punch List completed and painting has commenced. Gathering proposals for drive way extension and landscaping.

Pavilion at Furlong – Board of Supervisors' denial of development plans under appeal however developer presented a new conceptual plan for

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five buildings to the Board of Supervisors on October 15, 2013. They were directed to follow procedures which requires them to take the new proposal to the Planning Commission, thus starting the whole development process again. Developer interested in Authority acceptance of water system.


Shelbourne Healthcare – Final plan approved by the Board of Supervisors. All agreements and escrows have been funded and construction is underway. The water utility site work is complete.


Silver Maple Farms/Executive Quarters – Water mains to the Executive Quarter offices have been installed and are operational. Residences not under construction as yet.

**ANNOUNCEMENTS:** The next meeting of the Doylestown Township Municipal Authority will be held on Thursday, December 19, 2013 starting at 4 pm.

**ADJOURNMENT:** There being no further business to come before the Authority, the meeting was adjourned at 4:35 pm.

Respectfully submitted,

  
Richard E. John  
Executive Director

  
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12/19/2013  
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Date