

**DOYLESTOWN TOWNSHIP MUNICIPAL AUTHORITY**  
**Minutes of Meeting**  
**January 15, 2015**

A meeting of the Doylestown Township Municipal Authority was held at 4:00 p.m. on Thursday, January 15, 2015 in the Township Building with the following members in attendance: Edward Harvey, Treasurer; Richard A. Bach, Secretary and Frank LaRosa, Assistant Secretary/Treasurer. Also present at the meeting was Alfred S. Ciottoni, Authority Engineer; Richard E. John, Executive Director; Richard D. Magee, Authority Solicitor and Rick Collelo, Board of Supervisors Liaison to the Doylestown Township Municipal Authority.

**ACTION ITEMS**

**Reorganization of Officers, Appointments and Guide Lines for 2015**

Upon a motion by Mr. Bach, seconded by Mr. LaRosa and unanimously approved by the Doylestown Township Municipal Authority, Ronald C. May was elected as Chairman of the Doylestown Township Municipal Authority for 2015.

Upon a motion by Mr. Bach, seconded by Mr. LaRosa and unanimously approved by the Doylestown Township Municipal Authority, C. Edward Hege was elected as Vice-Chairman of the Doylestown Township Municipal Authority for 2015.

Upon a motion by Mr. Bach, seconded by Mr. LaRosa and unanimously approved by the Doylestown Township Municipal Authority, Richard A. Bach was elected as Secretary of the Doylestown Township Municipal Authority for 2015.

Upon a motion by Mr. Bach, seconded by Mr. LaRosa and unanimously approved by the Doylestown Township Municipal Authority, Edward Harvey was elected as Treasurer of the Doylestown Township Municipal Authority for 2015.

Upon a motion by Mr. Bach, seconded by Mr. LaRosa and unanimously approved by the Doylestown Township Municipal Authority, Frank LaRosa was elected as Assistant Secretary/Treasurer of the Doylestown Township Municipal Authority for 2015.

Upon a motion by Mr. LaRosa, seconded by Mr. Bach and unanimously approved by the Doylestown Township Municipal Authority, Edward Harvey was appointed as the 2015 Board Liaison to the Public Water & Sewer Advisory Committee.

Mr. Bach made a motion to reappoint the incumbent 2014 Doylestown Township Municipal Authority professional staff for 2015 as follows:

Engineer:	Alfred S. Ciottoni
Executive Director:	Richard E. John
Recording Secretary:	Donna C. Jacobini
Solicitor:	Richard D. Magee

The motion was seconded by Mr. LaRosa and unanimously approved by the Doylestown Township Municipal Authority.

Mr. Bach made a motion to approve the use of any official federal or state depository in the United States of America and to include PLGIT, (the Pennsylvania Local Government Investment Trust), for depositing authority funds among banking accounts such as, but not limited to savings accounts and certificates of deposit, and expense accounts such as checking accounts for the transaction of authority business as directed to Capital Improvement Fund, Debt Service Fund, Escrow Fund, General Fund and the Repair and Replacement Fund, for the transaction of authority business and as needed for safe keeping. Mr. LaRosa seconded the motion which was then unanimously approved by the Doylestown Township Municipal Authority.

Mr. LaRosa made a motion to approve the utilization of the following Board Guide Lines for 2015:

- 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 senior most 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 4 pm in the Doylestown Township Building.

Mr. Bach seconded the motion which was then unanimously approved by the Doylestown Township Municipal Authority.

#### **MINUTES APPROVAL: December 18, 2014**

Upon a motion by Mr. LaRosa, seconded by Mr. Bach and unanimously approved by the Authority, the Minutes of the December 18, 2014 meeting were approved as submitted.

## **BILL'S LIST: January 15, 2015**

Mr. Bach made a motion to approve the January 15, 2015 Bills List as follows: General Fund in the amount of \$78,670.54; Developers Escrow Fund in the amount of \$-0-; the Debt Service Reserve Fund in the amount of \$-0-; Repair and Replacement Fund in the amount of \$11,920.73; Capital Improvement Fund in the amount of \$-0- and the Prepaid Invoices in the amount of \$113,812.77. Mr. LaRosa seconded the motion and the motion was unanimously approved by the Authority.

## **TREASURER'S REPORT: January 15, 2015**

Mr. LaRosa made a motion to approve the January 15, 2015 Treasurer's Report as submitted. Mr. Bach seconded the motion and the motion was unanimously approved by the Authority.

## **2015 ACCOUNTING ENGAGEMENT: LETTER OF EXECUTION**

Mr. Bach made a motion for approval to have the Board Chairman and the Executive Director execute the 2014 Engagement Letter for auditing services to be provided by agreement with Major & Mastro, LLC and the Authority in the base amount of \$6,750. Mr. LaRosa seconded the motion and the motion was unanimously approved by the Authority.

## **CENTRAL BOOSTER STATION - FINAL REQUEST FOR PAYMENT #4**

Mr. LaRosa made a motion for approval to pay Blooming Glen Contractors, Inc.'s Request for Final Payment #4 in the amount of \$6,046.46 for electrical upgrades on the Central Booster Station less any funds owed the Authority. Mr. Bach seconded the motion and the motion was unanimously approved by the Authority.

## **BOARDS AND COMMISSIONS MEETING - FEBRUARY 3, 2015**

All Township Boards and Commissions are requested to meet with the Board of Supervisors during their public meeting to be held at 5 pm on Tuesday, February 3, 2015 at the Township Building. Board members should be prepared to present their accomplishments for the year 2014 and to discuss anything of mutual interest for the future. The consensus of the Authority members was to have Mr. Dick Bach represent the Doylestown Township Municipal Authority at the upcoming Boards and Commissions Meeting scheduled for Tuesday, February 3, 2013 at 5 pm.

## **MASTER PLAN & SHOVEL READY PROJECTS**

Mr. John made an announcement to remind the Municipal Authority members about the approved Master Plan and its Shovel Ready Projects List created January, 2014 for the consideration of the Municipal Authority should the need arise in the future. Some interactive conversation followed Mr. John's announcement and it was noted completion of the upgrades to the Central Booster Station was of utmost importance if reduction in Borough wheeling costs was to be achieved.

### **OTHER ITEMS -**

#### **PROJECT STATUS:**

##### **2014/15 Projects -**

**Bailey's Square** - Commercial center completed and two units occupied Fall, 2014. The number of units and associated tap in fees is still unknown. A minimum water use is expected to be 1,260 gpd.

**Carriage Hill** - Continues to build with over 359 units sold. Expect another 104 units to be sold in 2015 out of a total 463 units. Tap in fees collected to date is \$718,421; 2015 fees anticipated is \$246,168.

**Casa Bella** - Final Plan approved by Township on December 2, 2014. Four lots were created and public water is to be installed. Anticipate construction to begin in 2015.

**Cross Keys Project** - Review of construction cost reimbursement (as of December 31, 2014) shows the following status:

105 EDU's took advantage of annual payment plan at \$5,852.67=\$614,530.35  
90 EDU's have paid in full for a reimbursement of \$526,740.30  
7 EDU's on schedule to be paid over next three years (\$40,968.69)  
8 EDU's delinquent (\$46,821.36) and Solicitor will pursue.

**Town's Edge** - Preliminary Plan was approved by the Township on July 15, 2014 with one existing home to be renovated; one barn to be converted to a townhome and five new townhomes to be constructed. The Authority approved the water utility plan with conditions, as stated in SCE letter of 12/1/14, at its December, 2014 meeting.

**Pavilion at Furlong (York & Rogers Roads) - No further action at this time.**

**Silver Maple Farms - (Lower State Road at 202 Parkway) - Developer has constructed and occupied the commercial building and is preparing for construction of the ten residential units. No work on residential units in 2014.**

**Stone Barn Manor - One existing home to be restored, the barn to be converted to a home and seven new single family homes. Site work started December, 2014. Precon meeting for water held 12/18/14. Water to be installed early 2015. The Authority conditionally approved the water utility plan based on SCE 12/1/14 recommendation letter.**

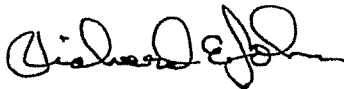
**INFORMATION and CONTACT FORM for 2015:** Mr. Harvey reiterated the need for each Authority member to fill in the Information and Contact forms and return them to the Executive Director with any corrections, changes or non-changes.

**STATEMENT OF FINANCIAL INTERESTS for 2014:** Mr. Harvey reiterated the need for each Authority member to fill out the Statement of Financial form and return it to the Executive Direction with any corrections, changes or non-changes.

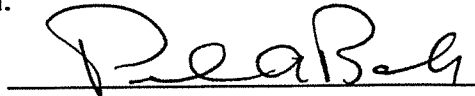
**ANNOUNCEMENTS:** The next meeting of the Doylestown Township Municipal Authority will be held on Thursday, February 19, 2015 starting at 4 pm.

**ADJOURNMENT:** There being no further business to come before the Authority, the Authority adjourned the meeting at 4:16 pm.

Respectfully submitted,



Richard E. John  
Executive Director



2/19/2015

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Date