

DOYLESTOWN TOWNSHIP MUNICIPAL AUTHORITY

Minutes of Meeting

September 15, 2016

A meeting of the Doylestown Township Municipal Authority was held at 4:00 p.m. on Thursday, September 15, 2016 in the Township Building with the following members in attendance: Richard A. Bach, Chairman; C. Edward Hege, Vice-Chairman; Edward Harvey, Treasurer and Joseph C. Van Houten, Assistant Secretary/Treasurer. Also present at the meeting was Richard E. John, Executive Director; Richard D. Magee, Jr., Municipal Authority Solicitor; Alfred S. Ciottoni, Municipal Authority Engineer and Rick Colello, Board of Supervisors Liaison to the Doylestown Township Municipal Authority.

ACTION ITEMS

EXECUTIVE SESSION REPORT: PERSONNEL MATTER

After opening the meeting, Mr. Bach, Chairman of the DTMA, announced that the Board was going into Executive Session regarding a personnel matter, specifically to discuss the position of Executive Director and to interview a candidate, Mr. Keith Haas for the position.

Following said Executive Session to interview a candidate for the replacement of the retiring DTMA Executive Director position, Mr. John stated that he considered Mr. Keith Haas to be worthy of said position. Mr. John recommended that the Board move forward with offering said position of Executive Director to Mr. Keith Haas pending various decrees of employment which have to be considered prior to making an official offer of hire.

Mr. Van Houten stated that, of all of the candidates considered for the position, Mr. Haas was the only one who met all of the necessary qualifications. Mr. Harvey agreed that Mr. Haas would do well in this position and Mr. Hege stated that he was impressed by the candidate.

Mr. Harvey made a motion recommending that the DTMA offer the position of Executive Director of the Doylestown Township Municipal Authority to Mr. Keith Haas conditioned upon satisfactory criminal record and background checks and favorable recommendations from references. Mr. Van Houten seconded the motion and the motion was unanimously approved by the Authority.

MINUTES APPROVAL: August 18, 2016

Action on this item was tabled to the October 2016 DTMA meeting.

BILL'S LIST: September 15, 2016

Mr. Harvey made a motion to approve the September 15, 2016 Bills List for the General Fund Account in the amount of \$20,483.94; Developers Escrow Fund in the amount of \$78.00; Debt Service Reserve Fund in the amount of \$-0-; Repair and Replacement Fund in the amount of \$3,895.95; Capital Improvement Fund in the amount of \$10,285.65; the Prepaid Invoices in the amount of \$15,012.02; the Prepaid ACH Credit Invoices in the amount of \$9,663.15 and Transfers to the Township in the amount of \$71,441.65. Mr. Hege seconded the motion and the motion was unanimously approved by the Authority.

TREASURER'S REPORT: September 15, 2016

Mr. Hege made a motion to approve acceptance of the September 15, 2016 Treasurer's Report as presented. Mr. Harvey seconded the motion and the motion was unanimously approved by the Authority.

DECLARATION OF OBSOLESENE – OPERATIONS TRUCK WITH PLOW AND APPROVAL TO SEND TO AUCTION

Mr. Hege made a motion for approval declaring a 2003 GMC 3500 Truck with snowplow and Vehicle # 1GTHK29U43E308083 obsolete and approved sending the vehicle to be auctioned by J.J. Kane Auctioneers on November 5, 2016. (This vehicle was replaced by a new purchase late 2015.) Mr. Van Houten seconded the motion and the motion was unanimously approved by the Authority.

SHELBOURNE HEALTHCARE – FINAL CLOSE OUT AND RETURN OF ESCROW

Mr. Van Houten made a motion approving acceptance of the Deed of Dedication, issuing a Final Certification of Completion and the release of the remaining escrowed Professional Services funds in the amount of \$1,900.85. Mr. Hege seconded the motion and the motion was unanimously approved by the Authority.

REQUEST FOR PAYMENT #6 - CENTRAL PUMP STATION AND METER PIT IMPROVEMENTS

Mr. Van Houten made a motion for approval to pay Eastern Environmental Contractors for work completed and approved to date on the Central Pump Station and Memorial Meter Pit in the amount of \$12,079.25 leaving a balance of \$9,540.00. Mr. Hege seconded the motion and the motion was unanimously approved by the Authority.

PRELIMINARY BUDGET - REVIEW AND COMMENT

Mr. Bach asked the members of the DTMA to review and come prepared to discuss the budget at their next meeting. Mr. John distributed copies of the water cost analysis and recommended no rate increase at this time. A lengthy discussion ensued regarding whether or not the Furlong project should be included in the 2017 budget. Mr. John stated that the DTMA is an entity that exists as a public service and is not built for financial returns. At the suggestion of the Board Chairman, Mr. Bach, the consensus of the members of the DTMA was to hold an informal meeting to further discuss issues related to the proposed preliminary budget.

OTHER BUSINESS: CAPITAL PROJECTS

FACILITY UPGRADES: ENGINEER REPORT

1. CENTRAL BOOSTER STATION/METER PIT STATUS

- Signal system for meter pit remains to be installed.

2. NORTHWEST WELL #1 (RIDINGS) - DESIGN & ENGINEERING

- Close to finalizing design and engineering.

3. SAW MILL ROAD WATER MAIN EXTENSION STATUS

- Design and engineering continues.

4. NEW BRITAIN BORO - MEYERS AVENUE WATER MAIN STATUS

- Easements will be needed in order to proceed with this project.

5. NEW BRITAIN BORO GATEWAY - KNOELL SITE STATUS

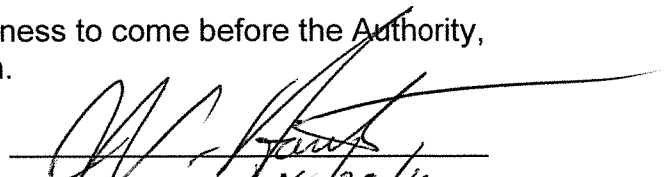
- Anticipate Boro will approve project prior to October Meeting.

ANNOUNCEMENTS: The next meeting of the Doylestown Township Municipal Authority will be held on Thursday, October 20, 2016 starting at 4 pm.

ADJOURNMENT: There being no further business to come before the Authority, the Authority adjourned the meeting at 6:03 pm.

Respectfully submitted,
Richard E. John
Executive Director




Date 10/20/16