

DOYLESTOWN TOWNSHIP MUNICIPAL AUTHORITY
Minutes of Meeting
October 20, 2016

A meeting of the Doylestown Township Municipal Authority was held at 4:00 p.m. on Thursday, October 20, 2016 in the Township Building with the following members in attendance: Richard A. Bach, Chairman; C. Edward Hege, Vice-Chairman; Edward Harvey, Treasurer; Frank LaRosa, Secretary 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; Rick Colello, Board of Supervisors Liaison to the Doylestown Township Municipal Authority; Kenneth Wallace, Finance Director and Koun Lim, Senior Accountant.

ACTION ITEMS

EXECUTIVE DIRECTOR HIRING STATUS

As Mr. Keith Hass has satisfied conditions of employment as stated in the Township's conditional Employment Letter dated September 29, 2016 and as stated in a revised conditional Employment Letter dated October 20, 2016, Mr. Van Houten made a motion directing Doylestown Township, on the Authority's behalf, hire Mr. Keith L. Hass to fill the position of Executive Director upon completion of training and the retirement of the current Executive Director, Richard John, no later than March 21, 2017. Mr. Harvey seconded the motion and the motion was unanimously approved by the Municipal Authority.

MINUTES APPROVAL: September 15, 2016

Mr. Van Houten made a motion to approve the minutes of the September 15, 2016 meeting minutes as submitted. Mr. Harvey seconded the motion and the motion was unanimously approved by the Authority.

BILL'S LIST: October 20, 2016

Mr. Hege made a motion to approve the October 20, 2016 Bills List for the General Fund Account in the amount of \$30,152.47; Developers Escrow Fund in the amount of \$117.00; Debt Service Reserve Fund in the amount of \$-0-; Repair and Replacement Fund in the amount of \$4,757.85; Capital Improvement Fund in the amount of \$274.32; the Prepaid Invoices in the amount of \$106,812.41; the Prepaid ACH Credit Invoices in the amount of \$9,892.48 and Transfers to the Township in the amount of \$71,373.06. Mr. Van Houten seconded the motion and the motion was unanimously approved by the Authority.

TREASURER'S REPORT: October 20, 2016

Mr. Hege made a motion to approve acceptance of the October 20, 2016 Treasurer's Report as presented. Mr. Van Houten seconded the motion and the motion was unanimously approved by the Authority.

WATER METER CONTRACT - COSTARS Contract #16-22

Mr. Harvey made a motion approving execution of a contract with Rio Supply, Inc., c/o Carl D. Scillia via the COSTARS Contract #16-22 for the supply, delivery and installation of 1,019 new radio read water meters in the amount of \$539,331.24 per the bid quote #1829 dated August 26, 2016. Mr. Hege seconded the motion and the motion was unanimously approved by the Authority.

PRELIMINARY BUDGET ADOPTION

Mr. Van Houten made a motion to adopt the 2017 DTMA Preliminary Budget as presented. Mr. Harvey seconded the motion and the motion was unanimously approved by the Authority.

WATER COST ANALYSIS - RATE INCREASE

Mr. John reviewed the Water Cost Analysis Report as presented to the DTMA with a recommendation that the DTMA actually charge its customers the rate that it is actually spending. He clarified the fact that the recommendation is for a rate change only and doesn't affect the base cost.

Mr. Van Houten made a motion to approve a water rate increase in the amount of \$0.62 cents per thousand gallons which sets the total new rate beginning the first quarter of 2017 at \$5.85 per thousand gallons of water used. Mr. Harvey seconded the motion and the motion was unanimously approved by the Authority.

PROFESSIONAL SERVICES AGREEMENT - COUNTY BUILDERS, Inc., a Pennsylvania Corporation and as relates to the development of the KNOELL Property in New Britain Borough

Mr. Van Houten made a motion approving the Executive Director executing a Professional Services Agreement with County Builders, Inc., a Pennsylvania Corporation for legal and engineering and administrative services related to development of the Knoell Property, located in New Britain Borough, Pennsylvania. Mr. Harvey seconded the motion and the motion was unanimously approved by the Authority.

OTHER ITEMS:

CHAIRMAN'S CORNER - ITEMS FOR DISCUSSION

Mr. Bach stated that the goal of this new "Chairman's Corner" initiative is to keep these items in front of the DTMA employees, professionals and board.

1. **BRAY/LONG TRACT**
Potential
2. **PEBBLERIDGE/WOODRIDGE DEVELOPMENT**
Potential
3. **SHRINE OF CZESTOCHOWA**

MEMO TO TOWNSHIP - CAPITAL PROJECT APPROVALS

Mr. Bach stated that in connection with proposals to the Board of Supervisors, the DTMA should be prepared to keep moving forward with the following items.

1. **SAW MILL ROAD WATER EXTENSION**
Township Approved - 9/20/16
2. **THE PAVILION AT FURLONG**
Township Approved - 9/20/16
3. **NEW BRITAIN BORO - GATEWAY WATER EXPANSION**
Township Approved - 9/20/16

FACILITY UPGRADES: ENGINEER'S REPORT

Mr. Ciottoni provided brief status reports on the following facility upgrades:

1. **CENTRAL BOOSTER STATION/METER PIT STATUS**
Waiting for testing and completion of the SCADA system.
2. **NORTHWEST WELL #1 - DESIGN & ENGINEERING STATUS**
Ridings Well Upgrade Design has been completed. Bid specs to be prepared.

3. SAW MILL ROAD WATER MAIN EXTENSION STATUS
Easements and/or easement adjustments will be needed in order to proceed with this project.

4. NEW BRITAIN BORO - MEYERS AVENUE WATER MAIN STATUS

Still working on route layout and cost.

5. NEW BRITAIN BORO GATEWAY - KNOELL SITE STATUS

Mr. John referenced his memo to the Authority dated October 14, 2016 requesting authorization for the following three resolutions to be created and attached as needed when application is made for a PA Small Water and Sewer Program grant related to the following projects:

- Saw Mill Road Water Main, Plumstead Township, Bucks County, PA
- Woodland Avenue Water Main, New Britain Borough, Bucks County, PA
- Furlong Area distribution system, Doylestown and Buckingham Townships, Bucks County, PA

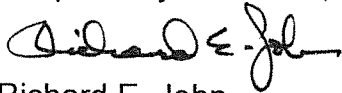
Upon a motion by Mr. Hege, seconded by Mr. Harvey, the Municipal Authority unanimously approved authorization of the above cited resolutions.

VISITORS: Doylestown Township residents, Jim and Sue Bingler approached the members of the DTMA with a request that the Authority make the Township residents a priority with regard to procuring water to area residents in Furlong. Mr. Ciottoni stated that options are being pursued for capacity to serve the whole area. Options 1 would have a source of supply emanating from the Pavilion's on-site new well and Option 2 for have a water source emanating from the Cherry Lane/East Road distribution system then to the Pavilion at Furlong Water Distribution project. It was asserted that the Board of Supervisors were in approval of Option 1 while recognizing that grants would be necessary to pursue either of the two options and that failure of Option 1 would require new approvals for Option 2. Mr. John explained that the DEP pays for distribution only and does not pay for the water source and that was the reason for creation of Option 1 and 2.

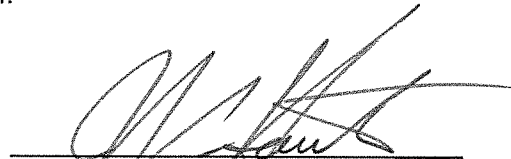
ANNOUNCEMENTS: Mr. Rick Colello expressed his appreciation for the Project Status report that was distributed at today's meeting. The next meeting of the Doylestown Township Municipal Authority will be held on Thursday, November 17, 2016 starting at 4 pm.

ADJOURNMENT: There being no further business to come before the Authority, the Authority adjourned the meeting at 5:12 pm.

Respectfully submitted,



Richard E. John
Executive Director



Date 11/17/16