

DOYLESTOWN TOWNSHIP MUNICIPAL AUTHORITY
Minutes of Meeting
January 19, 2017

A meeting of the Doylestown Township Municipal Authority was held at 4:00 p.m. on Thursday, January 19, 2017 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, Secretary. Also present at the meeting was Richard E. John, Executive Director; Keith Hass, new Executive Director; Richard D. Magee, Jr., Municipal Authority Solicitor and Alfred S. Ciottoni, Municipal Authority Engineer and Rick Collelo, Board of Supervisors Liaison to the Doylestown Township Municipal Authority

ACTION ITEMS

Reorganization of Officers, Appointments and Guide Lines for 2017

Upon a motion by Mr. Harvey, seconded by Mr. Hege and unanimously approved by the Doylestown Township Municipal Authority, Richard A. Bach was elected as Chairman of the Doylestown Township Municipal Authority for 2017.

Upon a motion by Mr. Van Houten, seconded by Mr. Harvey and unanimously approved by the Doylestown Township Municipal Authority, C. Edward Hege was elected as Vice-Chairman of the Doylestown Township Municipal Authority for 2017.

Upon a motion by Mr. Hege, seconded by Mr. Harvey and unanimously approved by the Doylestown Township Municipal Authority, Joseph C. Van Houten was elected as Secretary of the Doylestown Township Municipal Authority for 2017.

Upon a motion by Mr. Hege, seconded by Mr. Van Houten and unanimously approved by the Doylestown Township Municipal Authority, Edward Harvey was elected as Treasurer of the Doylestown Township Municipal Authority for 2017.

Upon a motion by Mr. Hege, seconded by Mr. Harvey and unanimously approved by the Doylestown Township Municipal Authority, Joseph C. Van Houten was appointed as the 2017 Board Liaison to the Public Water & Sewer Advisory Committee.

Upon a motion by Mr. Hege, seconded by Mr. VanHouten and unanimously approved by the Doylestown Township Municipal Authority, Mr. Alfred S. Ciottoni representing SC Engineers was appointed Authority Engineer for 2017.

Upon a motion by Mr. Hege, seconded by Mr. VanHouten and unanimously approved by the Doylestown Township Municipal Authority, Mr. John, retiring Executive Director, was appointed Interim Executive Director until March 21, 2017 when Mr. Keith Hass, also appointed Executive Director, would assume full responsibilities as Authority Executive Director for 2017.

Upon a motion by Mr. Hege, seconded by Mr. VanHouten and unanimously approved by the Doylestown Township Municipal Authority, Mrs. Donna Jacobini was appointed Recoding Secretary for 2017.

Upon a motion by Mr. Harvey, seconded by Mr. Hege and unanimously approved by the Doylestown Township Municipal Authority, Mr. Richard D. Magee was appointed Authority Solicitor for 2017.

Upon a motion by Mr. Hege, seconded by Mr. VanHouten and unanimously approved by the Doylestown Township Municipal Authority, 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 earning accounts such as but not limited to savings accounts, certificates of deposit, and expense accounts such as checking accounts for the transaction of authority business as directed to Capital Improvement Fund, Debt Service Reserve Fund, Developers Escrow Fund, General Fund, and Repair and Replacement Fund, for the transaction of authority business and as needed for safe keeping and payment of Authority expense invoices.

Mr. Van Houten made a motion to approve the utilization of the following Board Guide Lines for 2017:

- 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 (based on years of service) 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. Harvey seconded the motion which was then unanimously approved by the Doylestown Township Municipal Authority.

ACTION ITEMS

MINUTES APPROVAL: December 15, 2016

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

BILL'S LIST: January 19, 2017

Mr. Van Houten made a motion to approve the January 19, 2017 Bills List for the General Fund Account in the amount of \$ 29,329.72; Developers Escrow Fund in the amount of \$ 3,187.90; Repair and Replacement Fund in the amount of \$13,195.49; Capital Improvement Fund in the amount of \$24,737.72; the Prepaid Invoices in the amount of \$8,009.68; the Prepaid ACH Credit Invoices in the amount of \$11,665.59 and Transfers to the Township in the amount of \$ 83,924.53. Mr. Harvey seconded the motion and the motion was unanimously approved by the Authority.

TREASURER'S REPORT: January 19, 2017

Mr. VanHouten made a motion to approve acceptance of the January 19, 2017 Treasurer's Report as presented. Mr. Harvey seconded the motion and the motion was unanimously approved by the Authority.

2017 FINAL BUDGET APPROVAL

Mr. Van Houten made a motion to approve the 2017 Final Budget. Mr. Harvey seconded the motion and the motion was unanimously approved by the Authority.

DTMA RIGHT TO KNOW OFFICER

Mr. John explained that with his coming retirement the Authority was in need of an experienced Right To Know Officer and that upon consultation with the Township Manager, it was agreed the Authority could make use of the services of the existing Township Right To Know Officer, Mrs. Jacqueline Rowand and that any expenses related to DTMA would be reimbursed by the Authority to the Township.

Mr. Harvey then made a motion to request the Township allow its Open Records Officer, Mrs. Jacqueline Rowand, act as the Authority Open Records Officer as needed from time to time. Mr. Van Houten seconded the motion and the motion was unanimously approved by the Authority.

CHAIRMAN'S CORNER - ITEMS FOR DISCUSSION:

REMUNERATION OF PROFESSIONAL STAFF

Mr. Harvey made a motion to increase the remuneration of the DTMA's Recording Secretary to \$200.00 per set of minutes and to leave the remuneration of the Engineer and Solicitor as it currently stands. Mr. Van Houten seconded the motion and the motion was unanimously approved by the Authority.

NEW HIRE UPDATE

Mr. Hass stated that Mr. Sean Gore was hired to join the DTMA staff on January 17, 2017. He also reported that Mr. Gore will need to obtain his Operator's License as required for all new DTMA staff members.

MEMO AND LETTER ON STATUS OF 1,027 METER REPLACEMENT PROJECT

Mr. Hass referenced his memo to the DTMA dated January 9, 2017 which provided a summary and tentative schedule for the upcoming 2017 Water Meter Replacement Project and provided a brief update on its notification process.

Consensus of the Authority was to move forward with the project as soon as possible.

MEMO ON PERFLUORINATED COMPOUNDS (PFCS)

Mr. Hass referenced his memo of January 9, 2017 regarding the status of the impact of the PFCS contamination caused to date and provided a brief update on this topic. He stated test results indicate the contaminant is being found in most of the wells tested however he emphasized the majority of results were well within allowable limits.

LETTER TO STATE LEGISLATURE REGARDING PFCS

Mr. Hass referenced the letter to the State Legislature dated January 12, 2017 regarding PFCS contamination and provided a brief update on this topic.

DEP UPDATE ON PRIVATE WELL PFOS/PFOA SAMPLING

Mr. Hass referenced and reviewed the update on DEP private well testing program. He noted most of these test results were within limits.

North Penn Water Keeley Avenue Interconnect and Water Use -

At the request of the DTMA, Mr. Hass agreed to pursue the North Penn Water Authority regarding water supplementation and/or the possibility of purchasing some of the NPWA's capacity.

CAPITAL PROJECT UPDATES:

1. SAW MILL ROAD WATER MAIN EXTENSION

Mr. Ciottoni reported that this project is ready to go to bid with permitting and DEP grant determination request decision to be made in March or April.

2. RIDINGS WELL UPGRADE

Mr. Ciottoni said that the permitting applications were submitted to DEP two months ago and agreed to call to check on the status of said applications. He explained that once the permit is approved, the project can go to bid.

3. CENTRAL BOOSTER STATION/METER PIT

Mr. Ciottoni reported that start-up was completed on this project the week of December 29, 2016.

DEVELOPER PROJECT UPDATES

1. STONE BARN MANOR

All tapping fees for this project have been collected with the total tapping fees amounting to \$21,303. Mr. Magee agreed to update all future Development Agreements to include placing a lien and/or penalty clause for failure to pay appropriate tapping fees.

2. CARRIAGE HILL

2016 tapping fees collected amounted to \$85,212 with total tapping fees for this project collected to date equaling \$910,148 (400 homes) and anticipated tapping fees to be collected equaling \$149,121 (63 homes to be built).

3. HIDDEN MEADOWS

Tapping fees to be collected for this project will equal \$37,872 and will include a request for payments over a specified period of time with a specified dollar amount per payment.

4. SILVER MAPLE AND EXECUTIVE QUARTERS

Residential tapping fees to be collected for this project will equal \$23,670 with commercial tapping fees yet to be determined.

5. THE PAVILION AT FURLONG

Mr. Hass reported on his meeting of January 6 with the developer of this project and stated that the developer did inquire about the availability of public water for this site.

OTHER BUSINESS:

PA STATEMENT OF FINANCIAL INTEREST

DTMA Board members were asked to complete the Statement of Financial Interest form and return it to the DTMA Executive Director or Doylestown Township Manager.

PMAA 2017 BOARD MEMBER TRAINING

The PMAA Board Member Training is scheduled for Wednesday, March 1 in Allentown, PA. Mr. Harvey said that he may attend the training. Mr. Hass stated that he plans to attend the training.

PA AWWA ANNUAL CONFERENCE

The PA AWWA Annual Conference is scheduled for April 26 and 27 in Hershey, PA. Mr. Hass stated that he plans to attend this conference.

2017 DTMA MEETING DATES

DTMA meeting dates are as follows: 1/19, 2/16, 3/16, 4/20, 5/18, 6/15, 7/20, 8/17, 9/28, 10/19, 11/16 and 12/21. Specific note was made regarding the fact that the September meeting will be held on the fourth Thursday of the month versus the typical third Thursday of the month.


MYERS DRIVE WATER MAIN EXTENSION (Green Tree Realty)

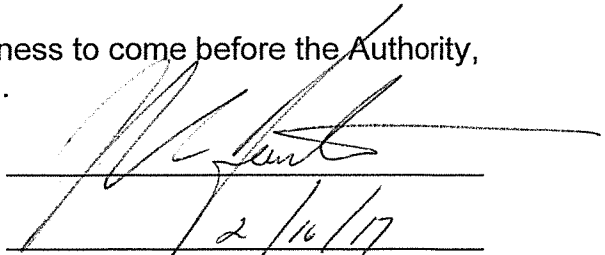
Mr. Hass and Mr. Ciottoni will work on an overall cost estimate and proposal to provide water service to this project for discussion at the next DTMA meeting.

ANNOUNCEMENTS: The next meeting of the Doylestown Township Municipal Authority will be held on Thursday, February 16, 2017 starting at 4 pm and will be a reorganization meeting.

ADJOURNMENT: There being no further business to come before the Authority, the Authority adjourned the meeting at 5:34 pm.

Respectfully submitted,


Richard E. John
Executive Director



2/16/17
Date