

**DOYLESTOWN TOWNSHIP MUNICIPAL AUTHORITY**  
**Minutes of Meeting**  
**February 21, 2019**

A meeting of the Doylestown Township Municipal Authority was held at 3:30 p.m. on Thursday, February 21, 2019 in the Township Building with the following members in attendance: Richard Bach, Chairman; C. Edward Hege, Vice-Chairman; Joseph C. Van Houten, Secretary and Kevin Green, Treasurer. Also present at the meeting was Keith Hass, Executive Director; Alfred S. Ciottoni, Municipal Authority Engineer; Richard Magee, Municipal Authority Solicitor; Rick Colello, Board of Supervisors Liaison to the Doylestown Township Municipal Authority and Kenneth Wallace, Finance Director.

**ACTION ITEMS**

**MINUTES APPROVAL: January 2019**

Upon a motion by Mr. Van Houten, seconded by Mr. Hege, and unanimously approved by the Authority, the minutes of the January 24, 2019 DTMA meeting was approved as submitted:

**BILL'S LIST: February 2019**

Mr. Van Houten made a motion to approve the February 2019 Bills List for the General Fund Account in the amount of \$16,375.08; Developers Escrow Fund in the amount of \$459.00; Prepaid Invoices in the amount of \$36,659.21; Prepaid ACH Credit Invoices in the amount of \$11,042.74 and Transfers to the Township in the amount of \$86,970.33. Mr. Hege seconded the motion which was then unanimously approved by the Authority.

**TREASURER'S REPORT: February 21, 2019**

Messrs. Kenneth Wallace and Keith Hass reported on a meeting they recently had with a senior representative of BB&T Bank. Mr. Hass stated that they were seeking guidance regarding the DTMA's BB&T bank accounts. Following a review of the meeting highlights, Mr. Wallace recommended an investment in higher interest return rate, FDIC insured, no fee CCD's.

Based upon Mr. Wallace's recommendation, Mr. Van Houten made a motion to allow Messrs. Wallace and Hass to move funds from the current BB&T savings accounts into a better-performing CD portfolio program. Mr. Hege seconded the motion which was unanimously approved by the Authority.

Mr. Van Houten then made a motion to approve acceptance of the February 21, 2019 Treasurer's Report as presented. Mr. Green seconded the motion and the motion was unanimously approved by the Authority.

**AUTHORIZATION TO EXECUTE DEVELOPMENT AGREEMENT WITH ASHLEY PROPERTY MANAGEMENT, NEW BRITAIN BOROUGH (KNOELL PROPERTY)**

Mr. Keith Hass and Mr. Richard Magee reported on an agreement that had been reached with Ashley Property Management and Mr. Magee recommended the execution of said agreement with signed documents already submitted by the developer.

Mr. Van Houten made a motion to authorize the execution of the Development Agreement with Ashley Property Management, LP, 76 Griffith Miles Circle, PO Box 2579, Warminster, PA 18974. Financial security in the form of a Key Bank Letter of Credit No. 326313 in the amount of \$280,140 has been provided. Mr. Green seconded the motion which was unanimously approved by the Authority.

**AUTHORIZATION TO RELEASE CONSTRUCTION ESCROW LETTER OF CREDIT AND ACCEPT DEED OF DEDICATION FOR HIDDEN MEADOWS DEVELOPMENT WATER SYSTEM (NEW BRITAIN BOROUGH)**

Mr. Magee reported that the Deed of Dedication for this project had been completed and submitted some time ago and that the allocation of funds represented the final step for this project.

Mr. Van Houten made a motion to authorize the reduction of the Lafayette Ambassador Bank Letter of Credit No. S080412 from \$23,654 to \$0 with an additional motion to accept the Deed of Dedication for Hidden Meadows Development Water System in New Britain Borough. Mr. Green seconded the motion which was unanimously approved by the Authority.

**NEW BUSINESS**

**Plumstead Township Bulk Water Agreement**

Mr. Hass provided an update to the members of the DTMA regarding the Plumstead Township Bulk Water Agreement. Mr. Richard Magee recused himself from the discussion due to his role as Solicitor for the Plumstead Township Zoning Hearing Board.

The Board concluded discussion of this item with a motion by Mr. Van Houten to ask Township Solicitor Mr. Jeffrey Garton serve as the DTMA Acting Solicitor regarding this matter. Mr. Hege seconded the motion and the motion was unanimously approved by the Authority. Members of the DTMA then directed

that Messrs. Hass and Garton to send a letter to the Plumstead Township Manager.

## **WATER MAIN EXTENSION and SERVICE UPDATES**

Mr. Hass referenced a separate sheet provided in the meeting packet designed to review current DTMA capital projects and plans with the following projects receiving specific discussion:

- **Metro Storage, Route 611**
- **The Tabor Village**
- **Bray Long Tract (Lower State Road and Bristol Road)**

## **UNFINISHED BUSINESS**

None

## **EXECUTIVE SESSION**

The Board adjourned to Executive Session at 4:45pm to discuss a personnel matter.

The Board reconvened the public meeting at 5:01pm whereupon following discussion Mr. Van Houten made a motion to increase Mr. Keith Hass' current salary by 5% annually effective with the next pay period. Mr. Van Houten commended Mr. Hass' on his outstanding job performance as Executive Director. Mr. Green seconded the motion and the motion was unanimously approved by the Authority.

## **ANNOUNCEMENTS**

EPA PFAS Action Plan Released February 14, 2019

Warrington Twp. Public Water System Offer Informational Meeting March 12, 2019

The next DTMA Board Meeting is scheduled for March 21, 2019 at 3:30pm

There being no further business to come before the Authority, the meeting was adjourned at 5:03 pm.

Respectfully submitted,

  
Keith Hass  
Executive Director

  
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Authority Secretary

4-18-19  
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Date Approved by Authority