

**DOYLESTOWN TOWNSHIP MUNICIPAL AUTHORITY**  
**Minutes of Meeting**  
**September 17, 2020**

A meeting of the Doylestown Township Municipal Authority was held at 3:30 p.m. on Thursday, September 17, 2020 in the Township Building with the following members in attendance: Richard Bach, Chairman; Joseph Van Houten, Vice-Chairman; Kevin Green, Secretary; Rod Stone, Treasurer and Daniel Stairiker, Assistant Secretary/ Treasurer. Also present at the meeting was Keith Hass, Executive Director; Richard D. Magee, Jr., Municipal Authority Solicitor; Alfred S. Ciottoni, Municipal Authority Engineer; and Barbara Lyons, Board of Supervisors Liaison to the Doylestown Township Municipal Authority.

## **ACTION ITEMS**

### **MINUTES APPROVAL: August 13, 2020**

Upon a motion by Mr. Van Houten, seconded by Mr. Green and unanimously approved by the Authority, the minutes of the August 13, 2020 DTMA meeting was approved as submitted.

### **BILL'S LIST: September 2020**

Mr. Van Houten made a motion to approve the August 2020 Bills List for the General Fund Account in the amount of \$66,352.44; Developers Escrow Fund in the amount of \$202.50; Capital Improvement Fund in the amount of \$2,441.97; Prepaid Invoices in the amount of \$30,545.53; Prepaid ACH Credit Invoices in the amount of \$8,718.60 and transfers to the Township in the amount of \$90,095.62. Mr. Green seconded the motion which was then unanimously approved by the Authority.

### **TREASURER'S REPORT: September 17, 2020**

Mr. Van Houten made a motion approving acceptance of the September 17, 2020 Treasurer's Report as presented. Mr. Stairiker seconded the motion and the motion was unanimously approved by the Authority.

### **DTMA RECORDS DESTRUCTION**

The Municipal Authority Solicitor, Mr. Richard Magee, recommended approval of the Records Destruction proposal to destroy various paper DTMA records including past billing records. Mr. Hass affirmed that this action is in compliance with the Pennsylvania Historical and Museum Commission Municipal Records Manual approved 12.16.2008 and amended 03.28.2019. Based upon the recommendation of Mr. Magee, Mr. Van Houten made a motion for approval of

the memo from Ms. Kuon Lim listing various Doylestown Township Municipal Authority files slated for destruction. Mr. Stairiker seconded the motion which was then unanimously approved by the Authority.

### **AUTHORIZATION TO TRANSFER FUNDS FROM THE GENERAL FUND TO THE CAPITAL IMPROVEMENT FUND**

Based upon a recommendation from Mr. Hass, DTMA Chairman Mr. Bach, proposed transferring funds from the DTMA General Fund to the Capital Improvement Fund. Mr. Green made a motion to transfer \$600,000 in Authority funds from the General Fund account to the Capital Improvement Fund account. Mr. Van Houten seconded the motion which was then unanimously approved by the Authority.

### **NEW BUSINESS**

#### **H2O Water Supply Grant Award – DTMA and Delaware Valley University Water System Interconnection**

Mr. Hass provided an update to the Authority pertaining to the grant award for the proposed interconnection with the Delaware Valley University. He explained this project will be a partnership with Delaware Valley University and New Britain Borough. He stated that a kick-off meeting has been scheduled for next week, and that all parties involved are looking forward to starting the project. While no official action is needed at this time, Mr. Hass was directed to continue to pursue this project.

Mr. Bach expressed appreciation to Mr. Hass, Ms. Lim, and Mr. Wallace for their work on this grant application and referenced the grant award letter from Michele Moore of the PA Department of Community & Economic Development dated August 17, 2020 awarding the Doylestown Township Municipal Authority a grant in the amount of \$400,000.00.

#### **PA Small Water & Sewer Program Grant Award – DTMA South Water Tank Rehabilitation Project**

Mr. Hass referenced the grant award letter from Michele Moore of the PA Department of Community & Economic Development dated August 18, 2020 awarding the Doylestown Township Municipal Authority a grant in the amount of \$157,065.00. He stated that the paperwork is being prepared to execute the grant. Mr. Hass indicated the tank painting project has already been publicly bid and will kick-off in a few weeks.

## **ENGINEER REPORT**

### **Central Water System Water Main Extension Update (Pebble Ridge/ Woodridge Area)**

Mr. Ciottoni provided a status report on this project and referenced the Notice to Proceed issued on September 9, 2020 to PACT Construction, Inc. A sample project notification letter to be mailed to the Township residents was also referenced.

## **SOLICITOR REPORT**

### **Furlong Area Water System Update**

Mr. Magee reviewed a letter sent to the Buckingham Township Manager dated September 2, 2020. Mr. Magee maintained that now that the contract has been officially closed, it's time to close this project per the Memo of Understanding and finalize payment from Buckingham Township.

## **EXECUTIVE DIRECTOR REPORT**

### **Cherry Lane and East Road Area Public Water Survey Letter**

Mr. Hass reviewed this new topic since the Township will be paving this area in a few years. He referenced his draft letter and survey of area residents. Following discussion about a possible construction incentive to the residents, the consensus of the Board was to first authorize that a letter be sent to gage public water interest.

### **August 4 Storm Damage Insurance Claim**

Mr. Hass reported that the recent tornado caused significant damage in the amount of \$10,000 to \$15,000 to the Authority's infrastructure necessitating the need for an insurance claim to be processed.

### **DTMA Fire Hydrant Flushing Program**

Mr. Hass explained that since the DTMA Fire Hydrant Flushing Program was skipped last spring due to the COVID Pandemic, it is being performed now.

### **DTMA Backflow/Cross Connection Prevention Program Update**

Mr. Hass explained that following a postponement of the implementation of the contracted DTMA Backflow/Cross Connection Prevention Program, letters have begun to be sent to the Township's commercial property owners notifying them of their required compliance with backflow/cross connection regulations. DTMA's Consultant, Pennsylvania Water Specialties Company, has received positive feedback to date from commercial property owners.

## ANNOUNCEMENTS

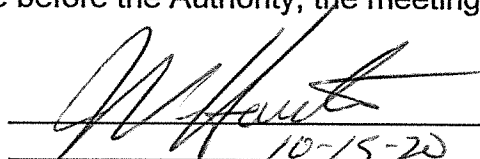
The next DTMA Board Meeting is scheduled for October 15, 2020 at 3:30 pm.

The Virtual PMAA Board Member Training is scheduled for September 30, 2020. Messrs. Bach and Stairiker plan to attend the training.

## ADJOURNMENT

There being no further business to come before the Authority, the meeting was adjourned at 4:33 pm.

Respectfully submitted,  
Keith Hass *Keith H*  
Executive Director

  
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10-15-20  
Date