

DOYLESTOWN TOWNSHIP MUNICIPAL AUTHORITY

Minutes of Meeting

January 16, 2012

A meeting of the Doylestown Township Municipal Authority was held at 4:00 p.m. on Thursday, January 16, 2012 in the Township Building with the following members in attendance: Ronald C. May, Chairman; Ed Harvey, Treasurer; Richard A. Bach, Secretary and Frank LaRosa, Assistant Treasurer/Secretary. Also present at the meeting was Alfred S. Ciottoni, Municipal Authority Engineer; Richard E. John, Executive Director; Richard D. Magee, Municipal Authority Solicitor and Rick Collelo, Board of Supervisors Liaison to the Doylestown Township Municipal Authority.

ACTION ITEMS

Reorganization of Officers, Appointments and Guide Lines for 2012

Upon a motion by Mr. Bach, seconded by Mr. LaRosa and unanimously approved by the Doylestown Township Municipal Authority, Ronald C. May was elected as Chairman of the Doylestown Township Municipal Authority for 2012.

Upon a motion by Mr. Bach, seconded by Mr. LaRosa and unanimously approved by the Doylestown Township Municipal Authority, C. Edward Hege was elected as Vice-Chairman of the Doylestown Township Municipal Authority for 2012.

Upon a motion by Mr. Bach, seconded by Mr. LaRosa and unanimously approved by the Doylestown Township Municipal Authority, Richard A. Bach was elected as Secretary of the Doylestown Township Municipal Authority for 2012.

Upon a motion by Mr. Bach, seconded by Mr. LaRosa and unanimously approved by the Doylestown Township Municipal Authority, Edward Harvey was elected as Treasurer of the Doylestown Township Municipal Authority for 2012.

Upon a motion by Mr. Bach, seconded by Mr. LaRosa and unanimously approved by the Doylestown Township Municipal Authority, Frank LaRosa was elected as Assistant Secretary/Treasurer of the Doylestown Township Municipal Authority for 2012.

Upon a motion by Mr. Bach, seconded by Mr. LaRosa and unanimously approved by the Doylestown Township Municipal Authority, Edward Harvey was appointed as the 2012 Authority Liaison to the Public Water & Sewer Advisory Committee.

Mr. Bach made a motion to reappoint the incumbent 2011 Doylestown Township Municipal Authority professional staff for 2012 as follows:

Engineer:	Alfred S. Ciottoni of SC Engineers
Executive Director:	Richard E. John
Recording Secretary:	Donna C. Jacobini
Solicitor:	Richard D. Magee of Elliot, Magee & Shafer

The motion was seconded by Mr. LaRosa and unanimously approved by the Doylestown Township Municipal Authority.

Mr. LaRosa made a motion by to approve the 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 savings accounts such as but not limited to savings accounts and certificates of deposit, and expense accounts such as checking accounts for the transaction of authority business as directed to General Fund, Repair and Replacement Fund, Capital Improvement Fund, Debt Service Fund and Escrow Fund for the transaction of authority business and as needed for safe keeping. Mr. Harvey seconded the motion which was then unanimously approved by the Doylestown Township Municipal Authority.

Mr. LaRosa made a motion to approve the utilization of the following Board Guide Lines for 2012:

- 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 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.

MINUTES APPROVAL: December 15, 2011

Mr. LaRosa made a motion to approve the December 15, 2011 DTMA Minutes as submitted. Mr. Harvey seconded the motion and the motion was unanimously approved by the Authority.

BILL'S LIST: January, 2012

Mr. Bach made a motion to approve the January, 2012 Bills List for the General Fund Account in the amount of \$91,795.85; the Debt Service Fund in the amount of \$83,990.24; the Repair and Replacement Fund in the amount of \$6,828.66; Capital Improvement Fund in the amount of \$26,129.42 and the Prepaid Invoices in the amount of \$7,748.93. Mr. LaRosa seconded the motion and the motion was unanimously approved by the Authority.

TREASURER'S REPORT: January, 2012

Mr. LaRosa made a motion to approve acceptance of the January 18, 2012 Treasurer's Report as submitted. Mr. Harvey seconded the motion and the motion was unanimously approved by the Authority.

LAWN MAINTENANCE: 2012 Bid Extension

Mr. John reviewed background information relative to the fact that the lawn maintenance bid for 2011 allowed for the successful bidder, Biase Landscaping, LLC, to request a bid extension by mutual agreement with no increase for the 2012 lawn maintenance season. Mr. John stated the contractor completed the lawn maintenance program in a good workman-like fashion with no incidents in 2011 and that it was his recommendation the Authority approve the extension for 2012 in the amount of fourteen thousand, fifty six dollars and no cents (\$14,056). Mr. LaRosa made a motion to approve the extension of the Biase Landscaping contract of the 2011 Lawn Maintenance contract with no increase for the 2012 year. Mr. Bach seconded the motion and the motion was unanimously approved by the Authority.

BOARDS AND COMMISSIONS MEETING – FEBRUARY 7, 2012

All Township Boards and Commissions are requested to meet with the Board of Supervisors during their public meeting to be held at 7 pm on Tuesday, February 7, 2012 at the Township Building. During said meeting, board members should

be prepared to present their accomplishments for 2011 and to discuss anything of mutual interest for the future. Consensus of the Authority members was to have Mr. Dick Bach represent the Doylestown Township Municipal Authority at this upcoming Boards and Commissions Meeting scheduled for Tuesday, February 7, 2012 at 7 pm.

OTHER ITEMS -

PROJECT STATUS:

2011 Projects -

CROSS KEYS PROJECT – The Staff sent out a cost reimbursement letter to commercial property owners within the Cross Keys Water Service District and, to date, over \$200,000 in payments have been received.

EDISON TO POOLS CORNER WATER MAIN EXTENSION PROJECT – CBSD approved the building lease and, upon DTMA approval, the project bidding may begin. Mr. Ciottoni reported that the project is scheduled to go to bid soon.

CARRIAGE HILL (Swamp Road, Plumstead Township) – Offsite Water Main connection is completed and pressure tested from the New Britain Shopping Center connection to a point of connection with the onsite meter pit as is from the North Booster Station. Mr. John reported that the meter pit has been installed and is now operational and the developer paid tap in fees for 17 units.

SILVER MAPLE FARM/EXECUTIVE QUARTERS (Lower Sate Road at 202 Parkways) – Water Utility is under design and former warehouse units have been demolished. The developer is preparing for site work.

PAVILION AT FURLONG (York & Rogers Roads) – No further action at this time.

PLUMSTEAD SUBDIVISION – Bailey's Square located at the intersection of Swamp & Ferry Roads has requested and received a letter of intent for the DTMA to provide water service to serve the commercial shopping center. Connection is scheduled to take place in a few months.

INFORMATION and CONTACT FORM for 2012

Authority members were asked to please fill in and return Information and Contact Form for 2012 to the Executive Director with any corrections, changes or non changes.

STATEMENT OF FINANCIAL INTERESTS FOR 2012

Authority members were asked to please fill out the Statement of Financial form and return it to Mr. John or to the Township Manager.

NEW BRITAIN BOROUGH

Mr. John referenced a map of New Britain Borough which he distributed regarding their request for public water throughout the borough. After some discussion, Messrs. Ciottoni and John were charged to closely review the options for subsequent follow-up and discussion at a future meeting of the Doylestown Township Municipal Authority.

ANNOUNCEMENTS: The next meeting of the Doylestown Township Municipal Authority will be held on Thursday, February 16, 2012 starting at 4 pm.

ADJOURNMENT: There being no further business to come before the Authority, the meeting was adjourned at 4:35 pm.

Respectfully submitted,



Richard E. John
Executive Director



2/15/2012

Date