

DOYLESTOWN TOWNSHIP MUNICIPAL AUTHORITY
Minutes of Meeting
January 21, 2016

A meeting of the Doylestown Township Municipal Authority was held at 4:00 p.m. on Thursday, January 21, 2016 in the Township Building with the following members in attendance: Ronald C. May, Chairman; Richard A. Bach, Secretary and Frank LaRosa, Assistant Secretary/Treasurer. Also present at the meeting was Richard E. John, Executive Director; Richard D. Magee, Authority Solicitor; Alfred S. Ciottoni, 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 2016

Upon a motion by Mr. LaRosa, seconded by Mr. May and unanimously approved by the Doylestown Township Municipal Authority, Richard A. Bach was elected as Chairman of the Doylestown Township Municipal Authority for 2016.

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 2016.

Upon a motion by Mr. Bach, seconded by Mr. May and unanimously approved by the Doylestown Township Municipal Authority, Frank LaRosa was elected as Secretary of the Doylestown Township Municipal Authority for 2016.

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 2016.

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 2016 Board Liaison to the Public Water & Sewer Advisory Committee.

Mr. Bach made a motion to reappoint the incumbent 2015 Doylestown Township Municipal Authority professional staff for 2016 as follows:

Engineer:	Alfred S. Ciottoni
Executive Director:	Richard E. John
Recording Secretary:	Donna C. Jacobini
Solicitor:	Richard D. Magee

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

Mr. Bach made a motion 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. LaRosa 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 2016:

- 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. May seconded the motion which was then unanimously approved by the Doylestown Township Municipal Authority.

MINUTES APPROVAL: December 17, 2015

Upon a motion by Mr. Bach, seconded by Mr. LaRosa, and unanimously approved by the Authority, the Minutes of the December 17, 2015 meeting were approved as submitted.

BILL'S LIST: January 21, 2016

Mr. LaRosa made a motion to approve the January 21, 2016 Bills List for the General Fund Account in the amount of \$38,557.63; Developers Escrow Fund in the amount of \$2,826.25; Repair and Replacement Fund in the amount of \$40,518.18; Capital Improvement Fund in the amount of \$16,388.32; the Prepaid

Invoices in the amount of \$6,371.65; the Prepaid ACH Credit Invoices in the amount of \$12,195.49 and Transfers to the Township in the amount of \$72,992.18. Mr. Bach seconded the motion and the motion was unanimously approved by the Authority.

TREASURER'S REPORT: January 21, 2016

Mr. Bach made a motion to approve acceptance of the January 21, 2016 Treasurer's Report as presented. Mr. LaRosa seconded the motion and the motion was unanimously approved by the Authority.

ACCOUNTING ENGAGEMENT LETTER EXECUTION

Mr. LaRosa made a motion for approval to have the Board Chairman and the Executive Director execute the Engagement Letter for the 2015 Auditing Services as provided by agreement with Major & Mastro, LLC and the Authority in the amount of \$6,800.00. Mr. Bach seconded the motion and the motion was unanimously approved by the Authority.

CASA BELLA – DEVELOPER & ESCROW AGREEMENTS

Following updates from the Authority Solicitor and Executive Director allowing this project to move forward in a timely fashion, Mr. LaRosa made a motion for approval to execute the Developer, Escrow and Professional Services Agreements between the Authority and Casa Bella Development, LLC. Mr. Bach seconded the motion and the motion was unanimously approved by the Authority.

HIDDEN MEADOWS DEVELOPMENT, LLC – REQUEST FOR ESCROW RELEASE # 1

Following an update from the Municipal Authority's Engineer and a review of his letter dated January 7, 2016, Mr. LaRosa made a motion for approval to release Escrow Release # 1 in the amount of \$ 52,862.00 to Hidden Meadows Development, LLC for water utility work completed to date leaving an escrow balance of \$ 35,754. The release is conditioned upon the Authority having been reimbursed by Hidden Meadows Development, LLC for all expenses incurred to date related to legal and engineering expenses. Mr. Bach seconded the motion and the motion was unanimously approved by the Authority.

BOARDS AND COMMISSIONS MEETING – FEBRUARY 2, 2016

All Township Boards and Commissions are requested to meet with the Board of Supervisors during their public meeting to be held at 5 pm on Tuesday, February

2, 2016 in the Township Building. Board members should be prepared to present their accomplishments for the year 2015 and to discuss anything of mutual interest for the future.

The consensus of the Authority was to have Mr. Richard A. Bach make the presentation of items of interest between the Authority and Township.

MASTER PLAN & SHOVEL READY PROJECTS

Mr. John stated that no action was required at this time on this topic but noted the approved Capital Projects list which was updated in January, 2014. He explained that since there are many projects for consideration and several more have popped up in 2015, it is his intention to have the Engineer update the Master Plan for the Authority's review and approval at a later date to approve projects as the need arises. In the meantime, the Operations Staff is presently working with the Authority Engineer to prioritize a list of operational projects for 2016 while Mr. John continues to update the project list on the DTMA's monthly working agenda.

OTHER BUSINESS:

FACILITY UPGRADES RELATED TO OPERATIONAL NEEDS:

CENTRAL BOOSTER STATION PUMP REPLACEMENT –

Contract begun in March with an end date early August, 2015. As of October, 2015 both pumps have been installed and are operational. Approximately eight items remain to be completed on the base contract with Eastern Environmental Contractors and we're still waiting word on when the EEC will be completing the Change Order # 1 which involves placement of two valves in the Memorial Drive meter pit.

CENTRAL BOOSTER STATION CHANGE ORDER # 1 –

Under the approved Change Order, Eastern Environmental Contractors is to install two altitude valves at the Teversall/Memorial Drive meter pit in order to control flows and pressures of water moving back and forth between the Boro and the DTMA systems. Once completed, this will help minimize wheeling cost. To date, we've heard nothing from EEC as to when the Change Order # 1 work will be completed.

FURLONG WATER SUPPLY –

The DTMA Engineer has sought contact with the Pavilion engineer (Van Cleef) seeking updated info on the existing well, thought to be

eventually placed in use for the now proposed Pavilion development. Developer has apparently not completed any assessment of the existing wells pending plan approval. At this time, it appears access will not be attained until such time as the developer has a preliminary plan approval. As such, the DTMA Engineer in consultation with Del Val Consultant's will continue looking at other sites thought to be good sources within the Furlong area of Doylestown Township.

NOTE: At the Board of Supervisors meeting of November 17, 2015 the Board consensus approved the applicant moving forward with engineering based on the most current sketch plan and recent discussions related to building sizes, impervious surfaces, parking stall sizes, location of the B & H Trail, additional buffer plantings and dedicating the well site to the Authority. Additionally, a stipulated agreement with the Township needs to be settled.

NOTE: On the other side of this project, we received an e-mail letter from DEP requesting how DTMA could reduce costs of the proposed Furlong water system. The Executive Director did respond back to DEP letting them know our status at this time.

NORTH WEST WELL # 1 –

The Operations staff and Authority Engineer have been looking at system needs in terms of daily domestic, fire flow and flushing needs. Based on domestic demand in the summer time and flushing demand in spring and fall, it is felt the NWW # 1 well needs to be maximized as it is the Authority's best producing well. Staff is looking at what would need to be done to get this well station to pump at a 675 gpm rate in order to meet most of the known demands. An upgrade of this size would handle most of the normal daily demands throughout the year, however, high volume use such as fire flows and flushing would still necessitate pulling water from our surface water suppliers. An upgrade of this size will be problematic, permit wise, and structurally.

NOTE: Because of the complexity and cost of upgrading this much larger supply well and other operational concerns needing attention, the Executive Director would like to create a plan of action which would identify operational needs and the means to address them, before requesting the Board approve this upgrade.

PROJECT STATUS –

Autoland North – Project moving forward with demolition of former lumber yard. D&E agreements signed September 25, 2015.

Construction financial security to be held in escrow was posted in cash in the amount of \$ 99,009.00 with escrow to be held at National Penn Bank. Professional services still need to be funded in the amount of \$15,400. Pisani Builders will be constructing the water utility.

Bailey's Square – Commercial center completed and units are being occupied. Project is in the 18th month maintenance period which is anticipated to expire in May, 2016.

Bray/Long Tract – Proposed 41 house development on the corner of Bristol and Lower State Roads. Public water to be provided through a looping of DTMA mains located at two points: 1 – Lower State and 2 – Woodridge Roads via Buck, Old New Lower State Roads thence along Bristol. Authority may have to participate in cost to get water to the site.

Carriage Hill – Continues to build with over 367 units sold. Expect another 96 units to be sold in 2016 out of a total 463 units. Tap in fees collected to date - \$ 727,889. Remaining fees anticipated - \$227,232.

Casa Bella Subdivision – Final Plan Approved by Township December 2, 2014. Four lots were created and public water to be installed. Construction of site work began early winter. The developer agreed in principal to install 500 feet of 8 inch water main along the development's Sandy Ridge Road frontage. While finalizing the D&E agreement the Authority Engineer recommended the main be upgraded to a 12 inch water main. Subsequently, the developer agreed to the change so long as the magnitude of their cost did not change. To that extent, the developer stated he would install approximately 310 feet of 12" main along Sandy Ridge Road and the Authority agreed with the reduction in footage in order to maintain the magnitude of cost. The Authority Solicitor will make the necessary changes to the Developer and Escrow agreements.

Cross Keys Project – Review of construction cost reimbursement (as of December 23, 2015) shows the following status:

- 105 EDU's took advantage of annual payment plan at \$5,852.67 = \$614,530.35
- 90 EDU's have paid in full for a reimbursement of \$552,534.54.
- 7 EDU's on schedule to be paid over next three years (\$30,972.32)

- 3 EDU's delinquent (\$31,023.49)

NOTE: The Solicitor is working on delinquent accounts.

Doylestown Greene – Water system complete and in maintenance period which began in July, 2015 and expires January 2, 2017.

Hidden Meadows – Development within New Britain Borough approved for 16 lot twin home development. DTMA to provide water source and services. Anticipated to begin construction in 2015. Developer, Escrow and Professional Services agreements approved by DTMA at August, 2015 meeting. Precon meeting was held November 23, 2015. Construction to start in December, 2015. As of January 7, 2016 the water distribution system is complete with the exception of water main pressure testing and water services needing to be installed.

New Britain Boro Gateway Corridor – We saw this potential expansion area back in the summer of 2015. The area essentially is along the Del Val University frontage along Business Route 202 starting at New Britain Road and running westward to a point of intersection with Shady Retreat Road. The positive here is that it will develop with high density meaning a lot of customers in a small area; the negative is that it will require installing water main along a state roadway at a higher than normal cost.

651 North Shady Retreat Road – Four Lot Subdivision is proposed residential subdivision in the general area bounded by Victorian Gardens, Brinker Fuels and Doylestown Commons just off Limekiln Road.

Pavilion at Furlong (York & Rogers Roads) – Developer received a direction from the Board of Supervisors at their November, 2015 meeting to finesse the development plan deficiencies and to finalize a stipulated agreement with the Board's solicitor by February, 2016. The DTMA Engineer has been speaking with hydro engineers at Del Val Consultant's regards use of the existing well and/or another well site. Staff will continue to monitor this plan as it moves through the approval process. No further Authority action needed at this time.

Silver Maple Farm (Lower State Road at 202 Parkway) – Developer has constructed and occupied the commercial building. In 2015, construction of the ten proposed residential units was completed which leaves two commercial pad sites remaining to be constructed.

Stone Barn Manor – One existing home to be restored, the barn to be converted to a home and seven new single family homes constructed. Site work started December 2014. Precon meeting for water held 12/18/14. Water to be installed early 2015. The Authority conditionally approved the water utility plan based on SCE 12/1/14 recommendation letter. D&E and Professional agreements were approved in November 2014. Water utility installed in Spring, 2015. Developer requested full release of construction escrow at November 19, 2015 meeting and will execute the Deed of Dedication documents which will start the 18 month maintenance clock.

NOTE: Solicitor is still awaiting dedication documents.

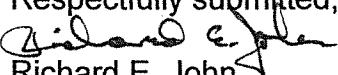
Town's Edge – Preliminary Plan was approved by the Township July 15, 2014 with one existing home to be renovated; one barn to be converted to a townhome and five new townhomes to be constructed. The Authority approved with conditions (SCE letter of 12/1/14) the water utility plan at its December, 2014 meeting. Developer has not executed the D & E agreements nor has any work on the water utility commenced.

NOTE: Solicitor working on agreements.

STATEMENT OF FINANCIAL INTERESTS for 2015: The Authority members were asked to fill out the Statement of Financial Interest form and return it to the Executive Direction or directly to the Township Manager.

ANNOUNCEMENTS: The next meeting of the Doylestown Township Municipal Authority will be held on Thursday, February 18, 2016 starting at 4 pm.

ADJOURNMENT: There being no further business to come before the Authority, the Authority adjourned the meeting at 4:18 pm.

Respectfully submitted,

Richard E. John
Executive Director

Board Member 

Date: February 18, 2016