

**DOYLESTOWN TOWNSHIP MUNICIPAL AUTHORITY**  
**Minutes of Meeting**  
**February 16, 2017**

A meeting of the Doylestown Township Municipal Authority was held at 4:00 p.m. on Thursday, February 16, 2017 in the Township Building with the following members in attendance: Richard A. Bach, 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; Alfred S. Ciottoni, Municipal Authority Engineer and Rick Collelo, Board of Supervisors Liaison to the Doylestown Township Municipal Authority.

## **ACTION ITEMS**

### **MINUTES APPROVAL: January 19, 2017**

Mr. Van Houten made a motion to approve the minutes of the January 19, 2017 meeting minutes as submitted. Mr. Harvey seconded the motion and the motion was unanimously approved by the Authority.

### **BILL'S LIST: February 16, 2017**

Mr. Van Houten made a motion to approve the February 16, 2017 Bills List for the General Fund Account in the amount of \$11,625.21; Repair and Replacement Fund in the amount of \$9,347.59; Capital Improvement Fund in the amount of \$11,072.73; the Prepaid Invoices in the amount of \$32,626.63; the Prepaid ACH Credit Invoices in the amount of \$12,633.82 and Transfers to the Township in the amount of \$82,268.48. Mr. Harvey seconded the motion and the motion was unanimously approved by the Authority.

### **TREASURER'S REPORT: February 16, 2017**

Mr. Harvey made a motion to approve acceptance of the February 16, 2017 Treasurer's Report as presented. Mr. Van Houten seconded the motion and the motion was unanimously approved by the Authority.

### **ESCROW RELEASE #1: JIM PERUTO LIMITED PARTNERSHIP, A PENNSYLVANIA LIMITED PARTNERSHIP, JAMES A. PERUTO, LLC, GENERAL PARTNER**

Mr. Ciottoni stated that the water system for this project is now completed with just a few outstanding items to be addressed. Mr. Van Houten made a motion to reduce the escrow for this project by \$83,871 per SC Engineers, Inc.'s letter of

recommendation dated February 3, 2017 leaving an escrow balance of \$30,538. Mr. Harvey seconded the motion and the motion was unanimously approved by the Authority.

#### **FINAL PAYMENT APPLICATION NO. 6: CONTRACT NO. 2014-1B: CENTRAL PUMPING STATION MECHANICAL IMPROVEMENTS**

Mr. Ciottoni referenced his letter to the Authority dated February 3, 2017 recommending final release for this contract subject to the submission of as-built drawings and completion of minor punch list items. Mr. Harvey made a motion for final payment in the amount of \$15,015.75 to Eastern Environmental Contractors of Green Lane, PA contingent upon completing contract close-out documents and punch list. Mr. Van Houten seconded the motion and the motion was unanimously approved by the Authority.

#### **TRI-PARTY AGREEMENT FOR WATER SERVICE TO NEW BRITAIN BOROUGH**

Messrs. John and Hass reported on their meeting with representatives of New Britain Borough requesting the provision of water service to New Britain Borough by the DTMA. Mr. Magee requested Authority board directive for the extension of service to another municipality with exclusive rights to provide water service to that district. He also reported that he would prepare a Tri-Party Agreement for water service to New Britain Borough for next month's meeting; said Agreement to represent a first step toward moving forward with the extension of water lines. The consensus of the Authority was to authorize Mr. Magee to move forward with the preparation of said Tri-Party Agreement.

#### **MAJOR & MASTRO, LLC ENGAGEMENT LETTER**

Mr. John stated that the Authority's appointed auditors (approved three year appointment 12/17/15) for 2016, Majors and Mastro, LLC., submitted an engagement letter needing to be executed by the Executive Director and a Board member in order that the auditors could move forward with the 2016 audit. Consensus of the Authority was to execute the engagement letter and return same to Majors & Mastor, LLC.

#### **CHAIRMAN'S CORNER - ITEMS FOR DISCUSSION**

##### **CAPITAL PROJECT UPDATES:**

## **SAW MILL ROAD WATER MAIN EXTENSION**

Mr. Ciottoni reported that the grant determination for this project is due in March. He also reported that the applicable PennDOT Permit was received on January 26, 2017 and that the stream crossing permit is still pending.

## **RIDINGS WELL UPGRADE**

Mr. Ciottoni reported that the DEP permitting application for this project was submitted in December 2016. It was noted DEP has 180 days to make a decision.

## **2017 WATER METER REPLACEMENT PROJECT**

Mr. Hass referred to the Authority meeting packet and referenced the initial customer contact letter to residents alerting them that action will be needed on their part regarding the 2017 Water Meter Replacement Project. He also reported an anticipated response rate of 60-70% with the second and third letters forthcoming in the second quarter.

## **NEW BRITAIN BOROUGH MYERS AVENUE AND SERVICE AREA PROJECT**

Mr. Ciottoni reported that the Myers Avenue cost determination is approximately \$15,000 per customer with upcoming discussion points pending the executed Tri-Party Agreement as follows:

- Engineering and Design of Phase I
- Capital Cost Recovery Method – Special Purpose Tapping Fee
- Maximum Duration Payback Period – 20 years

## **DEVELOPER PROJECT UPDATES**

### **CARRIAGE HILL – PLUMSTEAD TOWNSHIP**

Mr. John reported that the anticipated 2017 tapping fees to be collected from this project are \$59,175 (25 homes).

### **SILVER MAPLE AND EXECUTIVE QUARTERS**

2017 residential tapping fees collected for this project equal \$23,670 with commercial units yet to be calculated and collected.

## THE PAVILION AT FURLONG

Mr. Hass reported that he met with the developer for this project to report on the water distribution system capacity analysis in consideration of the well system or main extension being considered. A tentative meeting has been scheduled for next week.

## DOYLESTOWN HOSPITAL EXPANSION AND MEDICAL OFFICE BUILDING

Mr. Ciottoni referenced the first review of the letter in the packet for this project and stated that a minor problem remains to be addressed relative to expenses.

## METRO STORAGE

Mr. Hass reported that a preliminary discussion of this project is being entertained; Mr. Ciottoni reported that he is in conversation with their engineer.

## OTHER BUSINESS

### PMAA 2017 BOARD MEMBER TRAINING

Mr. Hass reminded the members of the DTMA about the PMAA 2017 Board Member Training to be held in Allentown, PA on Wednesday, March 1, 2017. He stated his intention to attend the training and invited interested board members to attend as well. Mr. Harvey stated that he would let Mr. Hass know about his intentions by the end of business the following day.

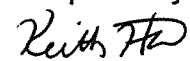
### PA AWWA ANNUAL CONFERENCE

Mr. Hass invited any interested DTMA board members to attend the PA AWWA Annual Conference on April 26 and 27 in Hershey, PA.

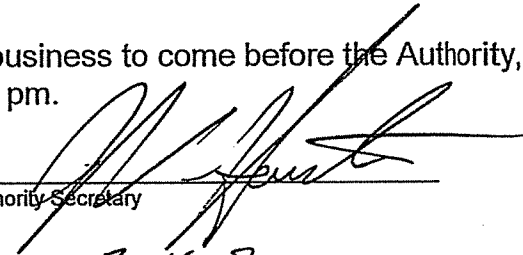
**ANNOUNCEMENTS:** The next meeting of the Doylestown Township Municipal Authority will be held on Thursday, March 16, 2017 starting at 4 pm.

**ADJOURNMENT:** There being no further business to come before the Authority, the Authority adjourned the meeting at 4:54 pm.

Respectfully submitted,



Keith Hass  
Executive Director

  
\_\_\_\_\_  
Authority Secretary

3-16-17  
\_\_\_\_\_  
Date