

DOYLESTOWN TOWNSHIP MUNICIPAL AUTHORITY
Minutes of Meeting
June 18, 2020

A meeting of the Doylestown Township Municipal Authority was held at 3:30 p.m. on Thursday, June 18, 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 and Kenneth Wallace, Financial Director.

INTRODUCTION OF NEW STAFF MEMBER

Andrew Moffett, a new DTMA staff hire, was introduced at the meeting by Mr. Keith Hass. Mr. Hass reviewed Mr. Moffett's credentials and Mr. Moffett expressed his appreciation to the Board for this new opportunity as well as his eagerness to apply his past experience and expertise while learning new applications related to his new position.

NEW BUSINESS

2019 DTMA Financial Audit Review

Mr. Kenneth Wallace, DTMA Financial Director, presented an overview of the 2019 DTMA Financial Audit for the members of the Board. DTMA Board Chairman, Richard Bach, thanked Mr. Wallace and Koun Lim, Senior Accountant, for their work on this financial audit review.

ACTION ITEMS

MINUTES APPROVAL: May 21, 2020

Upon a motion by Mr. Green, seconded by Mr. Stone and unanimously approved by the Authority, the minutes of the May 21, 2020 DTMA meeting was approved as submitted.

BILL'S LIST: June 2020

Mr. Stairiker made a motion to approve the June 2020 Bills List for the General Fund Account in the amount of \$34,044.85; Developers Escrow Fund in the amount of \$00.00; Capital Improvement Fund in the amount of \$00.00; Prepaid

Invoices in the amount of \$11,267.75; Prepaid ACH Credit Invoices in the amount of \$9,199.06; and Transfers to the Township in the amount of \$89,447.21. Mr. Stone seconded the motion which was then unanimously approved by the Authority.

TREASURER'S REPORT: June 18, 2020

Mr. Van Houten made a motion to approve acceptance of the June 18, 2020 Treasurer's Report as presented. Mr. Stairiker seconded the motion and the motion was unanimously approved by the Authority.

AUTHORIZATION TO EXECUTE THE PROFESSIONAL SERVICES PROPOSAL TO PROVIDE WATER DISTRIBUTION ASSET MANAGEMENT SERVICES

Mr. Hass provided a review of the GIS asset management professional services proposal submitted by CS Davidson, Inc. Mr. Magee stated the revised terms and conditions of the proposal were acceptable and recommended approval of the proposal. Mr. Stone then made a motion to execute the C.S. Davidson, Inc., 315 West James Street, Suite 102, Lancaster, PA 17603 professional services proposal to provide geographical information system (GIS) asset management mapping services of the DTMA water distribution systems. Mr. Stairiker seconded the motion which was unanimously approved by the Authority.

AUTHORIZATION TO EXECUTE 2020-2021 DELAWARE VALLEY UNIVERSITY CONTRACT WATER OPERATIONS AGREEMENT

Mr. Hass reviewed the Delaware Valley University General Services Agreement for 2020-2021 authorizing DTMA to continue operating the University's water system. He explained that the DTMA enjoys an excellent relationship with the University and he looked forward to a one-year extension of the Agreement.

Mr. Magee recommended conditional approval of this contract pending revision to the Force Majeure clause in the General Services Agreement.

Mr. Stone made a motion authorizing the approval of the 2020-2021 Delaware Valley University General Services Agreement pending the approval of the DTMA Solicitor's revisions to the Force Majeure clause in the Agreement. Mr. Stairiker seconded the motion which was unanimously approved by the Authority.

AUTHORIZATION TO AWARD THE CENTRAL WATER SYSTEM WATER MAIN EXTENSIONS BID

Mr. Hass and Mr. Ciottoni reviewed the history of this project and the Board's options moving forward as referenced in Mr. Hass' memorandum, dated June 11, 2020.

Option #1

The Board awards the bid to PACT One, LLC., the lowest responsible bidder, at a cost of \$1,665,955 with the project to commence most likely in late summer or early fall, 2020.

Option #2

The Board awards the bid to PACT One, LLC at a cost of \$1,665,955 with DTMA reserving the option to delete the Lower State Road part of the project until such time as the developer of the proposed Doylestown Walk residential development, located at Lower State and Bristol Roads, executes a Development Agreement with DTMA and formally commits to moving forward with the development.

Option #3

The Board rejects the bids and reconsiders the project at a later date.

The DTMA professional staff recommended Option #2. Mr. Stone made a motion to award the Central Water System Water Main Extension bid to PACT One, LLC, in the amount of \$1,665,955; and furthermore, moved for the Board to consider future deletion of the Lower State Road part of the project if the developer does not formally commit and move forward with the Doylestown Walk development. Mr. Stairiker seconded the motion. The Board unanimously approved the motion with Board member Joseph Van Houten abstaining, thus rendering the motion approved by a vote of 4-0-1.

OLD BUSINESS

Water Main Extension and Water Service Project Summary

Mr. Hass referenced a separate document provided in the meeting packet designed to review current DTMA capital projects and plans.

Mr. Bach voiced his appreciation for the newly pressure-washed tanks stating that they look great.

DTMA Cross-Connection Control and Backflow Prevention Program Update

As directed, Mr. Hass provided an update to the DTMA regarding this cross-connection control and backflow prevention program and explained that the

DTMA is still proceeding with the backflow prevention program as outlined in Mr. Brian Preski's, President of the National Water Specialties Company, letter to Mr. Hass dated May 24, 2020. An accompanying pamphlet created by NAWSC was also distributed to the Board.

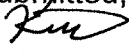
ANNOUNCEMENTS

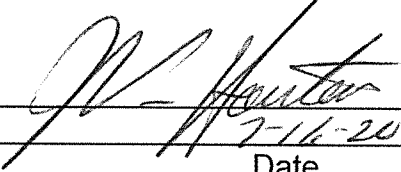
The next DTMA Board Meeting is scheduled for July 16, 2020 at 3:30 pm.

PMAA Board Member Training is rescheduled to September 24, 2020.

ADJOURNMENT

There being no further business to come before the Authority, the meeting was adjourned at 4:39 pm.

Respectfully submitted,
Keith Hass 
Executive Director



7-16-20
Date