

**DOYLESTOWN TOWNSHIP MUNICIPAL AUTHORITY**  
**Minutes of Meeting**  
**January 19, 2023**

A meeting of the Doylestown Township Municipal Authority was held at 3:30pm on Thursday, January 19, 2023 in the Township Building with the following members in attendance: Joseph Van Houten, Chairman; Rod Stone, Treasurer; Daniel Stairiker, Secretary (via Zoom) and Robert Shaffer, 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.

## **WELCOME**

The DTMA Chairman, Mr. Joseph Van Houten, opened the meeting at 3:30pm.

## **VISITORS/PUBLIC AND BOARD OF DIRECTORS' COMMENTS**

NA

## **ACTION ITEMS**

### **REORGANIZATION OF OFFICERS, APPOINTMENTS AND GUIDELINES FOR 2022**

#### **Organization of the 2023 DTMA Board and Professional Staff**

**Action:** Consideration of a motion to elect a slate of officers for 2023

Officers for consideration:

The DTMA Solicitor, Mr. Richard Magee, served as the temporary chairman for the purpose of reorganizing the officers of the DTMA Board of Directors for 2023. Mr. Magee requested that the present Board members voice their intentions as it related to their continued service on the Board in their present roles. Upon the Board members' confirmation to maintain the current 2022 slate of officers for 2023, Mr. Stone made a motion to elect the current 2022 slate of officers for 2023 as listed for consideration in the DTMA January 2023 board packet. Mr. Shaffer seconded the motion and the motion was unanimously approved as follows:

2023 Chairman – Joseph C. Van Houten  
2023 Vice-Chairman – Kevin Green  
2023 Secretary – Daniel Stairiker  
2023 Treasurer – W. Rodney Stone  
2023 Assistant Secretary/Treasurer – Robert Shaffer

**Action:** Consideration of a motion approving the appointment of one Board Member as liaison to the Public Water & Sewer Advisory Board for 2023.

### **Liaison to the Public Water & Sewer Advisory Committee for 2023**

Mr. Stone made a motion to appoint Joseph C. Van Houten as the DTMA Board Member liaison to the Public Water & Sewer Advisory Committee for 2023. Mr. Shaffer seconded the motion and the motion was unanimously approved by the Authority.

**Action:** Consideration of a motion to approve Professional Staff for 2023.

### **Professional Staff for 2023**

Positions for consideration:

Mr. Stone made a motion to reappoint the 2022 DTMA professional staff as listed for consideration in the DTMA January 2023 board packet. Mr. Shaffer seconded the motion and the motion was unanimously approved as follows for 2023:

2023 Engineer – SC Engineers, Inc.  
2023 Executive Director – Keith Hass  
2023 Recording Secretary – Donna C. Jacobini  
2023 Solicitor – Richard D. Magee, Jr.

### **Proposed Guideline for Authority Funds for 2023**

Mr. Stone made a motion approving the use of any official federal or state depository in the United States of America including but not limited to the Pennsylvania Local Government Investment Trust (PLGIT), Truist Bank, and Multi-Bank Securities, Inc. for depositing authority funds. The earning accounts include but are not limited to saving accounts, certificates of deposit, and expense accounts such as checking accounts for the transaction of Authority business as directed to Capital Improvement Fund, Debt Service Reserve Fund, Developers Escrow Fund, and General Fund for the transaction of Authority business and as needed for safe keeping and payment of expense invoices. Mr. Shaffer seconded the motion and the motion was unanimously approved by the Authority.

### **Proposed Board Guidelines for 2023**

Mr. Stone made a motion to utilize the following Board Guidelines for 2023:

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 3:30 pm in the Doylestown Township Administration Building.

Mr. Shaffer seconded the motion and the motion was unanimously approved by the Authority.

### **DTMA Right to Know Officer for 2023**

Mr. Van Houten made a motion assigning Mrs. Margaret Trageser of the Doylestown Township staff as the DTMA Open Records Officer. Mr Shaffer seconded the motion and the motion was unanimously approved by the Authority.

## **MINUTES APPROVAL**

**December 15, 2022**

Upon a motion by Mr. Stone, seconded by Mr. Shaffer and unanimously approved by the Authority, the minutes of the December 15, 2022 DTMA meeting was approved as submitted.

## **REPORTS**

### **AUTHORITY ENGINEER'S REPORT**

No report was issued but Mr. Ciottoni thanked the members of the DTMA Board for his reappointment to the role of Authority Engineer and for their continued trust in him.

### **AUTHORITY SOLICITOR'S REPORT**

Mr. Magee thanked the members of the DTMA Board for his reappointment to the role of Authority Solicitor and congratulated the members of the DTMA for their reappointments.

### **AUTHORIZATION TO EXECUTE DEVELOPMENT AGREEMENT WITH URBN US RETAIL, LLC, INC FOR THE TERRAIN AT DELAWARE VALLEY UNIVERSITY**

Mr. Shaffer made a motion to authorize the execution of the Development Agreement with URBN US RETAIL LLC, 5000 South Broad Street, Philadelphia, PA 19112 for the Terrain at Delaware Valley University. Mr. Stone seconded the motion which was unanimously approved by the Authority.

### **AUTHORIZATION TO EXECUTE DRAFT COST SHARING AGREEMENT WITH PENNSYLVANIA DEPARTMENT OF TRANSPORTATION FOR EASTON ROAD ROUNDABOUT**

Discussion of this topic was stricken from the agenda due to the fact that the required PennDOT documents remain pending.

## **EXECUTIVE DIRECTOR'S REPORT**

### **2023 PUBLIC WATER SURVEYS**

Mr. Hass requested consensus from the members of the DTMA to send out public water surveys to areas of Doylestown Township scheduled to be paved in the next few years. Mr. Van Houten suggested that the surveys indicate upfront costs and the construction costs amortized quarterly similar to past projects. The consensus of the DTMA was to have Mr. Hass send the surveys to property owners.

### **UPDATE ON WATER SUPPLY INTERCONNECTION MEETING WITH DOYLESTOWN BOROUGH**

Mr. Hass reported on a productive meeting with Doylestown Borough in December necessitated by the DEP's requirement of additional interconnection permitting. It was mentioned the Borough is also conducting a water supply study necessitated by the new, pending PFAS regulations.

### **EASTON ROAD PFC DEP MEETING**

Mr. Hass reported the DEP reached out to Doylestown Township property owners within the DEP Easton Road PFC Site. Due to the pending lower PADEP PFAS maximum contaminant levels, the DEP alerted approximately twenty property owners they will receive whole house PFAS filtration units. Currently, eight properties receive individual well treatments from the DEP. Mr. Hass reported a meeting with the DEP is scheduled in February to discuss the latest developments.

### **PA STATE ETHICS STATEMENT OF FINANCIAL INTEREST**

Mr. Hass requested that the members of the DTMA Board submit their completed PA State Ethics Statement of Financial Interest in a timely manner.

## **NEW BUSINESS**

### **BILL'S LIST: January 2023**

Mr. Shaffer made a motion to approve the January 2023 Bills List for the General Fund Account in the amount of \$100,982.30; Developers Escrow Fund in the amount of \$5,678.30; Capital Improvement Fund in the amount of \$6,470.40; Prepaid Invoices in the amount of \$11,467.24; Prepaid ACH Credit Invoices in the amount of \$16,503.75; and Transfers to the Township in the amount of \$100,410.66. Mr. Stone seconded the motion that was then unanimously approved by the Authority.

### **TREASURER'S REPORT: January 19, 2023**

Mr. Shaffer made a motion approving acceptance of the January 19, 2023 Treasurer's Report as presented. Mr. Stone seconded the motion and the motion was unanimously approved by the Authority.

## EXECUTIVE SESSION

The Municipal Authority adjourned to Executive Session at 4:13pm for the discussion of a personnel matter.

The regular meeting of the DTMA was reconvened at 4:21pm following its Executive Session.

## ANNOUNCEMENTS

The next DTMA Board of Directors Meeting is scheduled for February 16, 2023 at 3:30 pm.


**2022 DTMA Board of Directors Meeting Schedule** is as follows with all meetings scheduled to begin at 3:30pm in the Doylestown Township Building:

|              |             |             |             |
|--------------|-------------|-------------|-------------|
| January 19   | February 16 | March 16    | April 20    |
| May 18       | June 15     | July 20     | August 17   |
| September 21 | October 19  | November 16 | December 21 |

## ADJOURNMENT

With no further business to come before the Authority, the meeting was adjourned at 4:24pm.

Respectfully submitted,  
Keith Hass  
Executive Director

  
\_\_\_\_\_  
2/16/2023  
\_\_\_\_\_  
Date