

DOYLESTOWN TOWNSHIP MUNICIPAL AUTHORITY
Minutes of Meeting
January 16, 2014

A meeting of the Doylestown Township Municipal Authority was held at 4:00 p.m. on Thursday, January 16, 2014 in the Township Building with the following members in attendance: Ronald C. May, Chairman; C. Edward Hege, Vice-Chairman; 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 Colello, Board of Supervisors Liaison to the Doylestown Township Municipal Authority.

ACTION ITEMS

Reorganization of Officers, Appointments and Guide Lines for 2014

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 2014.

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 2014.

Upon a motion by Mr. LaRosa, seconded by Mr. Hege and unanimously approved by the Doylestown Township Municipal Authority, Richard A. Bach was elected as Secretary of the Doylestown Township Municipal Authority for 2014.

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 2014.

Upon a motion by Mr. Bach, seconded by Mr. Hege and unanimously approved by the Doylestown Township Municipal Authority, Frank LaRosa was elected as Assistant Secretary/Treasurer of the Doylestown Township Municipal Authority for 2014.

Upon a motion by Mr. LaRosa, seconded by Mr. Hege and unanimously approved by the Doylestown Township Municipal Authority, Edward Harvey was appointed as the 2014 Board Liaison to the Public Water & Sewer Advisory Committee.

Mr. LaRosa made a motion to reappoint the incumbent 2013 Doylestown Township Municipal Authority professional staff for 2014 as follows:

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

The motion was seconded by Mr. Bach 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 and payment of expense invoices. Mr. Hege 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 2014:

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

MINUTES APPROVAL: December 19, 2013

Upon a motion by Mr. LaRosa, seconded by Mr. Hege and unanimously approved by the Authority, the Minutes of the December 19, 2013 meeting were approved as presented.

BILL'S LIST: January, 2014

Mr. Hege made a motion to approve the January 16, 2014 Bills List for the General Fund Account in the amount of \$92,245.77; \$-0- for the Developers Escrow Fund; the Debt Service Fund in the amount of \$-0-; the Repair and Replacement Fund in the amount of \$8,168.04; Capital Improvement Fund in the amount of \$6,622.05 and the Prepaid Invoices in the amount of \$48,385.46. Mr. LaRosa seconded the motion and the motion was unanimously approved by the Authority.

TREASURER'S REPORT: January, 2014

Mr. Hege made a motion to approve acceptance of the January 16, 2014 Treasurer's Report as submitted. Mr. LaRosa seconded the motion and the motion was unanimously approved by the Authority.

BOARDS AND COMMISSIONS MEETING – FEBRUARY 4, 2014

Mr. May stated that 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 4, 2014 at the Township Building. Board members should be prepared to present their accomplishments for the year 2013 and to discuss anything of mutual interest for the future. The consensus of the Authority members was to have Mr. Dick Bach represent the Doylestown Township Municipal Authority at the upcoming Boards and Commissions Meeting scheduled for Tuesday, February 4, 2014 at 7 pm.

MASTER PLAN – CAPITAL PROJECTS

Mr. John suggested the Authority approve SC Engineers 2013 update of the Master Plan for Capital Improvements and Mr. John's list of Shovel Ready Projects as proposed in his memo January 14, 2014. He stated approval of these lists would put the Authority in good position to apply for grant funding should funds become available in the near future. Mr. Bach made a motion to approve acceptance of the updated 2013 Master Plan and Shovel Ready Projects as submitted and suggested an immediate emphasis be placed on projects that reduce Authority dependence on the Doylestown Borough Water System. Mr. LaRosa seconded the motion and the motion was unanimously approved by the Authority.

OTHER ITEMS -

PROJECT STATUS:

2013 Projects -

Bailey's Square – Commercial center under construction with anticipated opening date spring 2014. Number of units and associated tap in fees is still unknown. A minimum water use is expected to be 1,260 gpd.

Carriage Hill – Continues to build with over 230 units sold. Expect another 125 units to be sold in 2014 out of a total 463 units. (About \$295,875.00 in tap in fees.)

Cross Keys Project – Authority sent out a cost reimbursement letter to commercial property owners within the Cross Keys Water Service District seeking payments for year 3. (About \$48,417.92)

Goetzberger Tract – Five townhomes and one existing residence.

360 Old Dublin Pike Tract – Two existing and seven single family homes.

Pavilion at Furlong (York & Rogers Roads) – No further action at this time. Tidying up a new proposal presented to township in 2013.

Silver Maple Farms (Lower State Road at 202 Parkway) – Developer has constructed and occupied the Commercial building and is preparing for the residential (10 units) site work in 2014.

INFORMATION and CONTACT FORM for 2014

Authority members were asked to please fill in and return Information and Contact Forms for 2014 to the Executive Director with any corrections, changes or non changes.

STATEMENT OF FINANCIAL INTERESTS FOR 2014

Authority members were asked to please fill out the Statement of Financial Interests Form for 2014 and return it to Mr. John or to the Township Manager.

ANNOUNCEMENTS: The next meeting of the Doylestown Township Municipal Authority will be held on Thursday, February 20, 2014 starting at 4 pm.

ADJOURNMENT: There being no further business to come before the Authority, Mr. Bach made a motion to adjourn the meeting at 4:30 pm. Mr. LaRosa seconded the motion and the motion was unanimously approved by the Authority.

Respectfully submitted,



Richard E. John

Executive Director



Authority Secretary

3/20/2014

Date Approved by Authority