

DOYLESTOWN TOWNSHIP MUNICIPAL AUTHORITY
Minutes of Meeting
November 17, 2016

A meeting of the Doylestown Township Municipal Authority was held at 4:00 p.m. on Thursday, November 17, 2016 in the Township Building with the following members in attendance: Richard A. Bach, Chairman; C. Edward Hege, Vice-Chairman; Frank LaRosa, Secretary and Joseph C. Van Houten, Assistant Secretary/Treasurer. 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 Colello, Board of Supervisors Liaison to the Doylestown Township Municipal Authority.

ACTION ITEMS

INTRODUCTION AND WELCOME OF NEW EXECUTIVE DIRECTOR

Chairman, Mr. Dick Bach, introduced and welcomed Mr. Keith Hass as the new Executive Director of the Doylestown Township Municipal Authority. Mr. Hass expressed his appreciation to all involved in his hire to this position and stated that he is excited to serve the Authority in this new capacity to which he will give his best efforts.

MINUTES APPROVAL: October 20, 2016

Mr. LaRosa made a motion to approve the minutes of the October 20, 2016 meeting minutes as submitted. Mr. Van Houten seconded the motion and the motion was unanimously approved by the Authority.

BILL'S LIST: November 17, 2016

Mr. Van Houten made a motion to approve the November 17, 2016 Bills List for the General Fund Account in the amount of \$28,462.31; Developers Escrow Fund in the amount of \$2,026.20; Debt Service Reserve Fund in the amount of \$-0-; Repair and Replacement Fund in the amount of \$34,388.06; Capital Improvement Fund in the amount of \$68,899.64; the Prepaid Invoices in the amount of \$24,690.22; the Prepaid ACH Credit Invoices in the amount of \$9,591.07 and Transfers to the Township in the amount of \$71,755.04. Mr. Hege seconded the motion and the motion was unanimously approved by the Authority.

TREASURER'S REPORT: November 17, 2016

Mr. Hege made a motion to approve acceptance of the November 17, 2016 Treasurer's Report as presented. Mr. LaRosa seconded the motion and the motion was unanimously approved by the Authority.

ENCLAVE AT TOWN'S EDGE – CONDITIONAL APPROVAL

Mr. Van Houten made a motion for conditional approval of the water utility plan submitted by Zaveta Homes, prepared by Gilmore & Associates, dated May 30, 2014 and last revised April 22, 2016 and finalized in accordance with SC Engineers letter of recommendation dated July 8, 2016 for seven items to be addressed by the developer and the Authority's receipt of the Developer and Escrow Agreements, Professional Services Agreement and to include any and all fees required by the Authority prior to start of work which shall be in accordance with all rules and regulations of the Doylestown Township Municipal Authority and any other having jurisdiction and subject to approval by the Municipal Authority Solicitor. Mr. Hege seconded the motion and the motion was unanimously approved by the Authority.

AUCTION PROCEEDS – WATER SERVICE TRUCK

A discussion took place relative to where the proceeds from the sale of the water service truck, in the amount of \$8,160.00, should go (General Fund - Sale of Surplus Property Schedule "B" Account # 16-61-380-100 or Repair and Replacement Fund Vehicle, Schedule "O" Account #16-62-448-251) Mr. Van Houten made a motion that the proceeds from the sale of the truck, in the amount of \$8,160.00, should be deposited to the Repair and Replacement Fund Vehicle as an offset for future purchases of similar equipment in the future. Mr. Hege seconded the motion which was then unanimously approved by the Authority.

WELL REHABILITATION PROPOSAL BY DEL VAL SOILS AND ENVIRONMENTAL CONSULTANTS, INC.

It was explained that the expertise of DelVal Soils is necessary in order to devise the bid specs for this job that needs to go out to public bid. DelVal Soils would structure the bid based on their expertise and then seek bids to do the actual work. Per the solicitor's recommendation, Mr. LaRosa made a motion for the Authority Engineer to authorize and hire DelVal Soils & Environmental Consultants, Inc., at a not-to-exceed cost of \$5,000, to prepare bid specs for the rehabilitation of three wells utilizing a two-pronged approach to then take the proposal for well rehabilitation to public bid. Mr. Hege seconded the motion and the motion was unanimously approved by the Authority.

WINDOVER LANE AND SYCAMORE WAY – Exploratory Well

Mr. John reported that Zaveta Homes stated they are interested in providing a site in which a well and pump house could be constructed at their Sycamore Way development. Mr. John expressed his desire to take their offer, however, he added that before we do this, he recommended that an exploratory well be dug in order to determine if it has the necessary volume and good water. The cost would be \$12,000 to \$15,000 or less. If the exploratory dig proves that it could be enlarged to a public well size, further costs would be incurred. Mr. John said he believed that every effort should be made to obtain these site(s) while they are available.

Mr. LaRosa made a motion to enter into an agreement with the developer, Zaveta Homes, and to engage Del Val Soils to help choose a site and to then dig an exploratory test well. Mr. LaRosa subsequently withdrew the motion and, instead, the Municipal Authority authorized Mr. John to do some exploratory work and get an engagement letter stating exact terms of the agreement with Zaveta Construction Company with plans to move forward with approval of an agreement at next month's meeting.

OTHER ITEMS:

CHAIRMAN'S CORNER – ITEMS FOR DISCUSSION

- 1. BRAY/LONG TRACT**
No action.
- 2. PEBBLERIDGE/WOODRIDGE DEVELOPMENT**
No action.
- 3. SHRINE OF CZESTOCHOWA**
No action.

CAPITAL PROJECTS:

- 1. SAW MILL ROAD WATER EXTENSION**

PA SMALL WATER & SEWER PROGRAM GRANT

Grant Application submitted 10.29.16; various permits and easements still needed.

- 2. THE PAVILION AT FURLONG**

No action.

3. NEW BRITAIN BORO – GATEWAY WATER EXPANSION

No action.

FACILITY UPGRADES – ENGINEER’S REPORT

CENTRAL BOOSTER STATION/METER PIT STATUS

Still waiting for SCADA system to be finalized; newly installed water meters to communicate with meter chambers once software issued is solved.

1. NORTHWEST WELL #1 – DESIGN & ENGINEERING STATUS

Design and engineering continue to be finalized; can go out to bid in a matter of weeks.

2. SAW MILL ROAD WATER MAIN EXTENSION STATUS

Design and easement plans to be finalized.

3. NEW BRITAIN BORO – MEYERS AVENUE WATER MAIN STATUS

Mr. Ciottoni stated he needs to finalize routing of the main and to prepare a Capital cost estimate for the Boro’s review.

4. NEW BRITAIN BORO GATEWAY – KNOELL SITE STATUS

Met with developer; he is finalizing his water plans and has agreed to route the main along Shady Retreat to a point of ending at its intersection with Route 202 and on the Barrie Circle cul de sac to a point of ending at its intersection with Route 202. He stated there was no room left across the frontage as gas, power and sanitary sewer utilities take repose in that frontage. The Engineer and Executive Director stated this was a good solution to satisfy the requirement he extend water main across the frontage.

CORRESPONDENCE: Mr. Van Houten suggested that the members of the DTMA be given a DTMA email address to conduct their DTMA business. Mr. Magee agreed that this is a legitimate request. Mr. Rick Colello stated that the Board of Supervisors operates with a Township email address. Mr. John agreed to research this approach. In light of the Sunshine Laws, Mr. Magee cautioned the members of the DTMA to avoid group emails and limit responses to only one

Authority member at a time and to avoid group emails in cooperation with the Sunshine Laws.

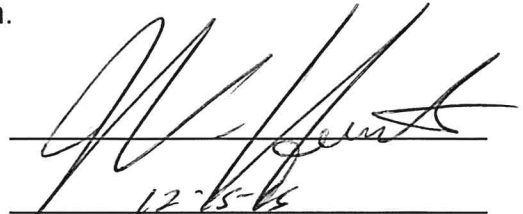
The Municipal Authority Chairman, Mr. Richard Bach, asked for an update regarding a replacement hire for the DTMA. Mr. John stated that he would make that happen.

ANNOUNCEMENTS: The next meeting of the Doylestown Township Municipal Authority will be held on Thursday, December 15, 2016 starting at 4 pm.

ADJOURNMENT: There being no further business to come before the Authority, the Authority adjourned the meeting at 5:09 pm.

Respectfully submitted,

Richard E. John
Executive Director
Executive Director



Date 12-15-16