

DOYLESTOWN TOWNSHIP MUNICIPAL AUTHORITY
Minutes of Meeting
May 21, 2020

A meeting of the Doylestown Township Municipal Authority was held at 3:30 p.m. on Thursday, May 21, 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; Stephanie Mason, Township Manager and Barbara Lyons, Board of Supervisors Liaison to the Doylestown Township Municipal Authority.

ACTION ITEMS

MINUTES APPROVAL: April 16, 2020

Upon a motion by Mr. Bach, seconded by Mr. Green and unanimously approved by the Authority, the minutes of the April 16, 2020 DTMA meeting were approved as amended per the recommendation of Solicitor Richard D. Magee, Jr.

BILL'S LIST: May 2020

Mr. Bach made a motion to approve the May 2020 Bills List for the General Fund Account in the amount of \$13,871.92; Developers Escrow Fund in the amount of \$00.00; Capital Improvement Fund in the amount of \$544.41; Prepaid Invoices in the amount of \$55,108.20; Prepaid ACH Credit Invoices in the amount of \$9,709.12; and Transfers to the Township in the amount of \$89,585.69. Mr. Green seconded the motion which was then unanimously approved by the Authority.

TREASURER'S REPORT: May 21, 2020

Mr. Bach made a motion to approve acceptance of the May 21, 2020 Treasurer's Report as presented. Mr. Green seconded the motion and the motion was unanimously approved by the Authority.

AUTHORIZATION TO WAIVE 10% LATE PAYMENT FOR 1Q WATER USAGE BILL

Due to the extraordinary economic impact of the Covid-19 crisis, Mr. Hass request consideration of a motion to waive the 1Q 10% late payment penalty on all customer accounts if payment is received by July 31,2020 (2Q due date). He

stated that the 2Q invoices will be mailed out to all customers on July 1. Accordingly, Mr. Bach made a motion to waive the 1Q 10% late payment penalty on all customer accounts if payment is received by July 31, 2020. Mr. Green seconded the motion and the motion was unanimously approved by the Authority.

AUTHORIZATION TO REDUCE THE DBD REALTY, LLC. SILVER MAPLE FARMS/DOYLESTOWN EXECUTIVE QUARTERS C&N BANK (FORMERLY MONUMENT BANK) LETTER OF CREDIT NUMBER 70010

Mr. Hass reported that this project is almost completed and based upon his memo to the Board dated May 15, 2020, he would recommend reduction of the C&N Bank Letter of Credit Number 70010. Accordingly, Mr. Bach made a motion to reduce the DBD Realty, LLC. Silver Maple Farms/Doylestown Executive Quarters C&N Letter of Credit No 70010 from \$41,330 to \$20,000 with the remaining \$20,000 to remain in place. Mr. Stairiker seconded the motion and the motion was unanimously approved by the Authority.

AUTHORIZATION TO EXECUTE THE MUMFORD-BJORKMAN ASSOCIATES, INC. PROFESSIONAL SERVICE PROPOSAL TO PROVIDE TANK PAINTING INSPECTION SERVICES FOR THE DTMA 150,000 GALLON SOUTH ONE TANK

Mr. Hass reviewed the motion previously made by the members of DTMA to award the South One Tank painting contract to Worldwide Industries, Inc. With our painting Contractor hired, Mr. Hass explained the importance of engaging a third party tank painting inspector to ensure compliance with the specifications. Upon a question by Mr. Stairiker, Mr. Ciottoni affirmed that the contractor is ultimately responsible for the work at the end of any project.

Mr. Bach made a motion to execute the Mumford-Bjorkman Associates, Inc., P.O. Box 733, New Castle, DE 19720 professional services proposal to provide tank inspection services of the South One Tank. Mr. Green seconded the motion and the motion was unanimously approved by the Authority.

AUTHORIZATION TO EXECUTE THE C.S. DAVIDSON, INC. PROFESSIONAL SERVICES PROPOSAL TO PROVIDE WATER DISTRIBUTION ASSET MANAGEMENT SERVICES

Mr. Hass requested consideration of 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 system.

Mr. Hass reviewed the highlights of this asset management tool noting that the Township has already engaged this firm and stating that he is excited about the

ability to be able to pass this type of mapping info/data of the Authority's water distribution system to our engineer and water operators.

Mr. Magee recommended deferring action on the proposal. He offered that the boilerplate language included in the proposal did not reflect the actual agreement and therefore should be revised prior to consideration of the Board taking official action.

Mr. Bach agreed that it made sense to have Mr. Magee revise the proposal and Mr. Van Houten stated that he thought it was a good idea to map the entire system.

Action on the proposal was subsequently tabled to next month's meeting.

NEW BUSINESS

N/A

OLD BUSINESS

Central Water Systems Water Main Extension (Pebbleridge/Woodridge) Update

Mr. Ciottoni presented a recap of the status of this project and referenced Mr. Hass' memo to the members of the DTMA dated May 15. He highlighted the following three of five points in said memo as follows:

DTMA discussed with Toll Brothers, Inc. their revised schedule. Toll Brothers is hoping for a September 2020 construction date for Doylestown Walk but will not commit at this time to signing a Development Agreement.

DTMA discussed with Doylestown Township and BCWSA the updated construction schedule and paving deadlines. Mr. Ciottoni stated that the paving contract bids were rejected and if the scope of the project is revised in any way it could possibly impact the project as far as it relates to the DTMA.

DTMA secured a 60 day bid extension from PACT One, LLC which keeps their bid valid until July 15. Mr. Ciottoni stated that PACT One, LLC would, more than likely, extend their bid again if needed.

Mr. Hass stated that no action was necessary on the topic at this time but that the members of the DTMA should expect further discussion of this topic in the next month or two.

Mr. Van Houten suggested that the DTMA consider dissecting the project into two stages – with and without the contribution of Toll Brothers.

Mr. Hass agreed to speak with their Director of Operations in order to continue coordination efforts for this project.

Mr. Bach confirmed that the DTMA does have the necessary funds to proceed with this project especially as it relates to Stoney Circle and Westaway Lane. Action on this issue was tabled to the next meeting of the DTMA.

DTMA Cross-Connection and Backflow Prevention Program

In response to a question presented by Mr. Van Houten, Mr. Hass reported that the implementation of the DTMA Cross-Connection/Backflow Prevention Program is delayed due to the Covid-19 impact upon commercial customers. Mr. Hass would update the Board at the June meeting with the updated schedule.

Water Main Extension and Water Service Project Summary Update

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

Ashbridge at Furlong, Souderton Associates, York (SR 263) and Rogers Road

The developer is inching forward with this project after having received approval to install off-site public water and sewer to the Pavilion project at the 2017 Doylestown Township BOS meeting so that public water can be provided by the DTMA from its existing water main along Cherry Lane near the intersection of Windover Lane.

Knoell Property, County Builders, Inc., New Britain Borough

Water has been installed to these properties with the DTMA working with the owners of University Village Apartments to set up meter accounts and the DTMA provided water meters for the University Village Apartments.

The Tabor Village – Phase I and Phase II

All three buildings of Phase I are connected to the DTMA public system with the construction punchlist completed and project closeout documentation needed for Phase 1.

Phase II of Tabor Village consists of a proposed 148 bed senior living facility. The DTMA Development Agreement was approved pending the Solicitor's approval at the April 16, 2020 DTMA Board of Directors Public meeting.

ANNOUNCEMENTS

The next DTMA Board Meeting is June 18, 2020 at 3:30 pm.

Statement of Financial Interest

Mr. Hass requested that the members of the DTMA please submit their Statements of Financial Interest as soon as possible.

Other Business


The Board Chairman, Mr. Richard Bach, asked that a huge thank you be officially recorded and expressed to Mr. Hass and his staff for their tremendous efforts on behalf of the Township throughout the Covid-19 pandemic exemplified by the fact that each team member has been on 24-hour notice and available any time. Mr. Bach thanked everyone and Mr. Green agreed.


Ms. Mason announced that the Township bought pizza for the Water Staff in recognition of National Drinking Water Week.

Mr. Hass announced that the new operator will begin employment on June 8th. He added that this new hire is coming to the DTMA with excellent recommendations and the Authority is excited to welcome him onboard.

ADJOURNMENT

There being no further business to come before the Authority, the meeting was adjourned at 4:22 pm.

Respectfully submitted,
Keith Hass 
Executive Director



6/18/2020

Date