

**DOYLESTOWN TOWNSHIP MUNICIPAL AUTHORITY**  
**Minutes of Meeting**  
**November 18, 2021**

A meeting of the Doylestown Township Municipal Authority was held at 3:30pm on Thursday, November 18, 2021 in the Township Building with the following members in attendance: Joseph Van Houten, Chairman; Kevin Green, Vice-Chairman; Rod Stone, Treasurer; Daniel Stairiker (arrived late 3:38pm), Secretary and Robert Schafer, 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 Ken Wallace, Finance Director.

## **WELCOME**

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

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

There were no public in attendance and no board of directors' comments.

## **MINUTES APPROVAL**

**October 21, 2021**

Upon a motion by Mr. Green, seconded by Mr. Shaffer and unanimously approved by the Authority, the minutes of the October 21, 2021 DTMA meeting was approved as submitted.

## **REPORTS**

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

#### **CONTRACT # 2021-1 BUTLER AVENUE WATER MAIN EXTENSION UPDATE**

Mr. Ciottoni updated the Board of Directors that the contractor returned to the project site this week and installed the meter chamber at Delaware Valley University. Additional work needs to be completed at the chamber before it is fully operational. In addition, Mr. Ciottoni explained the 7-Eleven water main extension which was Alternate B to the Butler Avenue Water Main Contract was underway. He indicated that work should be completed next week.

## **CONTRACT # 2020-2 CENTRAL SYSTEM WATER MAIN EXTENSIONS UPDATE**

Mr. Ciottoni stated that the installation of the water main and services on Anvil Lane were completed this week. The only remaining work on this project is the extension of the water main on Lower State Road at Old New Road to Bristol Road. The contractor will start after Thanksgiving. The construction should last approximately two weeks.

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

N/A

### **EXECUTIVE DIRECTOR'S REPORT**

Mr. Hass asked Ken Wallace, Finance Director, to discuss the professional auditing proposals DTMA recently solicited. Mr. Wallace explained the proposal contains a 3-year term engagement option. The accounting firm Zelenkofske Axelrod, LLC. (Z&A) submitted the only proposal. Three other companies declined for various reasons. Mr. Wallace indicated other colleagues had similar levels of interests from auditing firms. Z&A conducted DTMA's audit the past three years and Mr. Wallace recommends them.

Mr. Van Houten asked if Z&A is also doing the Township Audit? Mr. Wallace confirmed "yes".

Upon a motion by Mr. Shaffer, seconded by Mr. Green and unanimously approved by the Authority, the Board voted to accept the proposal from Zelenkofske Axelrod LLC, 2370 York Road, Suite A-5, Jamison, PA 18929 to provide professional auditing services for the Doylestown Township Municipal Authority. The agreement is for one year (\$7,000) with the option to renew for two (2) additional one (1) year terms (\$7,000 and \$7,250).

### **2022 DTMA Budget Final Approval**

Mr. Hass provided a summary of the previous budget discussions. He stated the 2021 YTD budget forecast in the 2022 draft budget now includes the third quarter data. Water meter sales are projected at a 2% increase from last year. Other 2022 revenue streams discussed included the PA Small Water & Sewer Grants, tap in fees, and construction reimbursements.

The 2022 budgeted capital projects also were reviewed. Multiple booster stations are scheduled to be updated including the Central Booster Station Emergency Generator. This could go out to bid in January. A discussion ensued about the Costars cooperative purchase program and the options available to

DTMA when purchasing the generator. Mr. Hass indicated he would evaluate the options. In the 2022 draft budget, PFAS treatment is also scheduled to be studied and evaluated.

Upon a motion by Mr. Green, seconded by Mr. Shaffer and unanimously approved by the Authority, the 2022 DTMA Budget was approved as submitted.

### **Infrastructure and Jobs Acts of Pennsylvania**

Stephanie Mason, Township Manager, will attend a PSATS meeting this week to learn more details about the potential PFAS funding. Mr. Hass is hoping to have more information for the December meeting

### **Proposed PA DEP PFAS MCL Rule**

Mr. Hass indicated the DEP is recommending PFAS MCLs to be established at 14 parts per trillion for PFOA and 18 parts per trillion for PFOS. Mr. Stairiker asked if the government will help fund any PFAS treatment that may be needed. Mr. Ciottoni said funding available, but it is unknown how it will be disbursed. Approximately, \$12 billion of funding is available throughout the country.

Mr. Green suggested continued outreach to local representatives regarding PFAS issues. PA State Representative Shelby Labs and US Representative Brian Fitzpatrick are two local government representatives to be in contact with moving forward.

### **Miscellaneous**

Mr. Van Houten asked about the status of the backflow and cross connection prevention program. Mr. Hass reminded the Board that DTMA hired National Water Specialties Company to manage the DEP required backflow prevention program. Mr. Hass reported significant compliance with the program and indicated that he will follow up with the contractor for specific compliance figures.

Mr. Shaffer asked about the fire hydrant replacement program. Mr. Hass indicated fire hydrants needing immediate replacement already were replaced. Mr. Hass foresees an annual fire hydrant replacement program beginning in 2022. A fire hydrant replacement typically costs \$8,000-\$10,000 per hydrant.

## **NEW BUSINESS**

### **BILL'S LIST: November 2021**

Mr. Stairiker made a motion to approve the November 2021 Bills List for the General Fund Account in the amount of \$48,202.38; Developers Escrow Fund in the amount of \$14,623.69; Capital Improvement Fund in the amount of

\$8,108.28; Prepaid Invoices in the amount of \$15,965.82; Prepaid ACH Credit Invoices in the amount of \$9,500.54 and Transfers to the Township in the amount of \$92,889.45. Mr. Green seconded, Mr. Stone was not available to vote, and the motion was unanimously approved by the Authority.

#### **TREASURER'S REPORT: November 2021**

Mr. Shaffer made a motion approving acceptance of the November 18, 2021 Treasurer's Report as presented. Mr. Green seconded the motion, Mr. Stone was not available to vote, and the motion was unanimously approved by the Authority.

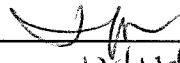
### **ANNOUNCEMENTS**

The next DTMA Board of Directors Meeting is scheduled for December 16, 2021 at 3:30 pm.

### **ADJOURNMENT**

With no further business to come before the Authority, the meeting was adjourned at 4:21pm.

Respectfully submitted,  
Keith Hass  
Executive Director

  
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12/14/2021  
\_\_\_\_\_  
Date