

**DOYLESTOWN TOWNSHIP MUNICIPAL AUTHORITY**  
**Minutes of Meeting**  
**January 21, 2021**

A meeting of the Doylestown Township Municipal Authority was held at 3:30pm on Thursday, January 21, 2021 in the Township Building with the following members in attendance: Richard Bach, Chairman; Joseph Van Houten, Vice-Chairman; 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; and Barbara Lyons, Board of Supervisors Liaison to the Doylestown Township Municipal Authority.

## **WELCOME**

The DTMA Chairman, Mr. Dick Bach, opened the meeting at 3:30pm.

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

No comments were presented at this time.

## **ACTION ITEMS**

### **REORGANIZATION OF OFFICERS, APPOINTMENTS AND GUIDELINES FOR 2021**

#### **Slate of Officers for 2021**

Mr. Van Houten made a motion to pass the slate of officers as listed in the DTMA board packet. Mr. Stairiker seconded the motion and the motion was unanimously approved as follows for 2021:

2021 Chairman – Richard A. Bach  
2021 Vice-Chairman – Joseph C. Van Houten  
2021 Secretary – Kevin Green  
2021 Treasurer – W. Rodney Stone  
2021 Assistant Secretary/Treasurer – Daniel Stairiker

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

Mr. Stone made a motion to appoint Joseph C. Van Houten as the DTMA Board Member liaison to the Public Water & Sewer Advisory Committee. Mr. Stairiker

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

2021 Public Water & Sewer Advisory Committee Member – Joseph C. Van Houten

### **Professional Staff for 2021**

Mr. Van Houten made a motion to pass the appointment of the DTMA professional staff as listed in the DTMA board packet. Mr. Stone seconded the motion and the motion was unanimously approved as follows for 2021:

2021 Engineer – SC Engineers, Inc.  
2021 Executive Director – Keith Hass  
2021 Recording Secretary – Donna C. Jacobini  
2021 Solicitor – Richard D. Magee, Jr.

### **Authority Depository for 2021**

Mr. Van Houten made a motion approving the use of any official federal or state depository in the United States of America including the Pennsylvania Local Government Investment Trust (PLGIT), Branch Banking and Trust (BB&T), 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. Stairiker seconded the motion and the motion was unanimously approved by the Authority.

### **Board Guidelines for 2021**

Mr. Van Houten made a motion to utilize the following Board Guidelines for 2021: 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 Building on Wells Road in Doylestown. Mr. Stairiker seconded the motion and the motion was unanimously approved by the Authority.

## **DTMA RIGHT TO KNOW OFFICER**

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

## **MINUTES APPROVAL: December 17, 2020**

Upon a motion by Mr. Van Houten, seconded by Mr. Bach and unanimously approved by the Authority, the minutes of the December 17, 2020 DTMA meeting was approved as submitted.

## **ENGINEER'S REPORT**

### **Central Water System Water Main Extensions Update**

#### **Request for Payment Application #3 PACT One, LLC. Contract 2020-2 Central Water Main Extensions**

Mr. Ciottoni provided an update on the work completed to date on this project explaining that it is almost 50% complete. Based upon the recommendation of the Township Engineer, Mr. Van Houten made a motion to approve the PACT One, LLC, P.O. Box 74, Ringoes, NJ 08551, Payment Application #3 in the amount of \$84,164.40 for work completed on Contract 2020-2 Central Water Main Extensions. Mr. Stairiker seconded the motion and the motion was unanimously approved by the Authority.

## **AUTHORITY SOLICITOR'S REPORT**

No report was issued at this time.

## **EXECUTIVE DIRECTOR'S REPORT**

### **South One Tank Rehabilitation Project Update**

#### **Request for Payment Applications #3 and #4, Worldwide Industries Corporation Contract 2020-1 South One Tank Rehabilitation**

Mr. Hass reported that this project is 100% complete and back in operation following a successful DEP tank inspection. Mr. Van Houten made a motion to approve the Worldwide Industries Corporation, P.O. Box 1681, 470 Mitchell Hill Road, Butler, PA 16003-1681 Payment Application #3 in the amount of \$2,295.00 and Payment Application #4 in the amount of \$14,955.00 for work completed on Contract 2020-1 South One Tank Rehabilitation. Mr. Stone

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

### **Delaware Valley University Water System Interconnection Project Update**

Mr. Hass reported that preliminary inquiries of the commercial and residential property owners in this area indicated an interest in public water connections. He reminded the Board of the \$400,000 grant received for this project but in order to make a decision about the detailed scope of the project, Mr. Hass requested approval to move forward with a formal, but non-binding, letter to the area residents and commercial property owners explaining potential costs.

The consensus of the DTMA was to grant authorization to the Executive Director to contact the potential future customers in the area with a letter designating a construction cost estimate of \$12,500 to connect to public water via the Delaware Valley University Water System Interconnection Project. Messrs. Van Houten, Stone, Stairiker and Bach all individually agreed to this decision.

## **NEW BUSINESS**

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

Mr. Van Houten made a motion to approve the January 2021 Bills List for the General Fund Account in the amount of \$54,399.20; Developers Escrow Fund in the amount of \$424.50; Capital Improvement Fund in the amount of \$113,064.94; Prepaid Invoices in the amount of \$22,162.59; Prepaid ACH Credit Invoices in the amount of \$4,837.64; and Transfers to the Township in the amount of \$92,835.87. Mr. Stairiker seconded the motion which was then unanimously approved by the Authority.

### **TREASURER'S REPORT: January 21, 2021**

Mr. Van Houten made a motion approving acceptance of the January 21, 2021 Treasurer's Report as presented. Mr. Stairiker seconded the motion and the motion was unanimously approved by the Authority.

Mr. Van Houten requested an update regarding the status of the money owed to the DTMA from Buckingham Township. It was confirmed, to date, no response has been forthcoming from Buckingham Township despite the fact that an additional email was sent to Buckingham Township on December 3, 2020. The consensus of the DTMA was to send a formal letter to Buckingham Township.

## **ANNOUNCEMENTS**

Barbara Lyons announced that she is pleased to serve as the Board of Supervisors liaison to the DTMA and thanked them for all their hard work and progress to date.

The next DTMA Board Meeting is scheduled for February 18, 2021 at 3:30 pm.

The 2021 DTMA Board of Directors Meeting Schedule was established as follows with each meeting to begin at 3:30pm in the Doylestown Township Building:

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

## EXECUTIVE SESSION

The Municipal Authority adjourned to Executive Session at 4:25pm to discuss the following topics:


1. Figuera Property, Lower State Road
2. Easements for Central Water System Expansion
3. Personnel Matter

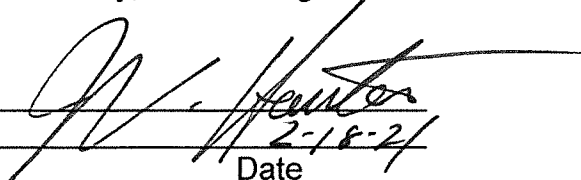
The regular meeting of the DTMA was reconvened at 5:15pm following its Executive Session and the following business was discussed:

1. Mr. Van Houten made a motion to deny moving forward with the granting of an easement or the purchase of the Figuera Property on Lower State Road. Mr. Stone seconded the motion and the motion was unanimously approved by the Authority.
2. Mr. Van Houten made a motion to increase the salary of Mr. Keith Hass by 5% retroactive to the first pay period of 2021. Mr. Stone seconded the motion and the motion was unanimously approved by the Authority.

## ADJOURNMENT

With no further business to come before the Authority, the meeting was adjourned at 5:20pm.

Respectfully submitted,  
Keith Hass   
Executive Director

  
Date 2-18-21