

**DOYLESTOWN TOWNSHIP MUNICIPAL AUTHORITY**  
**Minutes of Meeting**  
**January 18, 2024**

A meeting of the Doylestown Township Municipal Authority was held at 3:30pm on Thursday, January 18, 2024 in the Township Building with the following members in attendance: Joseph Van Houten, Chairman; Kevin Green, Vice-Chairman; W. Rodney Stone, Treasurer and Robert Shaffer, 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 (via Zoom).

**WELCOME**

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

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

No visitors attended the DTMA meeting.

**ACTION ITEMS**

**REORGANIZATION OF OFFICERS, APPOINTMENTS AND GUIDELINES FOR 2024**

**Organization of the 2024 DTMA Board and Professional Staff**

**Action:** Consideration of a motion to elect a slate of officers for 2024.

The DTMA Solicitor, Mr. Richard Magee, conducted the meeting for the purpose of reorganization and the appointment of officers.

Mr. Magee asked if any of the present Board members desired a different role than the position held the previous year:

2023 Chairman – Joseph C. Van Houten  
2023 Vice-Chairman – Kevin Green  
2023 Secretary – Daniel Stairiker  
2023 Treasurer – W. Rodney Stone  
2023 Assistant Secretary/Treasurer – Robert Shaffer

Mr. Magee recognized that Mr. Stone wished to run for the Assistant Secretary /Treasurer role and Mr. Shaffer the Treasurer role. Mr. Van Houten made a motion to elect the following slate of DTMA officers for 2024:

2024 Chairman – Joseph C. Van Houten  
2024 Vice-Chairman – Kevin Green  
2024 Secretary – Daniel Stairiker  
2024 Treasurer – Robert Shaffer  
2024 Assistant Secretary/Treasurer – W. Rodney Stone

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

As the appointed DTMA Chairman, Mr. Van Houten assumed oversight of the meeting.

**Action:** Consideration of a motion approving the appointment of one Board Member as liaison to the Public Water & Sewer Advisory Board.

2023 Liaison – Joseph C. Van Houten

2024 Member – Joseph C. Van Houten

#### **Liaison to the Public Water & Sewer Advisory Committee for 2024**

Mr. Van Houten made a motion to appoint Joseph C. Van Houten as the DTMA Board Member liaison to the Public Water & Sewer Advisory Committee for 2024. Mr. Stone seconded the motion and the motion was unanimously approved by the Authority.

**Action:** Consideration of a motion to approve Professional Staff for 2024.

#### **Professional Staff for 2024**

Positions for consideration:

Mr. Shaffer made a motion to appoint the professional staff for 2024. Mr. Green seconded the motion and the motion was unanimously approved.

2024 Engineer – SC Engineers, Inc.  
2024 Executive Director – Keith Hass, P.E.  
2024 Recording Secretary – Donna C. Jacobini  
2024 Solicitor – Richard D. Magee, Jr.

#### **Proposed Guideline for Authority Funds for 2024**

Mr. Shaffer made a motion approving the use of any official federal or state depository in the United States of America including but not limited to the Pennsylvania Local

Government Investment Trust (PLGIT), Branch Banking and Trust (Truist), 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. Stone seconded the motion and the motion was unanimously approved by the Authority.

### **Proposed Board Guidelines for 2024**

Mr. Shaffer made a motion to utilize the following Board Guidelines for 2024:

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 Administration Building.

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

### **DTMA Right to Know Officer for 2024**

Mr. Van Houten made a motion assigning Mrs. Margaret Trageser as the DTMA Open Records Officer for 2024. Mr Green seconded the motion and the motion was unanimously approved by the Authority.

## **MINUTES APPROVAL**

Upon a motion by Mr. Van Houten, seconded by Mr. Green and unanimously approved by the Authority, the minutes of the December 21, 2023 Board of Directors Regular Meeting was approved as presented.

## **REPORTS**

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

**Request for Change Order #2 for Contract No. 2022-1: Generator Installations**

Mr. Ciottoni reviewed the request for Change Order #2 for Contract No. 2022-1: Generator Installations.

Mr. Stone made a motion to approve Eastern Environmental Contractors, Inc., 6304 5<sup>th</sup> Street, P.O. Box 278, Green Lane, PA 18054 Change Order #2 in the amount of \$2,435.39 for proposed Change Order #2 on the Contract #2022-1: Generator Installations project. Mr. Shaffer seconded the motion and the motion was unanimously approved by the Authority.

### **Authorization for Escrow Release #2 for Meadow Creek**

Mr. Ciottoni reported that the water main and service lines have been installed since 2022. Miscellaneous work remains to be completed and an escrow balance of \$28,793.80 is recommended.

Mr. Van Houten made a motion to approve Triumph Building Group, 2324 Second Street Pike, Suite 20, Newtown, PA 18940 Escrow Release #2 reduction in the amount of \$11,995.20 leaving an escrow balance of \$28,793.80. Mr. Green seconded the motion and the motion was unanimously approved by the Authority.

### **PFAS Design Treatment Facilities Update**

Mr. Ciottoni provided an update on the PFAS Design Treatment Facilities project. He stated the DEP would not accept the DTMA sewage module waiver request. The DEP requires a full planning module application for the project. As a result, the February 7<sup>th</sup> PennVEST application deadline for the first quarter will be missed. Mr. Ciottoni indicated the sewage module and complete application will be ready by the May 7<sup>th</sup> second quarter PennVEST deadline.

### **Authorization to Execute Bucks County Water and Sewer Authority Professional Services Agreement**

Mr. Ciottoni explained a developer's agreement is needed between the DTMA and Bucks County Water and Sewer Authority. This is necessary for the DEP Sewage Planning Module Application for the Central Well #5 and #7 PFAS Treatment Project.

Mr. Magee reviewed the agreement and recommended its execution.

Mr. Van Houten made a motion to execute the Bucks County Water and Sewer Authority Professional Services Agreement. Mr. Green seconded the motion and the motion was unanimously approved by the Authority.

Mr. Green commended all who worked on this project and Mr. Van Houten encouraged the DTMA Board members and professionals to stay committed to the project and keep moving it forward.

## **AUTHORITY SOLICITOR'S REPORT**

No report was given at this time by the Authority Solicitor.

## **EXECUTIVE DIRECTOR'S REPORT**

### **Major 2023 DTMA Accomplishments**

Mr. Hass referenced his memo to the DTMA Board of Directors dated January 16, 2024. He explained that he submitted his annual report to the Board of Supervisors outlining DTMA accomplishments in 2023. Among the highlights were the following:

- Continued growth in the amount of residential and commercial customers
- Capital construction improvements to the DTMA booster stations.
- Procurement of \$1.7 million in DCED grants.

### **2024 PMAA Board Member Training – April 4, 2024, Allentown, PA**

Mr. Hass reviewed information pertinent to the upcoming 2024 PMAA Board Member Training scheduled to be held on April 4, 2024 in Allentown, Pennsylvania. He encouraged the board members' attendance at this year's event and asked that interested Board members contact him.

## **NEW BUSINESS**

### **BILL'S LIST: January 2024**

Mr. Van Houten made a motion to approve the January 2024 Bills List for the General Fund Account in the amount of \$66,653.97; Developers Escrow Fund in the amount of \$0.00; Capital Improvement Fund in the amount of \$6,529.87; Prepaid Invoices in the amount of \$25,292.04; Prepaid ACH Credit Invoices in the amount of \$15,239.27; and Transfers to the Township in the amount of \$94,866.88. Mr. Shaffer seconded the motion and the motion was then unanimously approved by the Authority.

### **TREASURER'S REPORT: January 18, 2024**

Mr. Van Houten made a motion approving acceptance of the January 18, 2024 Treasurer's Report as presented. Mr. Shaffer seconded the motion and the motion was unanimously approved by the Authority.

## **ANNOUNCEMENTS**

The next **DTMA Board of Directors Meeting** is scheduled for February 15, 2024 at 3:30pm.

**2024 DTMA Board of Directors Meeting Schedule.** All meetings begin at 3:30pm and are held in the Doylestown Township Building as follows:


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

Mr. Rod Stone announced his resignation from the DTMA due to the fact that he is moving to Warminster Township. He plans to submit an official letter of resignation shortly and expressed his sincere appreciation to the rest of the board members and professional staff. Members of the Board wished Mr. Stone the best and thanked him for his valuable service to the Township as a member of the DTMA over the years.

### **ADJOURNMENT**

With no further business to come before the Authority, the meeting was adjourned at 4:10pm.

Respectfully submitted,  
Keith Hass  
Executive Director

  
\_\_\_\_\_  
2/15/2024  
\_\_\_\_\_  
Date