

DOYLESTOWN TOWNSHIP MUNICIPAL AUTHORITY
Minutes of Meeting
January 20, 2011

A meeting of the Doylestown Township Municipal Authority was held at 4:00 p.m. on Thursday, January 20, 2011 in the Township Building with the following members in attendance: Ronald C. May, Chairman; Ed Harvey, Treasurer; Richard A. Bach, Secretary and Frank LaRosa, Assistant Secretary/Treasurer. Also present at the meeting was Alfred S. Ciottoni, Authority Engineer; Richard E. John, Executive Director; Richard D. Magee, Authority Solicitor and E. Thomas Scarborough, Jr., Board of Supervisors Liaison to the Authority.

WELCOME

The Doylestown Township Municipal Authority welcomed Mr. Frank LaRosa as the new board member selected to fill Mr. Walter Berry's remaining term which ends on December 31, 2011.

ACTION ITEMS

Reorganization of Officers, Appointments and Guide Lines for 2011

Authority Officers -

Upon a motion by Mr. Bach, seconded by Mr. Harvey and unanimously approved by a 4 to 0 vote of the Doylestown Township Municipal Authority, the following slate of officers were nominated and elected for 2011:

Ronald C. May was elected as Chairman.
Edward Hege was elected as Vice-Chairman.
Richard A. Bach was elected as Secretary.
Edward Harvey was elected as Treasurer.
Frank LaRosa was elected as Assistant Secretary/Treasurer.

Authority Liason to the Township's Public Water and Sewer Advisory Committee -

Upon a motion by Mr. May, seconded by Mr. Bach and unanimously approved by a 4 – 0 vote of the Doylestown Township Municipal Authority, Edward Harvey was appointed as the 2011 Board Liaison to the Doylestown Township Public Water & Sewer Advisory Committee.

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Authority Professional Staff -

Mr. Bach made a motion to reappoint the incumbent 2010 Doylestown Township Municipal Authority professional staff for 2011 as follows:

Engineer:	Alfred S. Ciottoni
Executive Director:	Richard E. John
Recording Secretary:	Donna C. Jacobini
Solicitor:	Richard D. Magee

The motion was seconded by Mr. Harvey and unanimously approved by a 4 – 0 vote of the Doylestown Township Municipal Authority.

Mr. Bach made a motion to approve the use of any official federal or state depository in the United States of America and to include PLGIT, (the Pennsylvania Local Government Investment Trust), for deposit of Authority General Funds, Repair and Replacement Funds, Capital Improvement Funds, Debt Service Funds and Escrow Funds as needed for safekeeping. Mr. Harvey seconded the motion which was then unanimously approved in a 4 – 0 vote by the Doylestown Township Municipal Authority.

Mr. Bach made a motion to approve the utilization of the following Board Guide Lines for 2011:

- The Chairman shall preside at all public and/or executive meetings, which shall be in conformance with Roberts Rule 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 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 4 pm in the Doylestown Township Building.

Mr. Harvey seconded the motion which was then unanimously approved in a 4 – 0 vote by the Doylestown Township Municipal Authority.

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MINUTES APPROVAL: December 16, 2011

Mr. Bach made a motion to approve the December 16, 2010 DTMA Minutes as submitted. Mr. Harvey seconded the motion and the motion was unanimously approved in a 4 – 0 vote by the Authority.

BILL'S LIST: January 20, 2011

Mr. Bach made a motion to approve the January 20, 2011 Bills List for the General Fund Account in the amount of \$86,919.49; the Developers Escrow in the amount of \$2000.00; the Repair and Replacement Fund in the amount of \$24,060.73; the Capital Improvement Fund in the amount of \$12,528.18 and the Prepaid Checks in the amount of \$364,435.21. Mr. Harvey seconded the motion and the motion was unanimously approved in a 4 – 0 vote by the Authority.

Non Agenda Action Item:

Mr. John brought up the subject of advancing \$ 1,700.00 to the Authority Solicitor Elliott and Magee for the purpose of paying costs related to recording the final batch of Cross Keys Water Service Project easements. Mr. Magee stated his office sent approximately seventy five easements to the title company for review and recording at a cost of fifty three dollars each and the present request should allow for the recording of the remaining easements. Mr. John stated that Mr. Magee plans to reconcile the easement expenditures for the Boards review at the February meeting. Upon ending the discussion Mr. Harvey made a motion to approve an advance allocation of funds in the amount of \$ 1,700.00 to Elliott and Magee for use in recording the remaining Cross Keys Water Service District easements. Mr. Bach, seconded the motion and the Authority unanimously approved the motion with a 4 - 0 vote.

TREASURER'S REPORT: January 20, 2011

Mr. Harvey made a motion to approve acceptance of the January 20, 2011 Treasurer's Report as submitted. Mr. Bach seconded the motion and the motion was unanimously approved by the Authority in a 4 – 0 vote.

OTHER ITEMS -

ACCOMPLISHMENTS – 2010

The Authority commended Mr. John for the excellent work he has done as the DTMA Executive Director throughout 2010.

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BOARDS AND COMMISSIONS MEETING – FEBRUARY 2, 2010

All Township Boards and Commissions are requested to meet with the Board of Supervisors during their public meeting to be held at 7 pm on Tuesday, February 1, 2011 at the Township Building. Board members should be prepared to present their accomplishments for the year 2010 and to discuss anything of mutual interest such as upcoming projects for 2011 and/or the state of the Authority. Mr. Harvey agreed to make the Authority's presentation to the Board of Supervisors

CAPITAL COST RECOVERY and TAP-IN FEE DISCUSSION

Mr. John introduced a discussion on setting a specific amount of cost recovery a new customer would be required to pay to receive a water service. He stated that present day construction costs are driving the cost above fifteen thousand dollars per lot and it was his thought that without mandatory tap ins, residents were becoming reluctant to request a water connection. He suggested the Authority establish a cost in the range of eight to nine thousand dollars which may be more palatable to residents abutting the recently constructed water mains. He said this cost would be made up of tap in fees for capacity, distribution, water service and facility construction costs. He reminded the Board that the resident still would have onsite cost to finalize the connection and abandon the well. Mr. Harvey suggested the Authority continue to provide a time payment plan which might act as an incentive. It was also suggested that rather than making it a permanent fee it be promoted for a period of time as an incentive. Mr. La Rosa stated the Authority should make the potential customers aware of the true cost and show the savings if they would agree to take water within a specific time period. The Board directed the Solicitor confirm the legality of the proposal and provided it is not a problem, directed the professional staff to create a game plan.

STATE ETHICS STATEMENT OF FINANCIAL DISCLOSURE

The Executive Director requested execution of the SEC-1 Statement of Financial Interests Form(s) by the Municipal Authority Board members with return of same to the Executive Director by the DTMA's February 2011 meeting.

INFORMATION and CONTACT FORM for 2011

The Executive Director requested that the Municipal Authority Board members complete and return the 2011 Information and Contact Form with any corrections, changes or non changes.

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AUDIT: 2010

The 2010 Authority Audit will begin in February, 2011.

ANNOUNCEMENTS: The next meeting of the Doylestown Township Municipal Authority will be held on Thursday, February 17, 2011 starting at 4 pm.

ADJOURNMENT: There being no further business to come before the Authority, the meeting was adjourned at 4:41 pm.

Respectfully submitted,



Richard E. John
Executive Director

Richard E. John
FEB 17, 2011
Date