

DOYLESTOWN TOWNSHIP MUNICIPAL AUTHORITY
Minutes of Meeting
March 17, 2016

A meeting of the Doylestown Township Municipal Authority was held at 4:00 p.m. on Thursday, March 17, 2016 in the Township Building with the following members in attendance: Richard A. Bach, Chairman; Frank LaRosa, Secretary; Edward Harvey, Treasurer and Joseph C. Van Houten, Assistant Secretary Treasurer. Also present at the meeting was Richard E. John, Executive Director; Alfred S. Ciottoni, Municipal Authority Engineer and Rick Colello, Board of Supervisors Liaison to the Doylestown Township Municipal Authority.

ACTION ITEMS

MINUTES APPROVAL: February 18, 2016

Upon a motion by Mr. Harvey, seconded by Mr. Van Houten, and unanimously approved by the Authority, the Minutes of the February 18, 2016 meeting were approved as submitted.

BILL'S LIST: March 17, 2016

Mr. Harvey made a motion to approve the March 17, 2016 Bills List for the General Fund Account in the amount of \$8,377.56; Developers Escrow Fund in the amount of -0-; Debt Service Reserve Fund in the amount of \$-0-; Repair and Replacement Fund in the amount of \$3,740.34; Capital Improvement Fund in the amount of \$3,057.00; the Prepaid Invoices in the amount of \$6,413.59; the Prepaid ACH Credit Invoices in the amount of \$14,842.14 and Transfers to the Township in the amount of \$71,386.46. Mr. LaRosa seconded the motion and the motion was unanimously approved by the Authority.

TREASURER'S REPORT: March 17, 2016

Mr. LaRosa made a motion to approve acceptance of the March 17, 2016 Treasurer's Report as presented. Mr. Van Houten seconded the motion and the motion was unanimously approved by the Authority.

LAWN MAINTENANCE YEAR 3 CONTRACT EXTENSION

Mr. Harvey made a motion for approval to extend the Year 3 Bid Extension with Land Tech Enterprises, Inc., for lawn maintenance at 18 Authority parcels during the 2016 growing season for the amount of \$26,740.00. Mr. LaRosa seconded the motion and the motion was unanimously approved by the Authority.

BRAY/LONG OFFSITE WATER MAIN PROPOSED PROJECT COST

Mr. Ciottoni reviewed background information pertinent to this proposed project. Following some discussion by the Authority, the consensus of the Authority was to authorize Mr. John to engage in discussion(s) with the developer.

WOODRIDGE WATER MAIN EXTENSION - PROPOSED PROJECT COST

The Authority discussed extending the Wood Ridge Road water main along 63 parcels, adjacent Anvil, Buck, Old New, Springdale, Lower State and Bristol Roads. Additionally, they discussed seeking new customers at a per parcel cost. No decision was arrived at regards the water extension nor its per parcel cost. However, Mr. Ciottoni was asked to provide a cost and return on investment for the whole of Pebble Ridge and Wood Ridge areas of the Township, about 250 homes.

OTHER BUSINESS -

CHAIRMAN'S REQUEST FOR DISCUSSION PURPOSES:

Discussion of the topics below was tabled to the Authority's next meeting to determine what contribution the DTMA can make to get water to the following areas:

BUCKINGHAM AUTHORITY

CONTRACTORS SHOP - West of 611 on Ferry Road

DAYCARE - East of 611 off Ferry Road

NESHAMINY MANOR - 611 & Almshouse Road

PINE RUN FACILITY - Ferry Road

SHELBOURNE SOLANA FACILITY - 611 North of Kelly Road

SHORT ROAD NEW CONSTRUCTION - Between Cherry/Spring Valley

SHRINE OF CZESTOCHOWA - Ferry Road

OPERATIONS: FACILITY UPGRADE NEEDS -

CENTRAL BOOSTER STATION PUMP REPLACEMENT –

The Municipal Authority Engineer reviewed the status of this contract that began in March, 2015 with a proposed end date of early August, 2015 and its subsequent lack of progress. As of October, 2015 both pumps have been installed and are operational. Approximately eight items remain to be completed on the base contract with Eastern Environmental Contractors and we're still waiting word on when the EEC will be completing the Change Order # 1 which involves placement of two valves in the Memorial Drive meter pit.

CENTRAL BOOSTER STATION CHANGE ORDER # 1 –

Under the approved Change Order, Eastern Environmental Contractors is to install two altitude valves at the Teversall/Memorial Drive meter pit in order to control flows and pressures of water moving back and forth between the Boro and the DTMA systems. Once completed, this will help minimize wheeling cost. In January we received a work schedule from EEC and, most recently, requests from the altitude valve manufacture for pressure settings required to allow the valves to open and close as relates to the needs of the Authority/Borough water systems. The Authority Engineer is managing this operations project.

FURLONG WATER SUPPLY –

The DTMA Engineer has sought contact with the Pavilion engineer (Van Cleef) seeking updated info on the existing well, thought to be eventually placed in use for the now proposed Pavilion development. Developer has apparently not completed any assessment of the existing wells pending plan approval. At this time, it appears access will not be attained until such time as the developer has a preliminary plan approval thought to occur this spring, 2016. As such, the DTMA Engineer in consultation with Del Val Consultants will continue looking at other sites thought to be good sources within the Furlong area of Doylestown Township as time permits.

NOTE: At the Board of Supervisors meeting of November 17, 2015 the Board consensus approved the applicant moving forward with engineering based on the most current sketch plan and recent discussions related to building sizes, impervious surfaces, parking stall sizes, location of the B & H Trail, additional buffer plantings and dedicating the well site to the Authority. Additionally, a stipulated

agreement with the Township needs to be settled. At the Board of Supervisors Meeting of March 1, 2016, the developer presented various building aesthetics for Board review. The Supervisors made no commitment but urged the developer to continue moving forward with planning and finalizing the stipulated agreement.

NOTE: On the other side of this project, we received an e-mail letter from DEP requesting how DTMA could reduce costs of the proposed Furlong water system. The Executive Director did respond back to DEP letting them know our status at this time.

The Doylestown Township Municipal Authority Chairman, Mr. Dick Bach, suggested that the DTMA make a proposal to the Doylestown Township Board of Supervisors requesting that the Township contribute to the efforts of the DTMA to expand its water service and provision(s) with the goal of being able to meet with developers and be able to say that we can provide water to a proposed development at a specific cost.

NORTH WEST WELL # 1 –

The Operations staff and Authority Engineer have been looking at system needs in terms of daily domestic, fire flow and flushing needs. Based on domestic demand in the summer time and flushing demand in spring and fall, it is felt the NWW # 1 well needs to be maximized as it is the Authority's best producing well. Staff is looking at what would need to be done to get this well station to pump at a 675 gpm rate in order to meet most of the known demands, especially as relates to the Central Well needs for a backup water source. An upgrade of this size would handle most of the normal daily demands throughout the year, however, high volume use such as fire flows and flushing would still necessitate pulling water from our surface water suppliers. An upgrade of this size will be problematic, permit wise, and structurally. The Authority Engineer is working with the Authority's design engineer toward identifying the final design needs and costs associated therewith.

NOTE: Mr. Ciottoni is also working with the Authority's consulting engineer, Del Val Soil & Environmental Consultants, Inc., in order to satisfy DEP requests related to permit requirements prior to upgrade.

PROJECT STATUS –

Autoland North – D&E agreements signed September 25, 2015. Project moving forward with construction of the new dealership. Construction financial security was posted in cash in the amount of \$99,009.00 and will be held at National Penn Bank. Professional services agreement is now funded in the amount of \$15,400 per D&E agreement. Developer is now moving ahead with installation of the water service, both domestic and fire.

Bailey's Square – Commercial center completed and units are being occupied. Project is in the 18th month maintenance period which is anticipated to expire in May, 2016.

Bray/Long Tract – Proposed 41 house development on the corner of Bristol and Lower State Roads. Public water to be provided through a looping of DTMA mains located at two points: 1 – Lower State at Brinker Drive and 2 – Woodridge Roads via Buck, Old New, Lower State Roads thence along Bristol. Authority may have to participate in cost to get water to the site. Approximately 9,000 feet of main is required to serving 106 properties on and off site.

Carriage Hill – Continues to build with over 367 units sold. Expect another 96 units to be sold in 2016 out of a total 463 units. Tap in fees collected to date - \$ 727,889. Remaining fees anticipated - \$227,232.

Casa Bella Subdivision – Final Plan approved by Township December 2, 2014. Four lots were created and public water to be installed. Construction of site work began early winter. Contractor now ready to install approximately 310 feet of 12" water main along Sandy Ridge Road. Onsite will be 8" water main.

Cross Keys Project – Review of construction cost reimbursement (as of December 23, 2015) shows the following status:

- 105 EDU's took advantage of annual payment plan at \$5,852.67 = \$614,530.35
- 90 EDU's have paid in full for a reimbursement of \$552,534.54.
- 7 EDU's on schedule to be paid over next three years (\$30,972.32)
- 3 EDU's delinquent (\$31,023.49)

NOTE: The Solicitor is working on delinquent accounts.

Doylestown Greene – Water system complete and in maintenance period which began in July, 2015 and expires January 2, 2017.

Hidden Meadows – D&E agreements approved August 2015. Precon meeting was held November 23, 2015. Construction started in December, 2015. Water utility for 16 twin homes completed January 7, 2016 with the exception of water main pressure testing and water services needing to be installed. Executive Director met with adjacent property owner seeking easement for water main extension to Myer Way in New Britain Borough. Meeting was favorable. Ed Harvey needs to speak to two more owners.

NOTE: DTMA Engineer, in letter dated January 7, 2016, recommends Escrow Release #1 to be approved for release to Hidden Meadows Development LLC in the amount of \$52,862 leaving a balance of \$35,754 in escrow.

New Britain Boro Gateway Corridor – We saw this potential expansion area back in the summer of 2015. The area essentially is along the Del Val University frontage along Business Route 202 starting at New Britain Road and running westward to a point of intersection with Shady Retreat Road. The positive here is that it will develop with high density meaning a lot of customers in a small area; the negative is that it will require installing water main along a state roadway at a higher than normal cost.

651 North Shady Retreat Road – Four lot subdivision is proposed residential subdivision in the general area bounded by Victorian Gardens, Brinker Fuels and Doylestown Commons just off Limekiln Road. Suggested extending main to Westwyck via Township open space.

Pavilion at Furlong (York & Rogers Roads) – Developer received a direction from the Board of Supervisors at their November, 2015 meeting to finance the development plan deficiencies and to finalize a stipulated agreement with the Board's Solicitor by February, 2016. The developer came before the Board of Supervisors at their March 1, 2016 public meeting to show the building aesthetics. The Supervisors took no action but did suggest they continue to clean up the plan particulars. The DTMA Engineer has been speaking with hydro engineers at Del Val Consultants regarding the use of the existing well and/or another well site. Staff will continue to monitor this plan as it moves through the approval process. No further Authority action needed at this time.

Silver Maple Farm (Lower State Road at 202 Parkway) – Developer has constructed and occupied the commercial building. In 2015, construction of the ten proposed residential units was completed which leaves two commercial pad sites remaining to be constructed.

Stone Barn Manor – One existing home to be restored, the barn to be converted to a home and seven new single family homes constructed. Site work started December, 2014. Precon meeting for water held December 18, 2014. Water to be installed early 2015. The Authority conditionally approved the water utility plan based on SCE December 1, 2014 recommendation letter. D&E and Professional agreements were approved in November, 2014. Water utility installed in spring, 2015. Developer requested full release of construction escrow at November 19, 2015 meeting and will execute the Deed of Dedication documents which will start the 18 month maintenance clock.

NOTE: Solicitor is still awaiting dedication documents.

Town's Edge – Preliminary Plan was approved by the Township July 15, 2014 with one existing home to be renovated; one barn to be converted to a townhome and five linked townhomes to be constructed. The Authority approved with conditions (SCE letter of December 1, 2014) the water utility plan at its December, 2014 meeting. Developer has not executed the D&E agreements nor has any work on the water utility commenced. At January, 2016 Board of Supervisors Meeting, the developer stated he is downsizing the units to accommodate 12 units of about 1,400 sq. feet each, with underground parking. New plan appears to meet zoning and supervisors had no problem with the proposed change in plan.

NOTE: Solicitor working on agreements.

WIPP PROPOSAL: Mr. John reviewed his memo to the DTMA dated March 17, 2016 regarding a proposal from WIPP (Web Inquiry and Payment Portal) Module by Edmunds & Associates. Upon a review of this proposal, Mr. LaRosa made a motion to engage the WIPP proposal as outlined below:

Web inquiry of account and access to payment portal - \$1,200.00 up front charge to the Authority, then, annually in the amount of \$1,200.00 thereafter in order to maintain the web site.

Mr. Van Houten seconded the motion and the motion was unanimously approved by the Authority.

ASSISTANT SECRETARY/TREASURER APPOINTMENT: Upon a motion by Mr. LaRosa, seconded by Mr. Harvey, Mr. Joseph C. Van Houten was unanimously elected to serve as Assistant Secretary/Treasurer to the Authority.

TD BANK RESOLUTION(S): Mr. John reviewed his memo to the DTMA dated March 17, 2016 regarding two TD Bank Resolutions as follows:

Mr. Harvey made a motion to approve TD Bank's Governmental Entity Certificate of Resolution which certifies the Doylestown Township Municipal Authority Board members and the Authority's Executive Director as legal signers for accounts held at TD Bank. Mr. LaRosa seconded the motion and the motion was unanimously approved by the Authority.

Mr. Harvey made a motion to execute the TD Bank Resolution and signature cards upon approval and recognize and accept that the following procedures be followed in the payment of Authority invoices and debts:

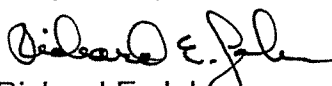
1. All checks be signed by any two (2) Board members or any one Board member and the Executive Director upon approval of the monthly Bills List;
2. All Prepaid Checks be signed by any three (3) Board Members or any two (2) Board Members and the Executive Director in order to maintain a system of checks and balances in disbursement of Authority funds.

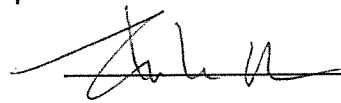
Mr. LaRosa seconded the motion and the motion was unanimously approved by the Authority.

ANNOUNCEMENTS: The next meeting of the Doylestown Township Municipal Authority will be held on Thursday, April 21, 2016 starting at 4 pm.

ADJOURNMENT: There being no further business to come before the Authority, the Authority adjourned the meeting at 5:09 pm.

Respectfully submitted,


Richard E. John
Executive Director



4/21/16

Date