

DOYLESTOWN TOWNSHIP MUNICIPAL AUTHORITY
Minutes of Meeting
October 21, 2021

A meeting of the Doylestown Township Municipal Authority was held at 3:30pm on Thursday, October 21, 2021 in the Township Building with the following members in attendance: Joseph Van Houten, Chairman; Kevin Green, Vice-Chairman; Rod Stone, Treasurer; Daniel Stairiker, 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 Barbara Lyons, Board of Supervisors Liaison to the Doylestown Township Municipal Authority.

WELCOME

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

VISITORS/PUBLIC AND BOARD OF DIRECTORS' COMMENTS

N/A

MINUTES APPROVAL

September 16, 2021

Upon a motion by Mr. Green, seconded by Mr. Stairiker and unanimously approved by the Authority, the minutes of the September 16, 2021 DTMA meeting was approved as submitted.

Upon a motion by Mr. Green, seconded by Mr. Stairiker and unanimously approved by the Authority, the minutes of the September 16, 2021 DTMA Public Budget Work Session meeting was approved as submitted.

REPORTS

AUTHORITY ENGINEER'S REPORT

CONTRACT # 2021-1 BUTLER AVENUE WATER MAIN EXTENSION UPDATE

Mr. Ciottoni explained that this project is almost complete with minor work needed including the installation of the meter chamber. Also pending is the extension of the water main to the 7-Eleven property. Mr. Ciottoni reported that he expects the project to be complete by the next DTMA meeting.

CONTRACT # 2020-2 CENTRAL SYSTEM WATER MAIN EXTENSIONS UPDATE

Mr. Ciottoni stated the contractor should complete the Anvil Lane installation in November. In addition, the remaining 1,500 feet of pipe to be installed should be completed by the next DTMA meeting as well.

DOYLESTOWN WALK

Request for Doylestown Walk Escrow Release #1

Mr. Ciottoni reported that installation of the water main inside the development has begun. Based upon Mr. Ciottoni's recommendation in his letter to the DTMA dated October 4, 2021, Mr. Stairiker made a motion to approve Doylestown Walk, Toll Mid-Atlantic LP Co., 250 Gibraltar Road, Horsham, PA 19044 Escrow Release #1 reduction in the amount of \$45,612 leaving an escrow balance of \$663,758.00. Mr. Schafer seconded the motion and the motion was unanimously approved by the Authority.

AUTHORITY SOLICITOR'S REPORT

FURLONG WATER SYSTEM PROJECT REIMBURSEMENT AGREEMENT AND RELEASE

As a result of a second meeting with Buckingham Township at the end of September, Mr. Magee reported that this project can now be closed out. He thanked Mr. Van Houten and Mrs. Lyons for their direct involvement and for their efforts on behalf of the DTMA with regard to this reimbursement and reported that Buckingham Township would be forwarding a check to the DTMA by November 1, 2021 in the amount of \$110,000.

Mrs. Lyons reported that the Board of Supervisors has already approved this reimbursement and added that this reimbursement is an agenda item on the Buckingham Township's Board of Supervisors October 27, 2021 meeting.

Based upon Mr. Magee's recommendation, Mr. Stairiker made a motion to approve the tri-party Furlong Water System Reimbursement Agreement and Release between the Doylestown Township Municipal Authority, Buckingham Township, and Doylestown Township thus settling the outstanding cost reimbursement issues between DTMA and Buckingham Township. Mr. Green seconded the motion and the motion was unanimously approved by the Authority.

Mrs. Lyons then thanked Mr. Magee for his work on this issue.

EXECUTIVE DIRECTOR'S REPORT

DELAWARE VALLEY UNIVERSITY BULK WATER PURCHASE AGREEMENT

Mr. Hass reported on a productive water system management meeting with the Delaware Valley University with respect to a future long-term Bulk Water Purchase Agreement between Delaware Valley University and the DTMA. Mr. Hass stated he is currently working on a draft agreement and that he plans to have more information to report at future meetings.

DTMA DRAFT 2022 BUDGET

Mr. Hass reviewed the 2022 DTMA Draft Budget and stated that he and Mr. Wallace plan a final review of the draft budget in anticipation of its final approval at the November 2021 DTMA meeting. He explained that, with the exception of the following minor changes, no further changes needed to be made to the draft budget:

1. Delete the \$100K Furlong reimbursement from Buckingham Township for 2022.
2. Increase the Main Break line item to \$20,000.
3. Increase the Fuel line item due to increased fuel prices.

The Board Chairman, Mr. Joseph Van Houten requested that each Board member review the draft in detail and address any questions to Mr. Hass by email prior to the next DTMA Board meeting. He also requested that each Board member be prepared to come in person to the November DTMA Board meeting to approve the budget.

2022 DOYLESTOWN TOWNSHIP MUNICIPAL AUTHORITY BOARD OF DIRECTORS PUBLIC MEETING DATES

Mr. Hass referenced the memo of September 30 from Jackie Rowand to Messrs. Van Houten and Hass establishing the following 2022 DTMA meeting schedule as follows with all said meetings to begin at 3:30pm:

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

- December 15

NEW BUSINESS

LETTER OF COMMENDATION

A letter dated September 15, 2021 from Doylestown Commons to Mr. Brent Eaton, DTMA Water Superintendent, was referenced by Mr. Hass. The letter recognized Mr. Mark Matakonis, DTMA staff member, for his swift and timely diligence in rectifying a water main break at the 84-household Doylestown Commons neighborhood. After a brief discussion, Mr. Hass was asked to present a formal letter of commendation to Mr. Matakonis recognizing him for his dedication and excellent work in this situation.

BILL'S LIST: October 2021

Mr. Stairiker made a motion to approve the October 2021 Bills List for the General Fund Account in the amount of \$91,237.97; Developers Escrow Fund in the amount of \$1,132.25; Capital Improvement Fund in the amount of \$57,100.04; Prepaid Invoices in the amount of \$19,886.50; Prepaid ACH Credit Invoices in the amount of \$9,729.01; and Transfers to the Township in the amount of \$92,007.67. Mr. Green seconded the motion which was then unanimously approved by the Authority.

TREASURER'S REPORT: October 2021

Mr. Green made a motion approving acceptance of the October 21, 2021 Treasurer's Report as presented. Mr. Schafer seconded the motion and the motion was unanimously approved by the Authority.

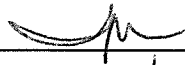
ANNOUNCEMENTS

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

ADJOURNMENT

With no further business to come before the Authority, the meeting was adjourned at 4:13pm.

Respectfully submitted,
Keith Hass
Executive Director



12/16/2021

Date