

**DOYLESTOWN TOWNSHIP MUNICIPAL AUTHORITY**  
**Minutes of Meeting**  
**April 21, 2022**

A meeting of the Doylestown Township Municipal Authority was held at 3:30pm on Thursday, April 21, 2022 in the Township Building with the following members in attendance: Joseph Van Houten, Chairman; Kevin Green, Vice-Chairman; Daniel Stairiker, Secretary 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.

## **WELCOME**

The DTMA Chairman, Mr. Joseph Van Houten, opened the meeting at 3:34pm.

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

### **PMAA BOARD MEMBER TRAINING REVIEW – Joe Van Houten**

Mr. Van Houten initiated a review of this year's PMAA Board Member Training event recently attended by most of the Board members.

Mr. Van Houten began by encouraging attendance at this yearly event. He requested that Mr. Hass provide copies of the current Municipalities Act for each board member and highlighted the roles of the Board members versus that of the Executive Director.

Mr. Green stated that very concrete topics were covered at this meeting. He asked for clarity regarding the annual job performance evaluation of the Executive Director since Mr. Hass also is an employee of the Township.

Per a request from Mrs. Lyons, Mr. Hass agreed to confirm board members are covered under the Authority's liability policy like the Supervisors.

Mr. Stairiker agreed that the role of the DTMA Board of Directors is not to micro-manage its affairs. He also suggested consideration of a 5-year plan with specific emphasis aimed at ensuring that the DTMA is more self-sufficient with respect to rates versus a reliance on tap-in fees.

## **ACTION ITEMS**

## **MINUTES APPROVAL**

**March 17, 2022**

Upon a motion by Mr. Green, seconded by Mr. Stairiker and unanimously approved by the Authority, the minutes of the March 17, 2022 DTMA meeting was approved as submitted.

## **REPORTS**

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

#### **DOYLESTOWN WALK**

##### **Request for Doylestown Walk Escrow Release No. 3**

Mr. Ciottoni provided a review of this project and explained that Escrow Release No. 3 covers completion of approximately 90% of the water main construction for the 137-unit housing development located at Lower State and Bristol Roads.

Mr. Shaffer made a motion to approve Doylestown Walk, Toll Mid-Atlantic, LP Co., 250 Gibraltar Road, Horsham, PA 19044 Escrow Release No. 3 reduction in the amount of \$240,133.00 leaving an escrow balance of \$190,277. Mr. Green seconded the motion and the motion was unanimously approved by the Authority.

### **PFAS TREATMENT CONSULTANT INTERVIEWS**

Mr. Ciottoni provided a review of this topic discussed at the last meeting of the DTMA. He explained that he and Mr. Hass have prequalified three large consulting firms that are experts in the field of PFAS treatment. The RFPs will be delivered shortly to the firms.

Mr. Ciottoni explained the proposal will determine the treatment methodology and the standard which to treat for. He estimated that the proposals will be ready for the DTMA's June meeting.

Mr. Van Houten asked that an extended DTMA discussion be scheduled when it is time to present the details of this plan. Mr. Hass agreed to provide any necessary information to be reviewed by the individual board members of the DTMA prior to any discussion.

### **AUTHORITY SOLICITOR'S REPORT**

#### **METRO STORAGE**

##### **Request for Metro Storage Final Escrow Release**

Mr. Ciottoni indicated that this escrow release represents the close-out of a project from several years ago. Mr. Hass reported that the as-builts and final punch list had been completed and Mr. Ciottoni agreed that the project is ready for release.

Mr. Stairiker made a motion to approve Metro Storage LLC, 13528 W. Boulton Boulevard, Lake Forest, Illinois 60045, Bond Number K09563672 reduction from \$33,876.00 to \$0.00. Mr. Shaffer seconded the motion and the motion was unanimously approved by the Authority.

### **MEADOW CREEK (60 Meetinghouse Road)**

Mr. Magee stated that Meadow Creek is a new, ten-home subdivision. He added that the Development Agreement requires a construction escrow account that they are providing in the form of cash, as well as payment of the Authority's professional services and costs.

Based on Mr Magee's approval, Mr. Green made a motion authorizing Mr. Keith Hass to execute the Development Agreement with Triumph Development Group, LLC, 2324 Second Street Pike, Suite 20, Newtown, PA 18940 for the Meadow Creek development. Mr. Stairiker seconded the motion and the motion was unanimously approved by the Authority.

### **EXECUTIVE DIRECTOR'S REPORT**

#### **DTMA DRAFT PUBLIC COMMENT TO DEP ON PROPOSED PFAS REGULATIONS**

At the request of the Board of Directors, Mr. Hass composed a letter from the DTMA to the Environmental Quality Board on the proposed PFAS regulations.

#### **PA WWOAP ROUNDTABLE PARTICIPATION APRIL 6, 2022 – WATER INDUSTRY SUPPLY CHAIN ISSUES**

Mr. Hass reported he participated in a round table discussion at the PA WWOAP Spring Meeting as a representative of a public water system owner. Supply chain issues are impacting every aspect of the water industry including sales and service, engineering, and public water systems. DTMA and Mr. Hass were well received at this discussion.

### **NEW BUSINESS**

#### **BILL'S LIST: April 2022**

Mr. Stairiker made a motion to approve the April 2022 Bills List for the General Fund Account in the amount of \$42,258.41; Developers Escrow Fund in the amount of \$16,140.06; Capital Improvement Fund in the amount of \$29,645.10; Prepaid Invoices in the amount of \$15,665.27; Prepaid ACH Credit Invoices in the amount of \$12,028.19;

and Transfers to the Township in the amount of \$95,610.67. Mr. Shaffer seconded the motion that was then unanimously approved by the Authority.

**TREASURER'S REPORT: April 21, 2022**

Mr. Green made a motion approving acceptance of the Treasurer's Report for April 21, 2022 as presented. Mr. Stairiker seconded the motion and the motion was unanimously approved by the Authority.


**ANNOUNCEMENTS**

The next DTMA Board of Directors Meeting is scheduled for May 19, 2022 at 3:30pm.

**ADJOURNMENT**

With no further business to come before the Authority, the meeting was adjourned at 4:25pm.

Respectfully submitted,  
Keith Hass  
Executive Director

  
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5-19-2022  
\_\_\_\_\_  
Date