

**DOYLESTOWN TOWNSHIP MUNICIPAL AUTHORITY**  
**Minutes of Meeting**  
**August 17, 2023**

A meeting of the Doylestown Township Municipal Authority was held at 3:30pm on Thursday, August 17, 2023 in the Township Building with the following members in attendance: Joseph Van Houten, Chairman; Kevin Green, Vice Chairman; Daniel Stairiker, Secretary; Rod Stone, Treasurer (via Zoom) 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 DTMA.

## **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**

## **MINUTES APPROVAL**

Upon a motion by Mr. Van Houten, seconded by Mr. Stairiker and unanimously approved by the Authority, the minutes of the July 20, 2023 DTMA meeting were approved as submitted.

## **REPORTS**

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

#### **CONTRACT NO. 2022-1: GENERATOR INSTALLATIONS**

Mr. Ciottoni reviewed the change order request from Eastern Environmental Contractors, Inc. pertaining to Contract No. 2022-1: Generator Installations. Mr. Ciottoni indicated the change order was a result of a DTMA request to increase the capacity of the pump station and upgrade the technology at the Neshaminy Manor Booster Station. Once complete, the pump station will be equipped with larger pumps and state-of-the-art instrumentation. Mr. Green made a motion to approve the Eastern Environmental Contractors, Inc., P.O. Box 278, 6304 5<sup>th</sup> Street, PA 18054 Change Order Request #1 in the amount of \$145,720 for the work to be completed on Contract 2022-1: Generator

Installations. Mr. Shaffer seconded the motion which was unanimously approved by the Authority.

## **PFAS DESIGN OF TREATMENT FACILITIES UPDATE**

Mr. Ciottoni provided an update on the status of the PFAS Design of Treatment Facilities. He reported that the technical design may be ready at the Authority's next meeting.

## **AUTHORITY SOLICITOR'S REPORT**

### **KEENAN MERCEDES / AUTOLAND**

Mr. Van Houten made a motion to authorize the execution of the Keenan Mercedes/Autoland Amendment and Termination Agreement with Jim Peruto Limited Partnership. Mr. Green seconded the motion, and the motion was unanimously approved by the Authority.

## **EXECUTIVE DIRECTOR'S REPORT**

### **DELAWARE VALLEY UNIVERSITY WATER SYSTEM OPERATIONS AND MAINTENANCE AGREEMENT**

After a brief review of the Delaware Valley University Water System Operations and Maintenance Agreement by Mr. Hass, Mr. Van Houten made a motion to approve and execute the 2023-2024 Delaware Valley University Water Operations and Maintenance Agreement. Mr. Shaffer seconded the motion, and the motion was unanimously approved as presented.

### **DOYLESTOWN HOSPITAL EXPANSION AND NEW MEDICAL OFFICE BUILDING**

Mr. Hass reviewed the closeout documents for the Doylestown Hospital expansion and new medical office building. Mr. Stairiker made a motion to approve the Doylestown Hospital PNC release Letter of Credit No. 181286559 escrow reduction in the amount of \$240,410 and the execution of easement and deed of dedication documents including all as-builts and easements with the Doylestown Hospital, 595 W. State Street, Doylestown, PA 18901. Mr. Shaffer seconded the motion, and the motion was unanimously approved as discussed.

## **PUBLIC WATER SURVEY UPDATE**

Mr. Hass reported that online surveys were sent to Doylestown Township residents where the Township is scheduled to pave. Based on board input, he explained that he changed the overall format of the survey letter. He concluded by stating that any possible coordination with the Township is pending until next month's Board meeting.

## 2024 DTMA BUDGET WORK SESSION

The 2024 DTMA Budget Work Session meeting is scheduled for September 21, 2023 at 2:00 PM.

## NEW BUSINESS

### BILL'S LIST: August 2023

Mr. Shaffer made a motion to approve the August 2023 Bills List for the General Fund Account in the amount of \$46,029.48; Developers Escrow Fund in the amount of \$3,561.00; Capital Improvement Fund in the amount of \$51,727.47; Prepaid Invoices in the amount of \$5,900.04; Prepaid ACH Credit Invoices in the amount of \$12,235.59; and Transfers to the Township in the amount of \$101,046.34. Mr. Shafer seconded the motion and the motion was then unanimously approved by the Authority.

### TREASURER'S REPORT: August 2023

Mr. Stone made a motion approving acceptance of the August 17, 2023 Treasurer's Report 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 September 21, 2023 at 3:30 pm.

Mr. Hass announced the upcoming AWWA National Water Infrastructure Conference in Philadelphia is scheduled for September 11 through 13, 2023.


Mr. Hass also reported on a recent well collapse and stated that it was quickly fixed and is pumping close to normal capacity. He stated that the emergency repair bill should come through in next month's bills list.

Barbara Lyons, Board of Supervisors Liaison to the DTMA, thanked the Board for all the recent flowers, greeting cards, and well wishes and stated that she was glad to be back.

## ADJOURNMENT

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

Respectfully submitted,  
Keith Hass  
Executive Director

  
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9/21/23  
Date