

**DOYLESTOWN TOWNSHIP MUNICIPAL AUTHORITY**  
**Minutes of Meeting**  
**August 21, 2025**

A meeting of the Doylestown Township Municipal Authority was held at 3:30 pm on Thursday, August 21, 2025, in the Township Building with the following members in attendance: Joseph Van Houten, Chairman; Kevin Green, Vice-Chairman; Robert Shaffer, Treasurer and Matthew Oakes, Assistant Secretary/Treasurer. Also present at the meeting was Brent Eaton, Executive Director; Richard D. Magee, Jr., Municipal Authority Solicitor; Alfred S. Ciottoni, Municipal Authority Engineer (via Zoom) and Barbara Lyons, Doylestown Township Board of Supervisors Liaison.

**WELCOME**

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

**ANNUAL AUDIT SUMMARY**

Mr. Tim Mirra of Zelenkofske Axelrod LLC addressed the Board regarding the audit of the 2024 DTMA financial statements. He reviewed the findings of the audit and stated that no deficiencies were discovered regarding DTMA practices and procedures. Members of the DTMA thanked Mr. Mirra for his services.

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

No report was issued at this time.

**ACTION ITEMS**

**MINUTES APPROVAL**

Upon a motion by Mr. Green, seconded by Mr. Shafer and unanimously approved by the Authority, the minutes of the July 17, 2025, public meeting was approved as revised.

**AUTHORITY ENGINEER'S REPORT**

**Contract No. 2024-01 General/Mechanical Construction for Central Wells 5 & 7  
Well House Upgrade  
Request for Payment Application #6 – Worth and Company, Inc.**

Mr. Ciottoni reported on the status of this project and referenced the most recent inspection report. A meeting with the contractor is scheduled for Tuesday, August 26. He also indicated that slightly more favorable delivery schedules are anticipated in the future.

Based on Mr. Ciottoni's recommendation, Mr. Green made a motion to approve the Worth and Company, Inc. 6263 Kellers Church Road, Pipersville, PA 18947 Payment Application #6 in the amount of \$276,480.90 for work completed on Contract No. 2024-01: General/Mechanical Construction for Central Wells 5 & 7 Well House Upgrade. Mr. Oakes seconded the motion, and the motion was unanimously approved by the Authority.

**Contract No. 2024-01E Electrical Construction for Central Wells 5 & 7 Well House Upgrade  
Request for Payment Application #2 – GS Developers, Inc.**

Based on Mr. Ciottoni's recommendation, Mr. Shafer made a motion to approve the GS Developers, Inc., PO Box 1868, Doylestown, PA 18901 Payment Application #2 in the amount of \$9,000.00 for work completed on Contract No. 2024-01E Electrical Construction for Central Wells 5 & 7 Well House Upgrade. Mr. Green seconded the motion, and the motion was unanimously approved by the Authority.

**AUTHORITY SOLICITOR'S REPORT**

No report was issued at this time.

**OPERATIONS REPORT**

**Central Wells 5 & 7 PFAS Treatment Facility: Project Update**

Mr. Eaton reviewed a slideshow illustrating progress to date on the project. He reported that the construction site was well-maintained and clean.

**EXECUTIVE DIRECTOR'S REPORT**

**PFAS Design of Treatment Facilities  
Request for Payment: Gilmore & Associates, Inc. Invoice #PS-INV2509077**

For the Board's consideration, Mr. Eaton presented the most recent request for payment from Gilmore & Associates, Inc. and explained that it mainly included construction services from phase one of the project.

In response to a question from Mr. Van Houten regarding year-to-date expenses for the project, Mr. Eaton agreed to ask for a summary of said expenses in time for the next DTMA meeting.

Based on Mr. Eaton's recommendation, Mr. Van Houten made a motion to approve the Gilmore & Associates, Inc., 65 E. Butler Avenue, Suite 100, New Britain, PA 8901 Invoice #PS-INV2509077 in the amount of \$12,918.79 for work completed on the PFAS Design of Treatment Facilities. Mr. Oakes seconded the motion, and the motion was unanimously approved by the Authority.

The Board discussed the importance of Gilmore & Associates, Inc. completing the required work, as required under the contract, to facilitate DTMA's timely submission of its next grant application. The Board directed Messrs. Eaton and Ciottoni to draft a letter to Gilmore & Associates, Inc. requesting immediate confirmation that the work will be completed to facilitate the Authority's grant application by the February 4, 2026 deadline.

### **Central Wells 5 & 7 PFAS Treatment Facility - Asphalt Shingle Color Selection**

Mr. Eaton presented a sample of the asphalt shingle color selections currently available for the roof of the Central Wells 5 & 7 PFAS Treatment Facility. He recommended the pewter gray and the consensus of the Board approved Mr. Eaton's suggestion.

### **Doylestown Township Annual Golf Outing**

#### **Request for Contribution: 2025 Doylestown Township Annual Golf Outing**

Mr. Van Houten made a motion which was seconded by Mr. Shafer and unanimously approved by the Authority to approve contributing to the 2025 Doylestown Township Annual Golf Outing, Doylestown Township, 425 Wells Road, Doylestown, PA 18901 in the amount of \$1,200.00.

## **NEW BUSINESS**

### **BILL'S LIST: August 2025**

Mr. Van Houten made a motion to approve the August 2025 Bills List for the General Fund Account in the amount of \$73,331.05; Developers Escrow Fund in the amount of \$4,622.50; Capital Improvement Fund in the amount of \$312,385.06; Prepaid ACH Credit Invoices in the amount of \$13,685.99; Prepaid Invoices in the amount of \$4,277.29 and Transfers to the Township in the amount of \$101,041.83. Mr. Green seconded the motion, and the motion was unanimously approved by the Authority.

### **TREASURER'S REPORT: August 21, 2025**

Mr. Van Houten made a motion to approve the August 21, 2025, Treasurer's Report as submitted. Mr. Oakes seconded the motion, and the motion was unanimously approved by the Authority.

## ANNOUNCEMENTS

The next DTMA Board of Directors Meeting is scheduled for September 18, 2025, at 3:30 pm with the Budget Work Session to begin at 1 pm.

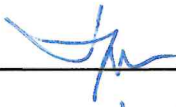
The PMAA Annual Conference is scheduled for September 7-10, 2025, in Bethlehem, Pennsylvania. Mr. Eaton reported that he plans to attend the event.

## ADJOURNMENT

With no further business to come before the Authority, the meeting was adjourned at 4:35pm.

Respectfully submitted,

Brent Eaton  
Executive Director

  
\_\_\_\_\_  
9/12/2025  
\_\_\_\_\_  
Date