

DOYLESTOWN TOWNSHIP MUNICIPAL AUTHORITY
Minutes of Meeting
January 15, 2026

A meeting of the Doylestown Township Municipal Authority was held at 3:30pm on Thursday, January 15, 2026, in the Township Building with the following members in attendance: Joseph Van Houten, Chairman; Kevin Green, Vice-Chairman; Daniel Stairiker, Secretary (via Zoom) and Robert Shaffer, Treasurer. Also present at the meeting was Brent Eaton, Executive Director; Richard D. Magee, Jr., Municipal Authority Solicitor; Alfred S. Ciottoni, Municipal Authority Engineer and Gavin R. Laboski, Esquire.

WELCOME

The DTMA Chairman, Mr. Joseph Van Houten, opened the meeting at 3:41pm.

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

No report was issued at this time.

**REORGANIZATION OF OFFICERS, APPOINTMENTS AND
GUIDELINES FOR 2026**

Organization of the 2026 DTMA Board and Professional Staff

**Action: Consideration of a motion to elect a slate of officers
for 2026**

Officers for consideration:

At the request of Mr. Van Houten, Mr. Richard Magee, became the temporary Chairman.

Mr. Magee referenced the DTMA January 15, 2026, Agenda and the list of officers for 2025. He asked if any of the present Board members wished for a different office than the one, they had in the previous year as follows:

2025 Chairman – Joseph C. Van Houten
2025 Vice-Chairman – Kevin Green
2025 Secretary – Daniel Stairiker
2025 Treasurer – Robert Shaffer

2025 Assistant Secretary/Treasurer – Matthew Oakes

Hearing none, Mr. Magee requested that a motion be made to maintain the 2025 DTMA officers for 2026.

Upon a motion by Mr. Van Houten and seconded by Mr. Shafer, a motion was unanimously approved by the Authority to reappoint the slate of 2025 DTMA officers as presented and listed below:

2026 Chairman – Joseph C. Van Houten
2026 Vice-Chairman – Kevin Green
2026 Secretary – Daniel Stairiker
2026 Treasurer – Robert Shaffer
2026 Assistant Secretary/Treasurer – Matthew Oakes

The newly reappointed DTMA Board Chairman assumed his role as Chairman and thanked Mr. Magee for his years of service on the DTMA Board as the Authority Solicitor. Mr. Magee stated that it has been a privilege and an honor and then left the meeting.

Action: Consideration of a motion approving the appointment of one Board Member as liaison to the Public Water & Sewer Advisory Board.

2025 Liaison – Joseph C. Van Houten
2026 Member – Joseph C. Van Houten

Liaison to the Public Water & Sewer Advisory Committee for 2026

Mr. Green made a motion to appoint Joseph C. Van Houten as the DTMA Board Member liaison to the Public Water & Sewer Advisory Committee for 2026. Mr. Stairiker seconded the motion, and the motion was unanimously approved by the Authority.

Action: Consideration of a motion to approve Professional Staff for 2025.

Professional Staff for 2026

Positions for consideration:

Mr. Van Houten made a motion to appoint the 2026 DTMA professional staff as listed in the agenda for consideration in the DTMA January 2026 board packet. Mr. Green seconded the motion, and the motion was unanimously approved as follows for 2026:

2026 Engineer – SC Engineers, Inc.
2026 Executive Director – Brent Eaton, Executive Director
2026 Recording Secretary – Donna C. Jacobini

At this time in the meeting, Mr. Van Houten referenced Mr. Richard Magee's Letter of Resignation as the Solicitor for the DTMA as well as the appointment letter to Mr. Gavin R. Laboski as the new DTMA Solicitor.

Upon a motion by Mr. Van Houten, seconded by Mr. Green, and unanimously approved by the Board, Mr. Gavin R. Laboski was appointed as the new Solicitor for the Doylestown Township Municipal Authority.

Proposed Guideline for Authority Funds for 2026

Mr. Van Houten made a motion approving the use of any official federal or state depository in the United States of America including the Pennsylvania Local Government Investment Trust (PLGIT), Truist Bank, TD Bank, and Multi-Bank Securities, Inc. for depositing authority funds. The earning accounts include but are not limited to saving accounts, certificates of deposit, and expense accounts such as checking accounts for the transaction of Authority business as directed to Capital Improvement Fund, Debt Service Reserve Fund, Developers Escrow Fund, and General Fund for the transaction of Authority business and as needed for safe keeping and payment of expense invoices. Mr. Green seconded the motion, and the motion was unanimously approved by the Authority.

Proposed Board Guidelines for 2026

Mr. Van Houten made a motion to utilize the following Board Guidelines for 2026:

The Chairman shall preside at all public and/or executive meetings, which in turn shall be in conformance with Roberts Rules of Order. In his absence, the Vice Chairman shall serve. In the absence of the Chairman and Vice Chairman, the most senior member of the quorum present, shall chair the meeting.

Any three of five Board Members present for the meeting shall constitute a quorum and three affirmative votes are required to approve all motions. Business of the Authority needing Board Approval shall be considered at a public meeting advertised to be held on the third Thursday of each month starting at 3:30 pm in the Doylestown Township Caucus Room.

Mr. Shafer seconded the motion, and the motion was unanimously approved by the Authority.

DTMA Right to Know Officer for 2026

Mr. Van Houten made a motion assigning Mrs. Margaret Trageser as the DTMA Open Records Officer for 2025. Mr. Green seconded the motion, and the motion was unanimously approved by the Authority.

ACTION ITEMS

MINUTES APPROVAL

Upon a motion by Mr., Green seconded by Mr. Shafer and unanimously approved by the Authority, the minutes of the December 18, 2025, public meeting was approved as submitted.

REPORTS

ENGINEER'S REPORT

Contract No. 2024-01 General/Mechanical Construction for Central Wells 5 & 7 Well House Upgrade

Request for Payment Application #11: Worth and Company, Inc.

Mr. Ciottoni thanked the members of the Board for his reappointment as the DTMA Engineer and stated that it has been his privilege to serve in this role for these many years.

Mr. Ciottoni then referenced his letter to the DTMA dated January 8, 2025, and recommended approval of payment application #11 to Worth and Company. He stated that the project is nearing its completion and is currently 80% complete, He projected start-up to take place within a couple of months and reported that the project is right on budget at this time.

Mr. Van Houten recommended that the project include the installation of an alarm system and Mr. Eaton agreed to investigate an alarm installation.

Mr. Van Houten then made a motion to approve the Worth and Company, Inc., 6263 Kellers Church Road, Pipersville, PA 18947 Payment Application #11 in the amount of \$215,070.30 for work completed on the Contract No. 2024-01: General/Mechanical 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, but Mr. Laboski thanked the Board for his appointment as the new Solicitor for the Doylestown Township Municipal Authority and said that he is looking forward to working with everyone.

OPERATIONS REPORT

Central Wells 5 & 7 PFAS Treatment Facility: Project Update

Mr. Eaton reviewed a slideshow illustrating progress to date on the Central Wells 5 & 7 PFAS Treatment Facility project highlighting the following items:

- Installation of the asphalt roof
- Installation of the exterior sheathing
- Framing of the garage door
- Installation of the faux windows
- Installation of the board and batten siding

EXECUTIVE DIRECTOR'S REPORT

PFAS Design of Treatment Facilities

Request for Payment: Gilmore & Associates, Inc. Invoice #PS-INV2600184

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 18901 Invoice #PS-INV2600184 in the amount of \$2,630.37 for work completed on Phase 1 of the PFAS Design of Treatment Facilities. Mr. Green seconded the motion, and the motion was unanimously approved by the Authority.

PFAS Design of Treatment Facilities – Phase 2

Request for Payment: Gilmore & Associates, Inc. Invoice #PS-INV2600185

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 18901 Invoice #PS-INV2600185 in the amount of \$16,041.52 for work completed on the PFAS Design of Treatment Facilities – Phase 2. Mr. Shafer seconded the motion, and the motion was unanimously approved by the Authority.

Messrs. Ciottoni and Eaton reported that the Board is on target for the PENNVEST application submission deadline of February 4, 2026. Mr. Ciottoni stated that one in

three of the necessary permits are currently in hand with the remaining two permits expected within the next few weeks as follows;

- Bucks County Conservation District Permit is in hand
- Public Water Supply Permit from DEP was submitted on December 27 pending a 30-day approval
- DEP Sewage Permit remains pending

At the recommendation of the Board members, Mr. Eaton agreed to touch base with Gilmore and Assoc. regarding the Sewage Permit and the DTMA's pending deadline.

PECO Contract No. 20712091: 217 Stags Leap Circle Natural Gas Service

Mr. Eaton requested authorization to execute PECO Contract No. 20712091: 217 Stags Leap Circle Natural Gas Service with PECO Energy Company.

Based on Mr. Eaton's request, Mr. Van Houten made a motion to authorize execution of PECO Contract No. 20712091: 217 Stags Leap Circle Natural Gas Service with PECO Energy Company, 1060 W. Swedesford Road, Berwyn, PA 19312 in the amount of \$2,247.84 for new PFAS facility. Mr. Shafter seconded the motion, and the motion was unanimously approved by the Authority.

DTMA North Wells 3 & 4 PFAS Treatment Project

Mr. Eaton requested authorization to execute the DTMA Resolution 2026-1 to apply for PENNVEST funding. This resolution is required for the North Wells 3 & 4 PFAS Treatment Project PENNVEST funding application.

Based on Mr. Eaton's request, Mr. Van Houten made a motion to authorize execution of the DTMA Resolution 2026-1 to apply for PENNVEST funding. Mr. Green seconded the motion, and the motion was unanimously approved by the Authority.

DTMA North Wells 3 & 4 PFAS Treatment Project

Mr. Eaton requested authorization to execute the PENNVEST Letter of Responsibility. This motion is required for the North Wales 3 & 4 PFAS Treatment Project PENNVEST funding application.

Based on Mr. Eaton's request, Mr. Van Houten made a motion to authorize the execution of the Letter of Responsibility necessary for PENNVEST funding application. Mr. Shafer seconded the motion, and the motion was unanimously approved by the Authority.

DTMA 2025 Accomplishments (See memo in Information.)

Mr. Eaton referenced a document highlighting the 2025 DTMA Accomplishments for mid-year presentation to the Board of Supervisors. Messrs. Van Houten and Eaton planned to meet to refine the document prior to its presentation.

NEW BUSINESS

BILL'S LIST: January 2026

Mr. Van Houten made a motion to approve the January 2026 Bills List for the General Fund Account in the amount of \$36,455.69; Developers Escrow Fund in the amount of \$2,265.50; Capital Improvement Fund in the amount of \$228,789.14; Prepaid ACH Credit Invoices in the amount of \$16,577.05; Prepaid Invoices in the amount of \$14,092.82 and Transfers to the Township in the amount of \$91,910.21. Mr. Shafter seconded the motion, and the motion was unanimously approved by the Authority.

TREASURER'S REPORT: January 15, 2026

Mr. Van Houten made a motion to approve the January 15, 2026, Treasurer's Report as presented. Mr. Green seconded the motion, and the motion was unanimously approved by the Authority.

ANNOUNCEMENTS

The next DTMA Board of Directors Meeting is scheduled for February 19, 2026, at 3:30pm.

The 2026 DTMA Board of Directors Meeting Schedule is as follows with all meetings beginning at 3:30pm in the Doylestown Township Building:

1/15, 2/19, 3/19, 4/16, 5/21, 6/18, 7/16, 8/20, 9/17, 10/15, 11/19, 12/17

Board Member Training is scheduled for March 11, 2026, in Allentown, PA (in person) and April 8, 2026 virtually.

ADJOURNMENT

With no further business to come before the Authority, the meeting was adjourned at 4:14pm.

Respectfully submitted,

Brent Eaton
Executive Director



2/19/26

Date