



Board of Supervisors

Regular Meeting

~ Minutes ~

425 Wells Road
Doylestown, PA 18901
<http://doylestownpa.org/>

215-348-9915

Tuesday, September 17, 2013

7:00 PM

Public Meeting Room

I. 7:00 PM REGULAR MEETING

Board of Supervisors in attendance included Chairman; Barbara N. Lyons, Vice Chairman; E. Thomas Scarborough, Supervisors; Richard F. Colello, Shawn Touhill and Ryan Manion.

Township Staff in attendance included Township Manager; Stephanie J. Mason, Director of Operations; Richard E. John, Township Solicitor; Jeffrey P. Garton and Chief of Police; Dean A. Logan, Township Engineer; Mario Canales

A. Pledge to the flag

B. Presentation/Proclamation

The Board met in Executive Session, prior to the meeting to discuss matters of litigation.

1. Doylestown Township Website Unveiling

Township Assistant Manager; Sandra Zadell began the Doylestown Township Website Unveiling presentation by introducing owner of Focus MX; Dave Moore. Mr. Moore donated his time by assisting in the design of the township's new website.

Ms. Zadell then explained before the new design, several larger municipalities website were reviewed to determine what options to focus on. One option implemented was a "I want to" section, so residents may easily be directed to key sections, such as bill pay or to reserve an area for an event.

Mr. Moore explained township websites are challenging because they fall under the 508 compliance of the Disability ACT. To achieve the 508 compliance, Mr. Moore created a modern site with responsive design that allows the site to shift and make adjustments based upon a platform, such as an iPhone, tablet or computer. Everything within the site has analytics so throughout the year Focus MX will make future website improvements necessary at no charge to the township. The system runs on a Constant Management System (CMS), where each section can be updated separately. Alerts were installed to notify residents of any announcements that will be shown on the main page. In addition, 911 can be dialed by a mobile phone by clicking on an emergency tab.

Ms. Zadell added the project was a total collaboration with each department providing input since January. She then thanked Focus MX for a great job and commented how wonderful they were to work with.

Mr. Moore concluded the presentation by introducing his team Ruth, Laura, Demetria, Gideon and Lindsey. The new township website is scheduled to be launched on September 18th.

2. Soroptimist International of Bucks County – 75th Anniversary

Mr. Scarborough made a MOTION; seconded Ms. Manion the Doylestown Township Board of Supervisors approve the proclamation honoring the Soroptimist International of Bucks County 75th Anniversary and their community support since December 6, 1938.

MOTION was ADOPTED 5 to 0.

C. Visitors/Public Comments

No comments

II. ANNOUNCEMENTS

A. The next meeting of the Doylestown Township Board of Supervisors will be held on Tuesday, October 1, 2013.

B. The Board of Supervisors and the Ways and Means Committee will hold 2014 Budget Work Sessions on Tuesday, September 24, 2013 and Tuesday, October 15, 2013. The meetings will be held at the Municipal Building at 4:00 PM. Public is welcome to attend.

C. Community Yard Sale, October 5, 2013, Central Park, 8:00AM – 1:00PM. Rain Date; October 6, 2013

D. Like us on Facebook and follow us on Twitter @Doylestowntp

E. Kids' Castle Reopening of Phase One – Sunday, September 29, 2013 – 2:00 PM to 5:00 PM at Central Park.

F. September is Disaster Preparedness Month. All information can be found at www.doylestownpa.org

III. MINUTES APPROVAL: August 20, 2013

Mr. Scarborough made a MOTION; seconded by Mr. Colello the August 20, 2013 Doylestown Township Board of Supervisors Regular meeting minutes be approved.

MOTION was ADOPTED 4 to 1 with Ms. Manion abstaining due to her absence.

IV. REPORTS

A. Solicitor

No Report

B. Police Chief

No Report

C. Township Engineer - FEMA Map Modernization

Mr. Canales reported Federal Emergency Management Agency (FEMA) has updated all Bucks

County flood insurance rate maps. Currently, the maps are in the appeal period. FEMA recently conducted a meeting in Lower Makefield where updated information was presented, but not indicated in Mr. Canales' September 6, 2013 letter. The appeal period is due to end in November, 2013. Upon this period, FEMA will issue their final determination in June, 2014 with an effective date for the maps in December, 2014.

Within this six month period, all municipalities will need to update their Flood Plain Ordinances. The states' Department of Community and Economic Development will provide their assistance to municipalities to complete the updating process. They will be in contact by the end of 2013 to view copies of each municipalities current Flood Plain Ordinances and suggest updates.

Mrs. Lyons questioned if a representative will be visiting each municipalities. Mr. Canales was unsure, but suggested the question be directed to the Community and Economic Development. However, they have standard ordinances on file and available for review.

Mr. Canales then reported FEMA strongly recommends each municipality reach out and individually contact citizens affected in the changing of the maps. FEMA have standard letters on file and available for use. Maps are also available in GIS format, so each municipalities can view how the flood plain has changed before contacting residents. FEMA and Bucks County Planning Commission have prepared a website which also shows changes on individual parcels.

Mrs. Lyons questioned how many Doylestown Township residents will be affected. Mr. Canales answered; by using the township's GIS a search can be completed showing all parcels within the FEMA flood plain. This will assist with insurance matters, where flood insurance is required once a property falls within the flood plain.

Mrs. Lyons directed the Township Manager to contact any residents affected by the flood plain as soon as possible utilizing standard letters provided by FEMA. Mr. Canales added with insurance laws changing, sending out letters quickly will be beneficial.

D. Manager- Building Renovations

Ms. Mason reported \$40,000 was set aside for the Park and Receptions garage renovations. Upon meetings with Mr. John and Code Enforcement Officer; Sinclair Salisbury, it was determined architectural signed plans will be needed. Also, upon reviewing the 2014 Doylestown Township Budget and 5 year Capital Plans, it was noticed other township departments have submitted proposed plans for renovations as well. As a result, Ms. Mason suggested a Master Plan be developed.

Upon contacting two architects who worked on township plans during the 1990s, George J. Donovan & Associates submitted the lowest quote of \$3,000 to design a Master Plan and provide schematics. Full engineering plans will need to be budgeted for the actual construction once approved.

A discussion ensued amongst Ms. Mason and the Board detailing the quote and proposed plan for renovations.

Mr. Colello made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors approve George J. Donovan & Associate's quote in the amount of \$3,000 to design a Master Plan and schematics for the proposed renovations of various Township's offices and the

Parks & Recreation garage.

Mr. Colello commented it's a good time to step back and have a professional design a plan and provide suggestions.

Resident; Lee Schwarz of 189 Sunset View Drive questioned if the plans will include space for utilization that the township currently has. Ms. Mason answered; yes, the Master plan will provide detail information needed to move forward.

MOTION CARRIED 5 to 0.

E. Supervisors

Ms. Lyons reported the Life Trail and Game Grove was officially opened today in Central Park. Both projects have been in the works since the 2007 Open Space Comprehensive Park plan. Initially, the project began in 2002 at the suggestion of Senator Charles McIlhinney for an Educational Center.

The Game Grove is a passive use area with tables, chairs and checker boards where people can enjoy a quiet space. The Life Trail will be used for exercise and is handicapped accessible. As a partnership with Cornerstone, trainers are available to assist with equipment use. Trainers will also host orientation classes on Wednesday, September 25th beginning at 12:30pm, Saturday, October 5th beginning at 8:30 and Thursday, October 17th beginning at 11:30am. The services are at no cost to the township. Schedules are also posted at www.doylestownpa.org.

Mr. Lyons then recognized and thanked Mr. Biederman for his assistance with the renovations of Kid Castle. As a reminder, Kid Castle will re-open on Sunday, September 29th. Mr. Biederman thanked the township staff and Board for their support.

Mr. Scarborough reported the township was recently sprayed for the West Nile Virus and reminded the public to resist standing water to prevent the spread of the virus.

Mr. Colello reported the Traffic Advisory Council received numerous input from residents regarding speeding areas along the township. As a result, the Council is reviewing intersections along the corridor of triangle park, New Britain Road, Saurman Road and Easton Road passed Kutz Elementary. Approval has been granted for the extension of a Bike Path from Triangle Park to Kutz Elementary. Construction with jersey barriers is anticipated to be completed by the end of 2014.

Mr. Colello encouraged residents to enjoy a tour of the bird walk around Central Park on Saturday, September 28th beginning at 8:00am. Anyone interested can contact the township's administrative office for details.

Ms. Manion thanked Sandra Zadell for a great job in creating the township's twitter account and appreciates the information posted.

V. UNFINISHED BUSINESS

A. Community Media (Social Media) Resolution

Mr. Scarborough made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors set forth the Doylestown Township Community (Social) Media Resolution.

MOTION was ADOPTED 5 to 0.

VI. NEW BUSINESS

A. Authorization to Advertise Proposed Ordinance – Street Hierarchy

Ms. Mason reported as designed by the Planning Commission for the Comprehensive Plan, the Street Hierarchy Ordinance identifies each street and their levels once the Pennsylvania Department of Transportation (PennDot) came out with a new classifications. The ordinance will also create various classifications for highways, arterial and community roads. The township would like to utilize the new language as part of the ordinance.

Mr. Scarborough made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors authorize advertisement of the proposed Zoning and Subdivision Land Development Ordinance related to the Street Hierarchy for adoption.

MOTION was ADOPTED 5 to 0.

B. Fillman Subdivision/Mitchell Easement Relinquishment

Mr. Garton reported several years ago the Board approved the Fillman Subdivision. One of the elements was to grant the township a significant stormwater easement effecting the property. Christopher and Laura Mitchell reside on the property, where they would like to construct a small building to house farm equipment. Mr. Canales reviewed the subdivision plan and proposed location of construction which concluded the easement was not needed by the township.

Mr. Garton then explained the Board will need to first approve the relinquishment of the easement and then accept the stormwater management easement back from Mr and Mrs Mitchell to record a reduced easement necessary for the township.

Mr. Scarborough made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors approve the Fillman Subdivision Deed of Relinquishment in favor of the Township and the Deed of Easement to be executed by Christopher and Laura Mitchell, which will convey to the Township a stormwater management easement as a replacement.

Resident; Raymond Hendrick of 685 Spring Valley Drive questioned if the stormwater drainage is being reduced and how much is the easement being reduced. Mr. Garton answered; only the stormwater easement is being reduced by approximately 1/2 acre.

MOTION was ADOPTED 5 to 0.

C. Doylestown Fire Company No. 1 – Building Permit Fee Waiver Request

Mr. Scarborough made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors approve the Doylestown Township Fire Company No. 1 request for a waiver of a

building permit fee in the amount of \$516.00 for an energy upgrade.

MOTION CARRIED 5 to 0.

D. CB Cares Education Foundation – Special Event Permit Fee Waiver Request

Mr. Colello made a MOTION; seconded by Mr. Touhill the Doylestown Township Board of Supervisors approve CB Cares request for a waiver of a special event permit fee in the amount of \$512.72 regarding the rental of a showmobile for their October 19, 2013 PumkinFest event as per the recommendation of Township Manager; Stephanie J. Mason.

Resident; Lee Schwarz questioned if the Board imposes a threshold on waiver amounts. Ms. Mason answered; as the resolution, waiver of fees can only be granted up to \$1,000.

MOTION CARRIED 4 to 1, with Mrs. Lyons abstaining due to her relationship with CB Cares.

E. 2014 Financial Requirements and MMOs – Uniformed and Non-Uniformed

The Doylestown Township Board of Supervisors acknowledge receipt of the 2014 Financial Requirements and Minimum Municipal Obligation for Uniformed in the amount of \$418,958.00 and Non-Uniformed in the amount of \$6,934.00 and \$316,557.00

F. Zoning Hearing Board – P. Smith, 15 Catherine Ave.– Request Special Exception

The Doylestown Township Board of Supervisors agreed by consensus to forward Patricia L. Smith of 15 Catherine Avenue request for special exception to construct an in-law suite to the Zoning Hearing Board as per the recommendation of Township Manager; Stephanie J. Mason.

G. Treasurers Report – September 17, 2013

Mr. Scarborough made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors approve the September 17, 2013 Treasurer's Report

MOTION was ADOPTED 5 to 0.

H. Bills List – September 3, 2013 and September 17, 2013

Mr. Scarborough made a MOTION; seconded by Mr. Colello The Doylestown Township Board of Supervisors approve the September 3, 2013 Bill's List in the amount of \$68,886.48.

MOTION was ADOPTED 5 to 0.

Mr. Scarborough made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors approve the September 17, 2013 Bill's List in the amount of \$109,415.94.

MOTION was ADOPTED 5 to 0.

VII. ANNOUNCEMENTS

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VIII. ADJOURNMENT

The September 17, 2013 Doylestown Township Board of Supervisor Regular meeting was adjourned at 7:46pm.

Respectfully submitted by:

Stephanie J. Mason
Secretary