



Board of Supervisors

Reorganization

~ Minutes ~

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215-348-9915

Monday, January 4, 2016

4:00 PM

Public Meeting Room

I. 4:00 PM PUBLIC MEETING

Members of the Board of Supervisors in attendance included; Barbara N. Lyons, Richard F. Colello, Ken L. Snyder, 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, Chief of Police; A. Dean Logan and Township Engineer; Mario Canales.

A. Swearing In Ceremony

Magisterial District Judge: Mark D. Douple swore in Monica Malatesta as an officer of the Doylestown Township Police Department, Joseph Visco as Auditor for Doylestown Township under a six year term and Barbara N. Lyons as Supervisor for Doylestown Township under a six year term.

B. Pledge to the flag

C. Visitors/Public Comment

No comments

D. **Announcements:**

1. The Board of Auditors will hold their Reorganization Meeting on Tuesday, January 5, 2016 at 7:00 pm.
2. The next meeting of the Board of Supervisors will be held on Tuesday, January 19, 2016 at 7:00 PM
3. The Township Administrative Offices will be closed on Monday, January 18, 2016 due to Martin Luther King's Birthday.
4. Christmas Tree Drop-Off - Trees can be dropped off at the New Britain Road entrance of Central Park anytime until February 14th.

E. **Correspondences**

1. PSATS Citizen Communication Awards

The Pennsylvania State Association of Township Supervisors (PSATS) awarded Doylestown Township first place in the Website Category and Other Publications Category for their Parks &

Recreation Program Guide at the 48th Annual Township Citizen contest. The Township was also awarded third place under the Social Media Category and Newsletter, Class 1 Category.

2. Turk Road Traffic Concerns

In response to Mr. Ross Baxtor's letter addressed to Doylestown and Warrington Township Officials requesting to have speed bumps installed along Turk Road between Bristol and Almhouse Roads, the Doylestown Township Board of Supervisors agreed by consensus to refer the matter to the Traffic Advisory Board.

II. REORGANIZATION

A. Organize the Board of Supervisors for 2016

Acting Chairman and Secretary; Jeffrey P. Garton called the question for nominations for the position of Chairperson of the Doylestown Township Board of Supervisors in 2016.

Chairman

Ms. Manion made a MOTION; seconded by Mr. Colello to nominate Mrs. Barbara N. Lyons as Chairman. With no other nominations called, Mr. Touhill made a MOTION; second by Mr. Snyder to close further appointments.

MOTION CARRIED 5 to 0.

Mrs. Lyons was elected Chairman of the Doylestown Township Board of Supervisors by a 5 to 0 vote.

Vice Chairman

Mrs. Lyons called the question for nomination for the position of Vice Chairman of the Doylestown Township Board of Supervisors in 2016.

Mr. Snyder made a MOTION; seconded by Ms. Manion to nominate Mr. Richard F. Colello as Vice Chairman. Seeing no other nominations, Mrs. Lyons called the question.

Mr. Colello was elected Vice Chairman of the Doylestown Township Board of Supervisors by a 5 to 0 vote

Director of Public Safety

Mrs. Barbara N. Lyons made a MOTION; seconded by Mr. Colello to nominate herself as Director of Public Safety.

Mrs. Lyons was elected Doylestown Township Director of Public Safety by a 5 to 0 vote.

B. Approval of Minutes – December 15, 2015

Mr. Snyder made a MOTION; seconded by Ms. Manion the December 15, 2015 Board of Supervisor Regular Meeting minutes be approved with the following corrections ...

Mr. Andrew Miller's election to the Park and Recreation Board should be noted as an election to the Doylestown Township Dog Park Committee.

Mrs. Lyons made a MOTION; seconded by Mr. Touhill, Mr. Andrew Miller formal appointment to the Doylestown Township Dog Park Committee be TABLED until Mr. Miller becomes an official member of the Dog Park.

MOTION CARRIED by 5 to 0.

Mrs. Lyons made a MOTION; seconded by Mr. Touhill the Doylestown Township Board of Supervisors rescind Mr. Andrew Miller's position as a member of the Park and Recreation Board.

MOTION CARRIED by 5 to 0.

C. Proposed Guidelines for Supervisors, Public Meetings, and Chairperson: 2016

Ms. Manion made a MOTION; seconded by Mr. Touhill the Doylestown Township Board of Supervisors approve the 2016 Proposed Guidelines for Supervisors, Public Meeting and Chairperson Sections I, II, III up to Boards and Commission designations and with changes as presented by Mr. Snyder and Mrs. Lyons. The Proposed Guidelines are developed in accordance with 65 Pa.C.S.A., Section 701, et seq. Known as the "Sunshine Act" and Robert's Rules of Order (Roberts Rules, Revised, 10th Edition, Sect. 48) providing parliamentary procedure for the conduct of meetings.

Guidelines for Supervisors:

I. Rights and Responsibilities of Members:

- Receive notice of meetings
- Attend meetings
- Make and second motions
- Be on time
- Debate motions
- Vote on motions
- Know the meaning of the question being debated
- Object when rules are violated
- Not have to suffer personal attack
- Have access to minutes of all meetings
- Receive the treasurer's report
- Receive all information available to facilitate decision making
- Stay until the end of the meeting
- Be informed
- Be attentive
- Be open-minded
- Be prepared
- Treat everyone with courtesy
- Speak openly and allow others to speak openly
- Follow the rules of debate
- Make a point concisely
- Attack issues, not people
- Insist on law and order at meetings
- Work to create dignity and decorum
- Be familiar with the basic rules of parliamentary law
- Serve as liaison to boards, committees, and commissions of the Township
- Respect the rights of others
- Abide by the final decision of the majority

- Participate in committees
- Respect the chair's opinions and rulings
- Enhance the reputation of the Township

II. Socializing

The supervisors are encouraged to congregate at various times and socialize in order to engender a spirit of cooperation and camaraderie so long as the gathering is not used for the purpose to deliberate Township business or otherwise take any official action.

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III. Protocol

A. In order to promote efficiency and not incur unnecessary fees, the Supervisors will direct questions and requests for assistance to the Township Manager and not the professional support staff.

B. Issues and concerns from residents must first be directed to the Township Administration for resolution as soon as is practical; issues or concerns that cannot be resolved by the Administration, or otherwise requires Board consideration, must be listed as an agenda item.

C. Issues or concerns concerning the administration of Township business must first be directed to the Township Administration for resolution as soon as is practical; issues or concerns that cannot be resolved by the Administration, or otherwise requires Board consideration, must be listed as an agenda item.

D. Items pertaining to Township business or otherwise require Board consideration as listed in paragraphs B and C above will be added to a meeting agenda by presenting the item(s) to the Manager on or before 10:00 a.m. the Friday immediately preceding the meeting.

E. In the absence of the chair and vice chair, the senior most member present shall preside as chair.

F. The Board shall meet in January of each new year for reorganization at which time members may be appointed to serve as liaison to the following boards, committees, and commissions: Agricultural Security Advisory Committee, Bike and Hike Committee, Environmental Advisory Council, Inter-municipal Liaison, Municipal Authority, Open Space/Land Preservation, Parks and Recreation, Personnel and Administration, Planning Commission, Public Safety, Public Water & Sewer Advisory Committee, Roads and Bridges, Telecommunications Advisory Board, Traffic Advisory Committee, and Ways and Means Committee.

Guidelines for Public Participation in Board Meetings:

- Prior to addressing the board, all speakers should state their name and address and organizational affiliation, if any
- Questions and comments should be addressed to the entire board, not to individual members or to the chair
- Questions and comments should be confined to the specific topic under discussion
- Each speaker will limit his/her comments to two minutes
- Speakers are requested not repeat points already made by previous speakers
- It is expected that speakers will observe the commonly accepted rules of courtesy, decorum, and civility; resorting to personalities, or the use of abusive, intemperate or defamatory language will be ruled out of order
- Written statements will be received by the board in lieu of, or in addition to, oral presentation
- On controversial issues, speakers for and against a given topic may be recognized alternately by the chair

Chair's Responsibilities and Duties

- Preside at all meetings of the Board of Supervisors
- Open the meeting at the specified time
- Help prepare the meeting agenda
- Make sure that there is a quorum
- Announce the business and the order in which it will be considered
- State and put motions to a vote
- Announce the results of all votes
- Conduct an orderly debate
- Apply the rules of parliamentary procedure
- Enforce the rules of decorum
- Avoid wasting time
- Make the business of the meeting run as smoothly as possible
- Declare the meeting adjourned when all business has been concluded
- Announce any known meetings of the Board of Supervisors at the beginning and end of each meeting
- Help members to follow parliamentary law
- Make sure that a motion has been made and seconded before discussion
- Encourage all members to participate freely in debate
- Consider only one main motion at a time
- Resolve each motion fully before moving on in the agenda
- Keep in mind that the person who made the motion is entitled to speak first
- Give one person the floor at a time
- Restrict debate to the motion on the floor
- Act in a tactful, fair, and polite manner
- Encourage people to identify themselves before they speak
- Check to make sure that everyone knows and understands the question being debated
- Make sure that personalities remain out of the debate
- Refer complex issues to committees for additional information beginning and end of each meeting
- End all meetings by 10:00 p.m.

MOTION was ADOPTED 5 to 0.

D. Designate Board's areas of responsibility for 2016

Mr. Touhill made a MOTION; seconded by Mr. Snyder the Doylestown Township Board of Supervisors designate Supervisor Liaisons to the following Boards and Commissions for 2016...

Agricultural Security Advisory Board -	Mr. Shawn Touhill
Bike & Hike Committee -	Ms. Ryan Manion
Central Bucks Senior Task Force -	Mr. Shawn Touhill
Doylestown Dog Park Committee -	Mrs. Barbara N. Lyons
Municipal Authority -	Mr. Richard F. Colello
Environmental Advisory Committee -	Mr. Shawn Touhill
Friends of Kids Castle Committee -	Ms. Ryan Manion
Park & Recreation Board -	Mr. Shawn Touhill
Personnel and Administration -	Mrs. Barbara N. Lyons
Planning Commission -	Mr. Richard F. Colello
Public Safety -	Mrs. Barbara N. Lyons
Public Water & Sewer Advisory Committee -	Mr. Richard F. Colello

Roads & Bridges Committee -	Mr. Ken L. Snyder
Telecommunications Advisory Board -	Ms. Ryan Manion
Traffic Advisory Committee -	Mr. Ken L. Snyder
Ways & Means Committee -	Mr. Ken L. Snyder

MOTION CARRIED 5 to 0.

E. Township Appointments – 2016

Ms. Manion made a MOTION; seconded by Mr. Snyder the Doylestown Township Board of Supervisors designate the 2016 Township Appointments presented as 1 through 22.

- | | |
|---|---|
| 1) Code Enforcement Director / Asst. Zoning Officer - | Sinclair Salisbury |
| 2) Director of Operations - | Richard E. John |
| 3) Director of Parks & Recreation - | Karen A. Sweeney |
| 4) Finance Officer - | Kenneth Wallace |
| 5) Fire Marshall - | Fredrick Schea |
| 6) Parks Superintendent - | Dietrich Froehlich |
| 7) Road Superintendent - | Paul Garr |
| 8) Tax Hearing Officer - | Stephanie J. Mason |
| 9) Bike Hike Engineer - | Chris Stanford |
| 10) Emergency Management Coordinator - | Sinclair Salisbury |
| 11) Engineer -
Summerson | Mario Canales, P.E. of Pickering, Corts and |
| 12) Manager - | Stephanie J. Mason |
| 13) Planning Consultant - | Judy Stern Goldstein of Boucher & James, Inc. |
| 14) Police Chief - | A. Dean Logan |
| 15) Police Lieutenant - | Matt O'Connor |
| 16) Secretary - | Stephanie J. Mason |
| 17) Solicitor - | Jeffrey P. Garton of Begley, Carlin & Mandio |
| 18) Traffic Engineer - | Matthew Johnston of Pennoni & Associates |
| 19) Treasurer - | Stephanie J. Mason |
| 20) Zoning Officer - | Stephanie J. Mason |

- | | |
|----------------------------|---|
| 21) Open Records Officer - | Jacqueline M. Rowand (absent)
Stephanie J. Mason (interim)
Lt. Matt O'Connor (Police) |
| 22) Water Superintendent - | Scott Miele |

MOTION CARRIED by 5 to 0.

F. Appointments to Boards and Commissions for 2016

Mr. Touhill made a MOTION; seconded by Mr. Snyder the Doylestown Township Board of Supervisors appoint Mr. Ray Hendrick as Chairman of the Environmental Advisory Committee.

Mr. Hendrick was appointed Chairman of the Environmental Advisory Committee by a 5 to 0 vote.

Mrs. Lyons noted for the record, Mr. Andrew Miller will NOT be appointed a member of the Doylestown Township Dog Park Committee at this time.

The following Boards and Commission currently have vacancies...

Agricultural Security Advisory Council -	1 vacancy
Friends of Kids Castle Committee -	2 vacancies
Telecommunications Advisory Board -	2 vacancies
Public Water and Sewer Advisory Committee -	1 vacancy
Traffic Advisory Committee -	2 vacancies
UCC Board of Appeals -	1 vacancy

Mr. Snyder made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisor approve all appointments to Boards and Commissions for 2016 as presented 1 through 17.

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|---|--|
| 1) Arborist (one year term) | Robert McMullin |
| 2) Agriculture Security Area Advisory Council (one year term) | Jeffrey Fehr
Dr. Joshua Feldstein
Marge Yeager
1 appointment needed |
| 3) Bike \ Hike Committee (three year term) | Thomas Kelso |
| 4) Central Bucks Senior Task Force | Kevin Jameson |
| 5) Dog Park Advisory Committee (three year term) | Kathy Brown
Scott Tilden
Andrew Miller (rescinded) |
| 6) EAC \ Shade Tree Commission (three year term) | Jeannie Mitchell
Anne Woodbury |
| 7) Environmental Advisory Council - Botanist\Ornithologist | Raymond Hendrick |

(one year term)

- | | |
|--|--|
| 8) Friends of Kids Castle (three year term) | Jon Biedermann
2 appointments needed |
| 9) Historic Architectural Review Board (four year term) | Nicolas Molloy (RE Broker)
Sinclair Salisbury |
| 10) Park and Recreation (five year term) | John Bray
Paul DiNella
Barbara Kesselring |
| 11) Public Water & Sewer Advisory Committee
(three year term) | Ed Harvey
Gary Munkelt
Joseph Delikat
1 appointment needed |
| 12) Telecommunications Advisory Board (three year term) | 2 appointments needed |
| 13) Traffic Advisory Committee (three year term) | Carol Shugars (#4)
2 Appointments needed
Voting District #1 and #8 |
| 14) UCC Board of Appeals (five year term) | 1 appointment needed |
| 15) Vacancy Board (one year term) | Emil Kiss, Jr. |
| 16) Ways and Means Committee (three year term) | Brenda Bray
Robert Salanik |
| 17) Zoning Hearing Board (three year term) | Richard Gaver |

MOTION CARRIED 5 to 0.

G. Set 2016 Administrative Office Hours and Meeting Dates for:

Mr. Touhill made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors approve to set the 2016 Administrative Office Hours and Meeting Dates as presented.

The corrected agenda noted a change in the Senior Task Force schedule as no meetings scheduled in July, August and a meeting will be held on September 12, 2016.

Mr. Colello suggested to change the time of the April 5, 2016 Board of Supervisors Regular meeting to 5:00pm, so to follow the annual Road inspections. The Board agreed by consensus.

MOTION CARRIED 5 to 0.

H. Acceptance of Fire Police

Mr. Snyder made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors appoint officers as presented by Police Chief A. Dean Logan to the Doylestown Fire Company #1.

MOTION CARRIED 5 to 0.

- I. Designation of Depository: Any official depository in the Commonwealth of PA
Ms. Manion made a MOTION; seconded by Mr. Touhill the Doylestown Township Board of Supervisors approve the 2016 Designation of Depository under any official depository in the Commonwealth of Pennsylvania.

MOTION was ADOPTED 5 to 0.
- J. Appoint Pension Committee:
Mr. Snyder made a MOTION; seconded by Mr. Touhill the Doylestown Township Board of Supervisors appoint the following representatives to the Pension Committee for 2016 ...

Officer; Timothy Reihl as Uniformed Township Employee-Voting member; Sinclair Salisbury as Non-Uniformed Township Employee -Voting member Board of Supervisors; Barbara Lyons, Richard Colello, Ken Snyder, Shawn Touhill and Ryan Manion as Voting members
Stephanie Mason; Secretary as Non-Voting member

MOTION CARRIED 5 to 0.
- K. Appoint TCC Representatives
Mr. Touhill made a MOTION; seconded by Ms. Manion The Doylestown Township Board of Supervisors appoint the following representatives as the Bucks County Tax Collection Committee (TCC) representatives for 2016...

Stephanie J. Mason - Representative
Ken Wallace - Alternate
Barbara N. Lyons - 2nd Alternate

MOTION CARRIED 5 to 0.
- L. Certify delegates to State Annual Convention and establish one voting delegate
Mr. Colello made a MOTION; seconded by Mr. Touhill the Doylestown Township Board of Supervisor appoint Mr. Ken Snyder as the Board's voting delegate.

Mr. Snyder was elected the Doylestown Township Board of Supervisor Voting Delegate by a 5 to 0 vote.

Mr. Snyder made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors certify the following delegates to the State Annual Convention:

Barbara Lyons - Delegate
Richard F. Colello - Delegate
Kenneth Snyder - Delegate
Ryan Manion - Delegate
Shawn Touhill - Delegate
Stephanie J. Mason - Delegate

MOTION CARRIED 5 to 0.

M. Resolution # 1848 – Amendment to Fee Schedule

Ms. Manion made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors approve Resolution #1848 Amendment to the 2016 Fee Schedule.

MOTION was ADOPTED 5 to 0.

N. Resolution # 1847 - 2016 Compensation / Professional Services

Mr. Colello made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors approve Resolution #1847 for Compensation and Professional Services.

MOTION was ADOPTED 5 to 0.

O. Set Current IRS Mileage Rate - effective January 1, 2016

Mr. Touhill made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors set the current IRS Mileage Rate as 54cents for business miles driven effective January 1, 2016.

MOTION was ADOPTED 5 to 0.

P. Designation of Official 2016 Township Holidays

Mr. Touhill made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors approve the Designation of Official 2016 Township Holiday schedule.

New Year's Day	Friday, January 1st
Dr. Martin Luther King Jr. Day	Monday, January 18th
President's Day (Washington Birthday)	Monday, February 15th
Good Friday	Friday, March 25th
Primary Election Day	Tuesday, April 26th
Memorial Day	Monday, May 30th
Independence Day	Monday, July 4th
Labor Day	Monday, September 5th
Columbus Day	Monday, October 10th
General Election Day	Tuesday, November 8th
Veteran's Day	Friday, November 11th
Thanksgiving	Thursday, November 24th
Day after Thanksgiving	Friday, November 25th
Christmas (day after)	Monday, December 26th
New Year's Day (2017)	Monday, January 2nd

MOTION CARRIED 5 to 0

Q. Police Affairs Committee

Mr. Colello made a MOTION; seconded by Mr. Touhill Board members of the 2015 Police Affairs Committee remain the same in 2016 as...

- Director of Public Safety - Barbara N. Lyons
- Board Member - Ken Snyder
- Board Member - Ryan Manion

MOTION CARRIED 5 to 0.

R. Recommend Treasurer's Bond - \$3,000,000.00

Ms. Manion made a MOTION; seconded by Mr. Touhill the Doylestown Township Board of Supervisors recommend the auditor set the 2016 Treasurer's Bond at \$3,000,000.

MOTION was ADOPTED 5 to 0.

III. NEW BUSINESS – Traffic Advisory Committee – Proposed Amendment to Resolution

Mr. Snyder reported the Traffic Advisory Committee originally was a committee of eight representing each of the voting districts. Due to struggles in keeping a full quorum at each meeting, the committee decided to refocus goals by reducing the size of the group to three members and utilizing technology tools, such as Google maps.

Mrs. Lyons questioned how many members does the committee have currently. Mr. Snyder answered; five members are devised of the Board Liaison and Police Chief Logan. Two members are scheduled to resign.

Ms. Manion made a MOTION; seconded by Mr. Touhill the Doylestown Township Board of Supervisors approve the Proposed Amendment to Resolution#1275 to re-establish the Doylestown Township Traffic Advisory Committee.

MOTION was ADOPTED 5 to 0.

IV. ANNOUNCEMENTS

V. ADJOURNMENT

Hearing no further business, the January 4, 2016 Doylestown Township Board of Supervisor Re-organizational meeting was adjourned at 4:29pm.

Respectfully Submitted,



Stephanie J. Mason
Secretary