



# Board of Supervisors

## Reorganization

425 Wells Road  
Doylestown, PA 18901  
[www.doylestownpa.org](http://www.doylestownpa.org)  
Twitter: @DoylestownTwp  
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215-348-9915

~ Minutes ~

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Tuesday, January 2, 2018

4:00 PM

Meeting / Activity Trailer

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### I. 4:00 PM PUBLIC MEETING

Members of the Board of Supervisors in attendance included Barbara N. Lyons, Richard F. Colello with Supervisors; Ken L. Snyder and Ryan Manion.

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

#### A. Swearing In Ceremony

##### Board of Supervisor Member:

Magisterial District judge Mark D. Douple sworn in Ryan Manion as a Board of Supervisor member as her family looked on.

##### Doylestown Township Auditor:

Magisterial District judge Mark D. Douple sworn in Robert Repko as Auditor of Doylestown Township.

##### Doylestown Township Tax Collector:

Magisterial District judge Mark D. Douple sworn in Samuel Kolodney as Tax Collector of Doylestown Township as his family looked on.

#### B. Pledge to the flag

#### C. Visitors/Public Comment

Upon a question from a resident, Mrs. Lyons explained the working of the township can be accessed through the Township's website at [www.doylestownpa.org](http://www.doylestownpa.org). As a summary, the township has twenty two (22) police officers, over 100 acres in the park system and 25 miles of trails. The governance includes zoning, police, parks & recreation, and maintaining a budget, which is balanced every year by the five elected Board of Supervisors.

##### Doylestown Township Auditor:

Magisterial District judge Mark D. Douple sworn in Stan Durey as Auditor of Doylestown Township.

##### Board of Supervisor Member:

Magisterial District judge Mark D. Douple sworn in Jennifer Herring as a Board of Supervisor member as her family looked on.

## D. Announcements:

1. The Board of Auditors will hold their Reorganization Meeting on Wednesday, January 3, 2018 at 7:00pm
2. The next meeting of the Board of Supervisors will be held on Tuesday, January 16, 2018 at 7:00 PM
3. The Township Administrative Offices will be closed on Monday, January 15, 2018 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.
5. The Doylestown Township Bicentennial Committee is hosting the Kick – Off Gala to our yearlong 2018 Bicentennial Celebration on January 6, 2018 at Doylestown Country Club. If interested in attending please contact the Administration Offices or go to our website (click on information/Bicentennial/Gala) where can purchase your ticket\|s online.
6. Yearlong Bicentennial Events & Celebrations can be found on the Township's Website.

**II. REORGANIZATION**A. Organize the Board of Supervisors for 2018

Mrs. Lyons stepped down as Chairman and appointed Mr. Jeffrey P. Garton as Temporary Chairman. Mr. Garton called the question on nominations for Chairman of Doylestown Township during the year 2018.

Chairperson:

Mr. Colello made a MOTION; seconded by Ms. Manion to nominate Ms. Barbara N. Lyons as Chairperson of the Doylestown Township Board of Supervisors.

Hearing no further nominations, Mrs. Lyons was elected Chairperson by a 5 to 0

vote.

Vice Chairman:

Mr. Garton called the question on nominations for Vice Chairman of Doylestown Township during the year 2018.

Ms. Manion made a MOTION; seconded by Mr. Snyder to nominate Mr. Richard Colello as Vice Chairman of the Doylestown Township Board of Supervisors.

Hearing no further nominations Mr. Colello was elected Vice Chairman by a 5 to 0

vote.

Director of Public Safety:

Mr. Garton called the question on nominations for Director of Public Safety of Doylestown Township during the year 2018.

Ms. Manion made a MOTION; seconded by Mr. Snyder to nominate Mrs. Barbara

N. Lyons as Director of Public Safety.

Hearing no further nominations, Mrs. Lyons was elected Director of Public Safety by a 5 to 0 vote.

Mr. Garton stepped down as Temporary Chairman and Mrs. Lyons resumed the meeting.

B. Approval of Minutes – December 19, 2017

Mr. Snyder made a MOTION; seconded by Mr. Colello the December 19, 2017 Doylestown Township Board of Supervisors Regular meeting minutes be approved.

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

C. Proposed Guidelines for Supervisors, Public Meetings, and Chairperson: 2018

Mr. Snyder made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors approve the 2018 Proposed Guidelines for Supervisors, Public Meetings and Chairperson in accordance with the 65 Pa C.S.A., Section 701, et seq known as the "Sunshine Act" and Robert Rules of Order providing parliamentary procedure for the conduct of meetings. (Exhibit A)

MOTION was ADOPTED 5 to 0.

D. Designate Board's areas of responsibility for 2018

The Doylestown Township Board of Supervisors agreed by consensus to delegate Board Liaisons to the following Boards and Commissions...

<i>Agricultural Security Advisory Board</i>	-	<i>Ms. Jennifer Herring</i>
<i>Bike &amp; Hike Committee</i>	-	<i>Ms. Ryan Manion</i>
<i>Bicentennial Committee</i>	-	<i>Mrs. Barbara Lyons</i>
<i>CB Senior Task Force</i>	-	<i>Ms. Jennifer Herring</i>
<i>Dog Park Advisory Committee</i>	-	<i>Mrs. Barbara Lyons</i>
<i>Municipal Authority</i>	-	<i>Mr. Richard Colello</i>
<i>Environmental Advisory Council</i>	-	<i>Ms. Jennifer Herring</i>
<i>Friends of Kids Castle</i>	-	<i>Ms. Ryan Manion</i>
<i>Parks &amp; Recreation</i>	-	<i>Ms. Jennifer Herring</i>
<i>Personnel / Administration</i>	-	<i>Mrs. Barbara Lyons</i>
<i>Planning Commission</i>	-	<i>Mr. Richard Colello</i>
<i>Public Safety</i>	-	<i>Mrs. Barbara Lyons</i>
<i>Public Water &amp; Sewer Advisory Board</i>		<i>Mr. Richard Colello</i>
<i>Roads &amp; Bridges</i>	-	<i>Mr. Ken Snyder</i>

<i>Telecommunications Board</i>	-	<i>Ms. Ryan Manion</i>
<i>Traffic Advisory Committee</i>	-	<i>Mr. Ken Snyder</i>
<i>Ways &amp; Means Committee</i>	-	<i>Mr. Ken Snyder</i>

MOTION CARRIED by a vote of 5 to 0.

E. Township Appointments – 2018

Ms. Manion made a MOTION; seconded by Ms. Herring the Doylestown Township Board of Supervisors approve the 2018 Township Appointments as ...

<i>Manager / Secretary / Treasurer / Zoning Officer</i>	-	<i>Ms. Stephanie J. Mason</i>
<i>Police Chief</i>	-	<i>Chief Dean Logan</i>
<i>Police Lieutenant</i>	-	<i>Lt. Matt OConnor</i>
<i>Code Enforcement Director / Asst. Zoning Officer</i>	-	<i>Mr. Sinclair Salisbury</i>
<i>Executive Director, DTMA</i>	-	<i>Mr. Keith Hass</i>
<i>Director of Operations</i>	-	<i>Mr. Dave Tomko</i>
<i>Director of Parks &amp; Recreation</i>	-	<i>Ms. Karen Sweeney</i>
<i>Finance Officer</i>	-	<i>Kenneth Wallace</i>
<i>Fire Marshall</i>	-	<i>Fredrick Schea</i>
<i>Parks Superintendent</i>	-	<i>Mr. Dietrich Froehlich</i>
<i>Road Superintendent</i>	-	<i>Mr. Paul Garr</i>
<i>Water Superintendent</i>	-	<i>Mr. Scott Miele</i>
<i>Open Records Officers</i>	-	<i>Ms. Jacqueline Rowand (Admin)</i>
	-	<i>Lt. Matt O'Connor (Police)</i>
<i>Tax Hearing Officer</i>	-	<i>Ms. Stephanie J. Mason</i>
<i>Emergency Management Coordinator</i>	-	<i>Mr. Sinclair Salisbury</i>
<i>Solicitor</i>	-	<i>Mr. Jeffrey P. Garton, Esquire of Begley, Carlin &amp; Mandio</i>
<i>Engineer</i>	-	<i>Mr. Mario Canales, P.E. of Pickering, Corts &amp; Summerson</i>
<i>Planning Consultant</i>	-	<i>Ms. Judy Stern Goldstein of Boucher &amp; James, Inc.</i>

*Bike & Hike Engineer*

-

*Mr. Chris Stanford of Baker  
Engineering*

*Traffic Engineer  
Associates*

-

*Mr. Matthew Johnston of Pennoni &*

MOTION CARRIED 5 to 0.

F. Appointments to Boards and Commissions for 2018

Mr. Lyons made a MOTION; seconded by Ms. Herring the Doylestown Township Board of Supervisors appoint Jennine Mitchell as Chairperson of the Environmental Advisory Council.

MOTION was ADOPTED 5 to 0.

Mr. Snyder made a MOTION; seconded by Ms. Herring the Doylestown Township Board of Supervisors appoint the following members to Boards and Commissions ...

*Arborist / one year term*

-

*Mr. Robert McMullin*

*Agriculture Security Area Advisor Council / 1 year term*

-

*Mr. Jeffrey Fehr  
Mr. Marge Kohl  
Mr. Jordon Yeager  
**Two appointments needed***

*Central Bucks Senior Task Force*

-

*Mr. Ernie Gash  
Mr. Kevin Jameson  
**Three appointments needed***

*Dog Park Advisory Committee / 3 year term*

-

*One appointment needed*

*EAC / Shade Tree Committee / 3 year term*

-

*Ms. Tanya Casas  
Mr. Donald Richardson  
Ms. Jeannine Marshall*

*Chairman Appointment*

*Friends of Kids Castle / 3 year term*

-

*Mr. Joe Salvati  
**Three appointments needed***

*HARB / 4 year term*

-

*Ms. Dori Vicente  
Mr. Robert Klovehorn  
Mr. Joseph Delikat  
Mr. Kevin Harrigan*

*Municipal Authority / 5 year term*

-

*Mr. Ed Hege*

*Parks & Recreation / 5 year term*

-

*Ms. Blythe Kelly  
Mr. Vijay Balaji,  
youth member, one year*

*Planning Commission / 4 year term*

-

*Mr. Thomas Kelso*

*Public Water & Sewer Advisory Board / 3 year term*

-

*Mr. James Dowling  
Mr. Joseph Krumenacker*

		<i>Mr. Wallace Pattyson</i> <i>Mr. Joseph Van Houten</i>
<i>Telecommunications Advisory Board / 1 year term</i>	-	<i>Mr. Ed Edenbach</i> <i>Mr. Kurt Krause</i>
<i>Traffic Advisory Committee / 3 year term</i>	-	<i>Mr. Doug Rowe</i> <i>Mr. Mark Shiner</i>
<i>UCC Board of Appeals / 5 year term</i>	-	<i>Mr. Joseph Van Houten</i>
<i>Vacancy Board / 1 year term</i>	-	<i>Mr. Emil Kiss, Jr.</i>
<i>Ways and Means / 3 year term</i> <i>absence)</i>	-	<i>Mr. Ed Ebenbach (Leave of</i>
<i>Zoning Hearing Board / 3 year term</i>	-	<i>Mr. William Lahr III</i>

MOTION CARRIED 5 to 0.

G. Set 2018 Administrative Office Hours and Meeting Dates

Mr. Snyder suggested to change times of meetings scheduled from April through June to 7:00pm. Mrs. Lyons noted the objection to not schedule many meetings at 7:00pm was due to meetings being televised for convenience. Ms. Herring commented; having meetings held before 7:00pm may possibly prevent residents from participating at the meetings due to their business schedule. She requested to increase accessibility, where not all residents have the flexibility to attend earlier meetings. Ms. Herring added; with some topics being controversial, it may provide an impression to intentionally limit public participation.

Ms. Herring made a MOTION the Doylestown Township Board of Supervisors hold the Regular public meetings 7:00pm and Budget Work Sessions at 5:00pm.

Ms. Manion responded; she is in favor of increasing some meetings to 7:00pm. However, having some flexibility will be beneficial for all residents. It will also assist the Board to be more productive after a long day of meetings.

MOTION FAILED due to a lack of a second.

Mr. Snyder made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors hold the June 5, 2018 meeting at 7:00pm with comments.

Mr. Colello commented; when the time of some regular meetings were changed to 4:00pm, attendance increased. The increase was due to senior residents who preferred not to travel at night. However, Mr. Colello is in favor of changing the time of the June 5th meeting to 7:00pm.

MOTION CARRIED 5 to 0.

Mrs. Lyons agreed with Mr. Colello's comments an increase in resident participation was noticed in meetings scheduled earlier in the day. The Board schedules special meetings during convenient times for public participation. Additionally, the Township staff at times need to attend the public meetings and earlier times are more convenient.

Mr. Snyder made a MOTION; seconded by Mrs. Lyons the Doylestown Township Board of Supervisors reschedule the December 26, 2018 Ways & Means Committee meeting to December

19, 2018.

MOTION CARRIED 5 to 0.

Ms. Manion made a MOTION; seconded by Mr. Snyder the Doylestown Township Board of Supervisors set the 2018 Boards and Commissions' meeting dates with amendments as noted by Mr. Snyder.

**Board of Supervisors:** January 16th at 7:00pm, February 6th at 4:00pm, February 20th at 7:00pm, March 6th at 4:00pm, March 20th at 7:00pm, April 17th at 5:00pm, May 1st at 4:00pm, June 5th at 7:00pm, June 19th at 5:00pm, July 17th at 7:00pm, August 21st at 7:00pm, September 18th at 4:00pm, October 2nd at 4:00pm, October 16th at 5:00pm, November 20th at 7:00pm, December 4th at 4:00pm, December 18th at 7:00pm.

**Budget Work Sessions:** April 17th at 3:00pm, June 19th at 3:00pm, September 18th at 2:00pm, October 2nd 2:00pm, October 16th at 3:00pm

**Agricultural Security Advisory Committee:** Scheduled as needed

**Bicentennial Committee:** meetings held at 5:00pm on January 17th, February 21st, March 19th, April 16th, May 21st, June 18th, July 16th, August 20th, September 17th, October 15th, November 19th and December 17th.

**Bike and Hike Committee:** meetings held at 8:00am on January 16th, February 20th, March 20th, April 17th, May 22nd, June 19th, July 17th, August 21st, September 18th, October 16th, November 20th, December 18th.

**Central Bucks Senior Task Force:** meetings held at the Central Bucks Senior Center at 1:00pm on January 5th, February 2nd, March 2nd, April 6th, May 4th, June 1st, July 6th, August 3rd, September 7th, October 5th, November 2nd, December 7th.

**Dog Park Advisory Committee:** meetings held at 5:00pm on January 8th, February 5th, March 5th, April 2nd, May 7th, June 11th, August 6th, October 1st, November 5th, December 3rd.

**Environmental Advisory Council:** meeting held at 7:00pm on January 9th, February 13th, March 13th, April 10th, May 8th, June 12th, July 10th, August 14th, September 11th, October 9th, November 13th, December 11th.

**Friends of Kids Castle Committee:** meeting held at 12:30pm on January 22nd, April 23rd, July 23rd, October 22nd.

**Historical Architectural Review Board:** scheduled as needed

**Municipal Authority:** meeting held at 4:00pm on January 18th, February 15th, March 15th, April 19th, May 17th, June 21st, July 19th, August 16th, September 20th, October 18th, November 15th, December 20th.

**Park & Recreation Board:** meeting held at 5:30pm on January 9th, February 13th, March 13th, April 10th, May 8th, June 12th, July 10th, August 14th, September 11th, October 9th, November 13th.

**Pension Committee:** meeting held on February 6th at 2:00pm and August 21st at 5:00pm

**Planning Commission:** meetings held at 7:00pm on January 22nd, February 26th, March 26th, April 23th, May 29nd, June 25th, July 23rd, August 27th, September 24th, October 22nd, November 26th, December 12th.

**Public Water & Sewer Advisory Board:** meetings held at 5:30pm on January 18th, February 15th, March 15th, April 19th, May 17th, June 21st, July 19th, August 16th, September 20th, October 18th, November 15th, December 20th.

**Telecommunications Advisory Board:** meetings held at 6:30pm on January 8th, February 12th, March 12th, April 9th, May 14th, June 11th, July 9th, August 13th, September 17th, October 15th, November 19th, December 10th.

**Traffic Advisory Committee:** meetings held at 7:00pm on February 14th, April 11th, June 13th, August 8th, October 10th, December 12th.

**UCC Board of Appeals:** scheduled as needed

**Vacancy Board:** scheduled as needed

**Ways and Means Committee:** meetings held at 7:00pm on January 24th, February 28th, March 28th, April 25th, May 23rd, June 27th, July 25th, August 22nd, September 26th, October 24th, November 28th, December 19th.

**Zoning Hearing Board:** scheduled as needed

MOTION CARRIED 4 to 1 with Ms. Herring voting nay.

H. Designation of Depository: Any official depository in the Commonwealth of Pennsylvania

Mr. Snyder made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors approve the 2018 Designation of Depository and of any official depository bank of the Commonwealth of Pennsylvania.

MOTION was ADOPTED 5 to 0.

I. Appoint Pension Committee:

Mr. Snyder clarified; at an October meeting, the Board agreed to adopt the recommendation of a Sub-Committee and create a resolution. He then questioned; by appointing the Pension Committee, it will enable the first meeting to be place, where the committee can then amend the schedule. Mr. Garton answered; the change will be made after the first full meeting in January.

The Doylestown Township Board of Supervisors agreed by consensus to appoint the 2018 Pension Committee as ...

*Tim Reil* - Uniformed Township Employee (Voting member)  
*Sinclair Salisbury* - Non-Uniform Township Employee (Voting member)  
*Board of Supervisors* - Voting members  
*Stephanie Mason* - Secretary (Non-Voting member)

MOTION CARRIED 5 to 0.

J. Appoint Bucks County Tax Collection Committee Representatives

Mr. Snyder made a MOTION; seconded by Ms. Herring the Doylestown Township Board of Supervisors appoint the Tax Collector Committee (TCC) Representatives as ...

*Stephanie J. Mason: Respresentative*



*Ken Wallace: Alternate*

*Barbara N Lyons: 2nd Alternate*

MOTION CARRIED 5 to 0.

K. Certify delegates to State Annual Convention and establish one voting delegate:

Mrs. Lyons made a MOTION; seconded by Mr. Snyder the Doylestown Township Board of Supervisors certify the following delegates to the State Annual Convention to be held on April 22, 2018 and nominate Ms. Jennifer Herring as Voting Delegate.

Ms. Jennifer Herring was elected Voting Delegate by a 5 to 0 vote.

*Ms. Barbara Lyons - Delegate*

*Mr. Richard F. Colello - Delegate*

*Mr. Kenneth Snyder - Delegate*

*Ms. Ryan Manion - Delegate*

*Ms. Jennifer Herring - Delegate*

*Ms. Stephanie J. Mason - Delegate*

L. Resolution #1995 – Amendment to Fee Schedule

Ms. Manion made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors adopted Resolution #1995 Amendment to the 2018 Fee Schedule (Exhibit B)

Mr. Snyder questioned; how are the changes determined appropriately. Ms. Mason answered; other municipalities' in the Central Bucks Region fee schedule are viewed and how long the fee have been in placed. Once viewed, adjustments are made accordingly to remain competitive.

MOTION was ADOPTED 5 to 0.

M. Resolution #1996 – 2018 Compensation / Professional Services

Mr. Snyder made a MOTION; seconded by Ms. Herring the Doylestown Township Board of Supervisors adopt and approve Resolution #1996 as the 2018 Compensation and Professional Service fee schedule (Exhibit C)

MOTION was ADOPTED 5 to 0.

N. Set Current IRS Mileage Rate - effective January 1, 2018

Ms. Manion made a MOTION; seconded by Mr. Snyder that the Doylestown Township Board of Supervisors approve and set the 2018 Internal Revenue Service (IRS) Mileage Rate at 54.5 cents per mile, effective January 1, 2018.

MOTION CARRIED 5 to 0.

O. Designation of Official 2018 Township Holidays

Ms. Manion made a MOTION to add the day after Christmas, December 26, 2017 to the Official Township Holiday schedule.

MOTION FAILED due to a lack of a second.

Mr. Snyder made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors designate the 2018

Official Holiday schedule and close Township building during the following ...

<i>New Year's Day (observance)</i>	<i>Tuesday, January 1, 2018</i>
<i>Dr. Martin Luther King, Jr. Day</i>	<i>Monday, January 15, 2018</i>
<i>President's Day (Washington Birthday)</i>	<i>Monday, February 19, 2018</i>
<i>Good Friday</i>	<i>Friday, March 30, 2018</i>
<i>Primary Election Day</i>	<i>Tuesday, May 15, 2018</i>
<i>Memorial Day</i>	<i>Monday, May 28, 2018</i>
<i>Independence Day</i>	<i>Wednesday, July 4, 2018</i>
<i>Labor Day</i>	<i>Monday, September 3, 2018</i>
<i>Columbus Day</i>	<i>Monday, October 8, 2018</i>
<i>General Election Day</i>	<i>Tuesday, November 6, 2018</i>
<i>Veteran's Day (observance)</i>	<i>Monday, November 12, 2018</i>
<i>Thanksgiving</i>	<i>Thursday, November 22, 2018</i>
<i>Day after Thanksgiving</i>	<i>Friday, November 23, 2018</i>
<i>Christmas</i>	<i>Tuesday, December 25, 2018</i>
<i>New Year's Day (2019)</i>	<i>Tuesday, January 1, 2019</i>

MOTION CARRIED 5 to 0.

P. Police Affairs Committee

Mr. Snyder made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors appoint the 2018 Police Affairs Committee as:

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

MOTION CARRIED 5 to 0.

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

Ms. Manion made a MOTION; seconded by Mr. Snyder the Doylestown Township Board of Supervisors recommends the Treasurer's Bond be set at \$3,000,000.00.

MOTION CARRIED 5 to 0.

**III. NEW BUSINESS**

A. Wireless Infrastructure Deployment Bill (HB 1620)

Upon referencing Executive Director of the Pennsylvania State Association of Township Supervisors (PSATS); Dave Sanko's December 21, 2017 memorandum, Mrs. Lyons reported; a resolution has been

submitted to oppose the Wireless Infrastructure Deployment Bill (HB 1620), which takes away local control to wireless infrastructure along Township's right of ways. The devices provides broadband capability for utilities. Local control is necessary for telecommunications, which may affect government local access channels and the ability to negotiate fair fees.

Mr. Colello made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors oppose the Wireless Infrastructure Deployment Bill (HB 1620) with comments.

Mr. Colello noted a misspelled word, which was corrected. Ms. Lyons noted a punctuation error on page two.

MOTION was ADOPTED 5 to 0.

#### **IV. ANNOUNCEMENTS**

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6. Yearlong Bicentennial Events & Celebrations can be found on the Township's Website.

#### **V. ADJOURNMENT**

Hearing no further business, Mr. Snyder made a MOTION; seconded by Ms. Manion the January 2, 2018 Doylestown Township Board of Supervisors Reorganization meeting be adjourned.

MOTION CARRIED 5 to 0.

Respectfully submitted by,

Stephanie J. Mason