



Board of Supervisors

Regular Meeting

Minutes

425 Wells Road
Doylestown, PA 18901
215-348-9915
<http://doylestownpa.org>

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Tuesday, November 15, 2022

7:00 PM

Community Meeting Room

Members of the Board of Supervisors in attendance: Barbara N. Lyons, Chairman; Ryan Manion, Vice Chairman; Jennifer Herring; Nancy Santacecilia and Dan Wood.

Township Staff in attendance: Stephanie J. Mason, Township Manager; Dave Tomko, Director of Operations; Stacy E. Crandell, Assistant Township Manager; Chief Dean Logan; Sean Torpey, Township Engineer and Frank Dillon, Township Solicitor.

7:00 PM REGULAR MEETING

Pledge to the flag

Ms. Lyons welcomed everyone to the meeting. Ms. Lyons indicated that before the start of tonight's meeting the Board of Supervisors held interviews to fill open Boards and Commissions vacancies and an Executive Session regarding the PBA Contract.

Presentations / Videos

The Board shared three Boards and Commissions video presentations with the public. Zoning Hearing Board, Pension Advisory Committee and Ways & Means.

Public Comment Agenda Items Only

There were no comments.

ANNOUNCEMENTS

- A. The next meeting of the Board of Supervisors is scheduled for Tuesday, December 20, 2022 at 7:00PM.
- B. The Township Building will be closed Thursday & Friday November 24 & 25, 2022, in observance of Thanksgiving and December 26, 2022 in observance of Christmas.
- C. Boards and Commissions Video Presentations can be viewed on our YouTube Channel, go to www.doylestownpa.org and click on the YouTube Icon at the top right and side of the home page.
- D. Leaf and Yard Waste Recycling – the 3rd Saturday of each month from 9AM – 11AM and the 1st and 4th Tuesdays of the month 9AM – 2PM. Drop off site is located at the New Britain Rd. entrance of Central Park. Please visit our website for more information.
- E. Doylestown Twp. Parks & Recreation – Upcoming Events:
 - December 2nd – Jolly Jammy Jam with Mrs. Clause – 6pm to 8pm – Community Meeting Room, 425 Wells Road
 - ~~December 10th – Decemberfest – Frosty 5K Run – 9am to 10am – Central Park Cancelled~~
 - December 10th – Decemberfest – Visit with Santa – 1pm to 4pm – Central Park Pavilion 1
- F. Give the Gift of Life – American Red Cross Blood Drive – Activity Center Trailer, Friday December 9th, 2 to 7PM. Donors can register at www.redcrossblood.org – use sponsor code: "DoylestownTwp"

MINUTES APPROVAL

Budget Work Session – October 18, 2022 – on motion of Ms. Herring, seconded by Ms. Manion the minutes were approved. 5 - 0

Regular Meeting – October 18, 2022 – on motion of Ms. Herring, seconded by Ms. Manion the minutes were approved. 5 – 0

CORRESPONDENCES

None

Volunteer Resignation – The Board reviewed a resignation letter from Mr. Salanik a volunteer on the Ways and Means Committee. Ms. Lyons accepted the letter of resignation and thanked Mr. Salanik for his service.

2023 VIA Village Fair Event – Preliminary Proposal for Central Park Use – Ms. Lyons stated that the Village Improvement Association would like to bring back the Village Fair Event. This event held in the 1990's used to be held at War Memorial Field as their fund-raising event. The VIA would like to hold the event June 17, 2023 in Central Park. After meeting with the VIA, Ms. Lyons stated that this is a good opportunity for their mission and to expose themselves to the community. She is looking for a consensus from the Board. The Board of Supervisors unanimously gave their support to working with the VIA on a Village Fair.

REPORTS

Solicitor – No Report

Township Engineer – No Report

Police Chief – No Report

Dir. of Operations

2022 Road Program – Part 2 – Change Order #2 – Mr. Tomko deferred to Mr. Torpey to address Change Order #2. Mr. Torpey recommended the Board approve the change order in the amount of \$43,580.45. During the Road Program there were a couple of sections that needed some additional base repair that exceeded the typical maintenance. The work was done and complete and everyone is happy with the results. The motion would be to approve the additional cost of \$43,580.45 bringing the total contract price to \$2,492,661.35.

On motion of Ms. Manion, seconded by Ms. Santacecilia the motion was approved. 5 - 0

Township Manager

Ms. Mason clarified that we received word that the Decemberfest 5K unfortunately, has been cancelled for this year.

Vehicle Auction - We have a 2015 Ford Interceptor that we would like to send to auction. It has over 110,000 miles on it. There is an auction in December through J J Kane Auctioneers. She is seeking the Boards approval to send this vehicle to auction. On motion of Ms. Manion, seconded by Ms. Herring the Board unanimously approved sending the 2015 Ford Interceptor to auction.

Supervisors

Ms. Santacecilia – Wanted to thank Ms. Manion and the Veterans Advisory Committee for the wonderful Veterans Day Ceremony. She really appreciated the voices of the speakers and the children who sang from Our Lady of Mt. Carmel. It was fantastic.

Ms. Santacecilia also wanted to thank Ms. Crandell for redoing the website, it looks fantastic.

Ms. Santacecilia would like answers to two questions that she has regarding clarification on the gym floor for the rec center. She knows Ms. Sweeney sent some information out but she wants to make sure based on the feasibility study that the athletic organizations as part of the fundraising will be able to meet their needs.

Lastly, she sees that we have received \$1,500,000. in grants, which is great. She just had a question why we're doing a resolution now rather than waiting until the total bid comes in in January. She is just looking for clarification.

Ms. Mason stated that as part of the RACP Grant process there is an application and business plan that we are required to put together and submit to Office of Budget, so they can assign a consultant to work with us on the grant. The initial information needs to be submitted now in order to meet the grant requirements.

Ms. Herring – No Report

Mr. Wood – In his role as the liaison for the Public Water and Sewer Advisory Board, he would like to make a motion to appoint Matt Oakes as the newest member to the PWSAB. The motion was seconded by Ms. Herring and passed. 5 – 0

Mr. Wood also thanked everyone who put in the hard work for the Veterans Day Event.

Ms. Manion – She wanted to make two nominations for some open boards. For Veterans Advisory Committee she would like to nominate Megan McCuen. On motion of Ms. Manion, seconded by Ms. Herring the motion passed. 5 – 0

Ms. Manion nominated Joe Salvati to fill the vacancy on the Park & Recreation Board. On motion of Ms. Manion, seconded by Ms. Herring the Motion passed. 5 – 0

Ms. Lyons – Stated that she has comments about the Creation of the Capital Fundraising Committee that she will address later in the meeting.

UNFINISHED BUSINESS

None

NEW BUSINESS**Land Development****Doylestown Country Club Land Development Preliminary/Final**

Locations: 200 Country Club Land - T.P. #09-009-087

Ms. Lyons stated that she is recusing herself from this discussion.

Mr. Dan Lyons on behalf of the Doylestown Country Club was joined by Mr. Dan Humes, Van Cleef Engineering and Eric Hogan, General Manager of Doylestown Country Club.

He gave a summary of project. Doylestown Country Club proposed to reconfigure the existing parking lot and renovations to the existing club house. This reconfiguration will improve the functionality, efficiency safety and internal traffic flow while adding 59 new parking spaces. Building coverage will increase by just under 5000 sq.ft. and will allow Doylestown Country Club to upgrade its amenities for its members and guests. There are some nonconforming aspects of the plan, they were at the Zoning Hearing Board August 15, 2022 and received verbal approval at that time, the written approval was dated September 28, 2022. The Planning Commission at their September 21, 2022 voted unanimously voted to recommend preliminary final approval of the land development plan. All engineer review comments are a will comply with the exception of the waivers requested.

Mr. Dillon asked Mr. Lyons if he is in receipt of the memorandum from Mr. Garton regarding this matter. Mr. Lyons replied that he has received it and has had the opportunity to review it and that he and his client are agreeable to the conditions set forth in the memorandum.

Mr. Dillon stated if the Board is so inclined to approve the preliminary/final plan the conditions are as follows:

1. Compliance with and/or satisfactory resolution of the comments in the Gilmore & Associates, Inc. planning review letter dated September 14, 2022.
2. Compliance with the Zoning Hearing Board Decisions dated September 21, 2009 and September 28, 2022, including any conditions noted therein.
3. Compliance with and/or satisfactory resolution of the comments in the Pennoni engineering review correspondence dated September 16, 2022.
4. Execution of a mutually satisfactory Trail Easement which shall be a condition of recording any plans or proceeding with the project.
5. The Board of Supervisors further granted waivers from the following provisions of the Subdivision and Land Development Ordinance:
 - a. Section 153-12(C) from the provisions of the Ordinance requiring separate preliminary and final plan proceedings as the Applicant desires a preliminary/final approval.
 - b. Section 153-20(C)(5) from the provisions of the Ordinance so as not to be required to

- locate of all existing monuments, iron pipes or pins and spikes for the entire site.
- c. Section 153-20(C)(8) from the provisions of the Ordinance that the vertical datum be National Geodetic Vertical Datum (NGVD) as a waiver is being requested to use the North American Vertical Datum of 1988 (NAVD88).
 - d. Section 153-20(C)(9) from the provisions of the ordinance requirement to show the underground utilities for the entire site as Applicant is proposing just to demonstrate same within the confines of the project area.
 - e. Section 153-20(C)(10) from the provision requiring the location of watercourses, wells, on-site septic systems, stormwater management facilities and similar features on and within 400 feet of the location of the proposed Application as a waiver is being requested from providing this information for the entire site with limited surveying conducted as part of the project area has demonstrated the locations of the aforementioned requirements.
 - f. Section 153-20(C)(13) from the provision requiring the location of all lakes, ponds and wetlands of the entire site be provided as a waiver is being requested from providing this information for the entire site with limited surveying conducted as part of the project area has demonstrated the locations of the aforementioned requirements.
 - g. Section 153-20(C)(14) so as not to be required to calculate the site capacity calculation for the entire site, but rather just the limited surveyed area of the project.
 - h. Section 153-20(C)(15) to be relieved from the responsibility to provide a traffic impact and pedestrian/bicycle circulation study.

- i. Section 153-28(D)(I) from this requirement to expand existing non-conformity so as to continue to use 9 feet wide by 18 feet deep parking stalls as they exist currently. Zoning relief was granted on September 28, 2022, to permit the expansion of the existing non-conformity.
 - J. Section 153-28(F) to be relieved of the obligation to install buffering on all parking lots of 10 or more parking spaces as there is an existing sanitary sewer easement that precludes the plantings.
 - k. A partial waiver from Section 153-11 to permit earth disturbance within the limits of the dripline of the 51-inch tree. The Applicant proposes, as outlined in Item 11, to work with an Arborist and the Township Planner regarding the 51- inch tree.
 - l. A partial waiver from Section 153-34.1(2) as it relates to the tree protection standards of trees in excess of 48 inches in diameter. As noted in Item 11, Applicant proposes to work with an Arborist and the Township Planner regarding the 51- inch tree in order to protect the tree.
6. The Board of Supervisors also granted waivers from the following provisions of the Stormwater Management Ordinance:
- a. Section 148-19(8)(2)(a)(I) from the provision requiring the location of all existing and proposed utility, sanitary sewer and water lines for the entire site as limited surveying conducted as part of the project area has demonstrated the locations of the aforementioned requirements.
 - b. Section 148-19(B)(2)(b) from the provision requiring the existing resource and site analysis map showing environmentally sensitive areas for the entire site as limited surveying of the project area have been

- identified based on PA 1 call information, field surveyed information and plans of record.
- c. Section 148-14 - (the plans from prior relief note section 148-22) - from requiring the applicant provide stormwater recharge using the "Design Storm Method" relating to volume control, which is based on the "TR 55 Method", and pursuant to 6 (d) below Applicant is being relieved from using the TR-55 Method.
 - d. Section I 48-16(8) - (the plans from prior relief note section 148-25(D)(1)) - from the provisions requiring the applicant use the TR-55 Method to calculate stormwater runoff as this Ordinance also states, "The municipality may allow the use of the Rational Method (Q=CIA) to estimate the peak discharges from drainage areas that contain less than 200 acres."
 - e. Section I 48-16(A) - (the plans from prior relief note section 148-25(D)(2)) - requiring the applicant to count all existing impervious surfaces as existing in regard to stormwater runoff.
- 7. Compliance with the Michael Baker International review letter dated September 15, 2022.
 - 8. Compliance with the Township Code Enforcement review letter dated June 22, 2022.
 - 9. Compliance with the Bucks County Planning Commission review letter dated June 27, 2022.
 - 10. Compliance with the Pennoni traffic review letter dated September 30, 2022.
 - 11. Applicant shall comply with the Arborist's recommendation regarding the 51-inch caliper Sycamore tree with the understanding that work to be done in the vicinity of the Sycamore tree shall be coordinated with the Township Planner in consultation with the Township Arborist.

12. Receipt of all permits and approvals from any agency having jurisdiction over such matters, including but not limited to the Bucks County Conservation District, PennDOT, DEP, the Bucks County Water and Sewer Authority, and the Doylestown Township Fire Marshal.
13. The project shall be ADA compliant.
14. Funding and execution of development and financial security agreements in a form satisfactory to the Township Solicitor and Township Manger.

The aforementioned conditions were accepted by Mr. Lyons on behalf of the Applicant.

On motion of Ms. Manion, seconded by Ms. Santacecilia the motion was approved. 4 – 0- 1 with Ms. Lyons abstaining.

Planning Modules

Barn Plaza Shopping Center Mailer

Location: Easton Road & Almshouse Road - T.P. #09-014-037-002 & 09-014-037-003

Ms. Mason stated that the Board waived the land development process however the applicant still needs to submit for the sewage facilities planning module.

On motion of Ms. Manion, seconded by Ms. Herring the motion to approve the planning module was approved. 5 – 0

Tiech Property

Location: 575 Limekiln Road – T.P. #09-009-004-008

Ms. Mason stated that the Tiech property intends to connect to an existing sewer line on their property and is requesting a sewage facility planning module postcard waiver.

On motion of Ms. Herring, seconded by Ms. Manion the motion was approved. 5 – 0

Snyder Property

Location: 565 North West Street – T.P.#09-009-004-001

Ms. Lyons stated this is similar to the Tiech Property.

On motion of Ms. Manion, seconded by Ms. Herring the motion was approved. 5 – 0

Pebble Ridge Woodridge Sewer Project – Change Order and Payment Application #39 for BCWSA

Ms. Mason stated that change order #3 and payment #39 has been reviewed and is recommended for payment in the amount of \$568,263.82.

On motion of Ms. Manion, seconded by Ms. Herring the motion was approved. 5 – 0

Redevelopment Assistance Capital Program (RACP) Resolution

Ms. Lyons asked if there were any questions about this item. There were no questions.

On motion of Ms. Manion, seconded by Ms. Herring the Board approved resolution #2455 for the RACP grant motion carried 5 – 0

Creation of Capital Fundraising Committee for Park Recreation Community Center Complex

Ms. Lyons stated that we want to raise \$3,000,000 for the recreation center. Luckily, we already have \$1,500,000. We need to create a Capital Fundraising Committee; it will be short term for this purpose only. She recommends a nine-member committee. Three residents, the rest can be from Central Bucks and one liaison, one chair of the committee. She prefers to have a non-supervisor as chairman, for the time being she will serve in that capacity until somebody else takes over. She would like one other member of the Board of Supervisors to be on this committee.

Mr. Wood stated that he would join her on this committee.

Ms. Manion stated that she thinks that all the Supervisors have to commit to play an active role.

Ms. Lyons stated that she needs everyone to commit to finding people who will want to invest in this building, everybody.

Ms. Lyons asked for a motion to create the committee. She asked if everyone was ok with nine members. Three of whom must be Township Residents. We can expand to advisory members or members in the community who are lending their names, not necessarily part of the committee.

On motion of Ms. Lyons, seconded by Ms. Manion to create a Capital Campaign Committee was carried 5 – 0.

Ms. Lyons stated that as part of this Capital Campaign, she is hoping that the Board will approve hiring a part-time person, salary negotiable, probably 20 – 30 hours a week. Based on the requirements of this should be a fairly well-paid position, \$25 to \$30 per hour and of course it is a short term commitment. An outline of the job description was provided.

On motion of Ms. Manion, seconded by Ms. Herring the Board approved creating a temporary part-time administrative position to assist with the Capital Campaign, the motion was approved. 5 – 0

Ms. Lyons asked for additional information for the Capital Fundraising Committee. She requested the Naming Policy be updated. Ms. Mason stated that Ms. Sweeney is working on that. Ms. Lyons would like a draft before the next meeting.

Budget Presentation – 2023 Preliminary Budget

Ms. Mason started that the budget planning process; is quite intense, and quite lengthy. We started this past April, and we agreed that pencils could be put down at the October 18th meeting. There has been a lot of participation from our staff, department heads, volunteer Ways & Means Committee and this Board of Supervisors to bring forth this budget. The major highlights of the 2023 Budget are: Balanced Operations - \$13.7m Revenue/\$13.7m Expenses; **No Tax Increase** in 2023; Growth in Capital Spending for the Community Center Project and ancillary improvements to Central Park, continuing Accelerated Roads Program and continuing Trails Construction, along Shady Retreat Road & Burpee (Safe Routes to School grant). This results in strong reserves and the necessary resources to continue to provide appropriate resident services.

The Board has the entire Budget, it needs to hang once approved for 20 days with final adoption planned for your December meeting.

Ms. Manon thanked the staff and the Ways & Means Committee, this process gets more streamlined, it is very well done.

There was no further discussion.

On motion of Ms. Manion, seconded by Ms. Herring the Board adopted the 2023 Preliminary Budget on a vote of 5 – 0.

Treasurers Report – November 15, 2022 – On motion of Ms. Manion, seconded by Ms. Herring Treasurers Report was unanimously approved.

Bills List – November 15, 2022 – On motion of Ms. Manion, seconded by Ms. Herring the Bills List for November in the amount of \$1,593,674.37 was approved. 5 – 0

ANNOUNCEMENTS

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 - December 10th – Decemberfest – Visit with Santa – 1pm to 4pm – Central Park PavilionFor information on all P & R events and programs go to www.doylestownrec.org
- F. Give the Gift of Life - American Red Cross Blood Drive – Activity Center Trailer, Friday December 9th, 2 to 7PM. Donors can register at www.redcrossblood.org – use sponsor code: “DoylestownTwp”


Public Comment – All Items

Mr. Cox, resident of Dogwood Dr. wanted to say thank you to the Township, engineer, and road paving contractor. He is very pleased with the work and the workmanship of the road work that was done. Phenomenal job, very professional, they left the neighborhood very clean. Please pass on to the contractor “Job Well Done”. Thank You.

ADJOURNMENT

Being no further business, the meeting adjourned at 7:41pm

Respectfully submitted,


Stephanie J. Mason, Secretary