



# Board of Supervisors

## Regular Meeting

### MINUTES

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

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Tuesday, July 18, 2023

7:00 PM

Community Meeting Room

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

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

### 7:00 PM REGULAR MEETING

#### Pledge to the flag

Ms. Lyons welcomed everyone to the meeting and stated that before this meeting the Board met with the Finance Committee and staff in a Budget Work Session regarding the Community Recreation Center. The Budget Work Session has been recorded and can be found on our website [www.doylestownpa.org](http://www.doylestownpa.org) or our Township Facebook page.

#### Presentations

##### **Doylestown Fire Company -DCED Study**

Mr. Paul Kreuter, President of the Doylestown Fire Company introduced himself. He stated that since they work with five municipalities, they have asked the Department of Community Affairs to do an independent study of Doylestown Fire Company, this will help them moving forward with future needs. They are asking the Township for their support for the study to be completed, this is a free study that will take about nine months, this evaluation will help them move forward into the future.

Ms. Lyons stated that it is fair to say that the Township will give whatever support we can for the study, just let us know what we need to do.

Ms. Mason stated that we are required to have at least a motion stating that we will cooperate with Doylestown Borough and the other communities and provide the necessary support to DCED and provide the required information.

On motion of Ms. Santacecilia, seconded by Ms. Manion the motion carried 5 – 0.

#### Public Comment Agenda Items Only

No Comments

#### ANNOUNCEMENTS

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- B. Keep up to date with Township News / Events – sign up for E-news at [www.doylestownpa.org](http://www.doylestownpa.org).  
E-News is sent out every Friday at 4:00PM.
- C. Upcoming Community Events:

- **Tomorrow** – July 19<sup>th</sup> Thompson Performing Arts Concert Central Park 7PM  
Cherry Lane – High Energy Rock & Roll and Rhythm & Blues  
Please go to [www.doylestownrec.org](http://www.doylestownrec.org) for complete list of 2023 Concerts.
- August 1<sup>st</sup> – National Night Out – Central Park – 4pm
- August 21<sup>st</sup> – Annual Golf Outing – Doylestown Country Club

### MINUTES APPROVAL

**Regular Meeting – June 20, 2023** – On motion of Ms. Manion, seconded by Ms. Herring the minutes were approved with one change. Mr. Wood stated that at the bottom of page 2 under Police Chief, change Loan to Logan. Ms. Santacecilia recommended everyone read the prior meeting minutes. The motion carried 5 – 0.

### CORRESPONDENCES

None

### REPORTS

#### Solicitor

None

#### Township Engineer

Not at this time.

#### Police Chief

Chief Logan stated that there have been a few incidents in the park that has led to the Township evaluating at the camera system at Kids Castle. That evaluation showed that the camera system was obsolete and needed replacement. On July 11<sup>th</sup> Mr. Schea notified the Board that the new camera system is installed and functioning. Chief Logan stated that he is pleased with the quality of the system and the ease of access for the Police Department going forward. This goes a long way to our immediate goal of promoting public safety reducing the Township's liability, he would like to expand that system and use it in other areas.

With the installation of the cameras, he thinks is it a good time to try to educate the public on some of the frequently asked questions that the Police Department gets and the conduct they investigate within our entire park system. It is important to understand that they try to handle things informally, but violations can be enforced through Township Ordinances or through the criminal statutes of the Pennsylvania Crimes Code. Depending upon the severity of the nature of the conduct, the Police Department has a little bit of digression on how the incident is handled. Examples can be vandalism or an individual's personal conduct can be handled through an informal adjustment, requiring restitution, community service, summary, or criminal statutes through the Pennsylvania Crimes Code.

A few reminders of what is most frequently seen in our parks that are unlawful:

1. Parks are open from sunrise to sunset, they are patrolled, they ask people to leave voluntarily
2. Go-carts and other motorized vehicles are not permitted on our Bike/Hike Paths
3. Discharge of firearms is prohibited at any time, and fireworks are prohibited in the park system at all times. Special Permits are required for fireworks in the Township in accordance with the Township Ordinance
4. Alcohol – possession or consumption is prohibited regardless of age (special events must be authorized through the Township)
5. Dog are permitted but must always be on a leash and under control, please clean up after your dogs
6. Bicycles, Rollerblades and Skateboards are permitted in our park system, however for safety reasons there are restricted areas.

7. Tot Lots are intended for pre-school aged children only – please monitor your children
8. The tennis and basketball courts are limited to those activities – please keep all wheeled objects off the courts

These are the major ones the Police Department gets the most complaints about; all of these ordinances are listed in our E-Codes which are available online.

### **Dir. of Operations**

#### **2023 Tree Pruning and Takedown**

Mr. Tomko stated that six bids were received on June 1<sup>st</sup>, this annual program, budgeted as part of the Roads & Parks Departments budget every year. Hazardous trees, dead trees in the right of way and open space. This year Jericho Tree Services' bid was significantly lower than the rest of the bidders. Mr. Tomko spoke with the owner, he assured Mr. Tomko that they understand the process, the scope of the project, prevailing wage, we also checked references. At this point in time, he is asking the Board to award Jericho Tree Services for the Base Bid for the Open Space and Trail as well as Road Right-of-way in the amount of \$40,900.00. We are not asking the Board to award the DTMA bid, this is excluded from the project.

On motion of Ms. Herring, seconded by Ms. Manion the 2023 Tree Pruning and Takedown was awarded to Jericho Tree Services of Pipersville in the amount of \$40,900.00, the motion carried 5 – 0.

#### **2023-2024 Fuel Bid**

Mr. Tomko stated that we participate as a member of the Bucks County Consortium who puts out a bid for the purchase of fuel for us that includes unleaded regular gasoline as well as ultra-low sulfur diesel fuel. The bids were received by Northampton, compiled, and provided to us with a market fluctuation price that is set on a regular basis the price is that plus a delivery charge. Riggins, Inc., Vineland, NJ was the low bidder the cost for the fuel and delivery will be for unleaded regular gas \$0.189 per gallon and for ultra-low sulfur diesel fuel \$0.329.

On motion of Ms. Manion, seconded by Ms. Santacecilia the motion to approve Riggins, Inc of Vineland, NJ for the 2023-2024 Fuel purchase, the motion carried 5 – 0.

#### **2023 Road Program Part 2- Presentation**

Mr. Tomko presented a brief presentation regarding the Township's Accelerated Road Program and the progress made. There has been savings that has been rolled over to compete additional roads. For Part 2 of the program, we are looking to complete approximately 16 miles in addition to the approximately 10 miles completed last year totaling 26 miles in two years.

Mr. Wood inquired if we are moving into the level two roads?

Mr. Tomko stated that they looked at the Township as a whole and divided the Township roads into thirds. One third was good, one third was in the middle and a third was really bad. Right now, they are addressing the really bad third. We have about 70 miles of roads, and we are just below 30 miles completed. Trying to get the roads done in developments that have not been done in a long time.

On motion of Ms. Santacecilia, seconded by Mr. Wood the Board of Supervisors approved the request to put the 2023 Road Program Part 2 out for bid the motion carried 5 – 0.

### **Township Manager**

#### **ACT 91 Real Estate Tax Credit – Resident Volunteer Fire Fighters**

Ms. Mason stated that we have a request from Warwick Township to join with other municipalities to write a letter to the County Commissioners and Central Bucks School District regarding ACT 91 that would allow volunteer fire fighters to have a rebate on their real estate taxes. Warwick will draft the letter and put the names of the other municipalities on the letter. This would be for the school district and

county taxes not the Township taxes. The Township provides funding to the fire companies through ACT 172.

On motion of Ms. Manion, seconded by Mr. Wood the motion to join the neighboring municipalities and have Ms. Mason as Township Secretary sign the letter once drafted, the motion carried 5 – 0.

#### **Fire Marshal Request to Attend Fire Investigation Conference**

Ms. Mason stated that our Fire Marshal is requesting to attend the Fire Investigation Conference in South Carolina, this would require air fare and overnight stay. She is asking the Board's Authorization.

On motion of Ms. Manion, seconded by Ms. Herring the motion carried 5 -0.

#### **ADP Proposal – Payroll Software**

Ms. Crandell referred the Board to the memo in their packet to engage ADP to provide payroll, time, attendance, and HR management. Over the course of the last year or so the Township staff has investigated several different vendors. It was determined that ADP is the one that meets our needs, and we are recommending moving forward to help streamline this process. This was discussed in the Budget Workshops last year, benefits include going paperless, electronic personnel records, making onboarding easier and an electronic employee handbook that can be continuously updated with federal and state regulations that apply to the Township. There will be not contract the Township can leave at any time if we that ADP is not meeting our needs. Cost for the first two years is a little over \$11,500 after two years the cost will be \$13,660. Cost will fluctuate with the number of employees and the cost is well below the budget amount for the 2023 budget.

Ms. Santacecilia inquired if this includes police as well as administration? Will there be a reduction in staff because of this?

Ms. Crandell stated that yes it does include both police and administration and that there will be no reduction in staff, it will open an opportunity for us to provide more services and provide a more extensive finance department. There will still be a need for staff to handle payroll, it never becomes automated. This will streamline the process, cut down on the amount of paper used. This will open us up to do a lot of great things in our finance department. This doesn't eliminate the position of payroll; payroll still must be done in-house.

On motion of Ms. Manion, seconded by Ms. Santacecilia the motion to approve the use of ADP the motion carried 5 – 0.

#### **Community Meeting Room – Waiver of Rental Fees Request**

Ms. Mason stated that we have a request from Senator Santarsiero's office, they are hosting a retirement planning presentation in November and would like to utilize the main meeting room for the event, the fee waiver would be \$150.

Ms. Lyons called for a motion to waive the \$150 meeting room rental fee. On motion of Ms. Manion, seconded by Ms. Herring the motion carried 5 – 0.

#### **Supervisors**

**Mr. Wood** – Stated that the Bike/Hike Committee is moving forward planning new trails. He mentioned that last week Ms. Lyons and he met with Bucks County Water & Sewer Authority to discuss the 537 Plan, Sewage Management Plan, the presentation on the 537 Plan that was scheduled a few months ago has tentatively been rescheduled for the September meeting of the Board.

Mr. Wood thanked the staff for getting the cameras up in Kids Castle quickly. He would like to ask, if they are not already there, if signs can be put up at the entrance stating that you are being recorded, just to remind people that they are on camera.

Ms. Lyons stated that the signs are in the works.

**Ms. Santacecilia** – Stated that Soul Cruisers last week was a huge hit, so if you haven't gone to any concerts yet, she highly recommends them. They are free, its about community. She thanked Ms. Sweeney and the committee for organizing them, they are a hit, and she is always hearing about how great they are.

She mentioned that the budget meeting took place prior to this meeting and wants to ask any taxpayer who wants to learn what's happening in the Township to pay attention, a lot of big decision being made get involved ask questions.

She stated that she may have different opinions, in how she feels she represents some taxpayers who may not be comfortable with a tax increase or a rec center, it doesn't give anybody the right harass or go after character assassination we should act with civility.

**Ms. Manion** – Stated that Ms. Santacecilia's remarks were toward her, she is not making character assassinations, all she is saying is that if you are going to lie behind this podium, she is going to call you out on it. She wants to make sure that the public understands and there is transparency on what is happening regarding the building project.

**Ms. Herring** – Thanked everybody for participating in the budget workshop, Ms. Santacecilia is correct that we are talking about some very important issues, and it would be wonderful to have people participate.

At the Planning Commission meeting they discussed preliminary sketch plans and a conversation about our existing poultry ordinances, about six years ago we adopted the backyard chicken ordinance, and we have a request to once again looking at it.

The EAC is doing wonderful work, their Heritage Tree program is up and running again, six trees were measured, they found that four were Champion trees and two significant trees to add to our list of impressive trees in the Township. For mor information go to our website or google Doylestown Township Heritage Tree Program, if you think you may have a beautiful old tree, reach out to the Township. The Lenape Garden is coming together by the basin area, there are new plantings and once they fill in, they will be gorgeous. There is a new floating garden in the basin near the Native Plant Garden, it is very small, the EAC is working on putting in some plantings on that basin.

**Ms. Lyons** – Stated that in 2013 Ms. Mason and she started participating in the Doylestown Dart and over the last 10 years it has expanded, increased its ridership, and become a vital part of this community. In 2020 Doylestown Dart expanded Doylestown West serving New Britain and communities in that area, in the last three years it has increased ridership. It has been so successful that it is now expanding to Doylestown South, which will take residents from this area to Wegmans, this route will start around August of this year. Congratulations to the Bucks County Transportation Association and Doylestown Dart for its amazing work over the last 10 years and providing a much need service for our seniors, young people, college students anyone in need of transportation.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS****Community Recreation Center & Park Improvements**

Ms. Lyons stated that the Board has some decisions to make regarding the Community Recreation Center & Park Improvements.

The first is to authorize the project to go to bid, this item was discussed at the Budget Work Session earlier this evening. Is there a motion to put the Community Recreation Center & Park Improvements out to bid?

On motion of Ms. Manion, seconded by Mr. Wood the motion carried 5 – 0.

The second is to authorize PFM to begin the work on preparing for the bond. Ms. Lyons asked if there was a motion to give authorization to PFM the authority to prepare for the bond.

Mr. Wood stated that this is for starting the work to get the bond in place if we want to go forward with the project

On motion of Ms. Manion, seconded by Mr. Wood the motion carried 5 – 0.

**Presbyterian Senior Living Project Resolution**

Mr. Garton stated that the agenda should not say Sale of Pine Run, it should just be consideration of Presbyterian Senior Living project resolution. Doylestown Health Enterprise is selling Pine Run to Presbyterian Senior Living a larger Senior Living Non-profit organization. They are borrowing approximately \$30,000,000 not for Township projects but of because of all their various projects in Pennsylvania. They also want to borrow \$4,000.00 for improvements to Pine Run.

The Board is being asked to approve a resolution that is called a TEFRA resolution, which means that the Board agree that improvements to Pine Run are in the public interest, the Township is not incurring any debt or expense it is just for the purpose of the Federal Government making sure that the project has public worthiness, the local municipality where the project is located has to approve a resolution to that effect. The reasoning behind this process is when it comes time for them to pay for their debt they get the interest at the tax exempt rate not at the taxable rate, it is an incentive to get a lesser rate and is solely used to raise money for the \$4,000,000 component of the project for Pine Run.

Ms. Santacecilia inquired if we know what the impact will be on the residents of Pine Run.

Mr. Garton stated that they will be spending \$4,000,000 on improving the health center and retirement community facilities at Pine Run.

Mr. Garton recommend that the Board of Supervisors approve the resolution, Pine Run is an important facility to the Township, any improvements will be well recognized and well received.

On motion of Ms. Herring, seconded by Ms. Manion the motion to approve Resolution 2518 carried 5-0.

**Fonthill Castle Stream Bank Restoration – 525 Swamp Rd – TP 09-009-047**

Ms. Mason stated that we have had a request from Doylestown Borough who will be streambank stabilization improvements as part of MS4 Requirements. They are seeking a waiver of the fee associated

with the permits needed. This would be approximately \$350, she recommends that the Board consider waiver of this fee, the Borough will be responsible for and have agreed to reimburse any costs incurred by our engineer.

Ms. Lyons asked for a motion to approve the waiver on the permit fees for Doylestown Borough regarding the Fonthill Castle Stream Bank Restoration.

On motion of Ms. Santacecilia, seconded by Mr. Wood the motion carried 5 – 0.

### **Zoning Hearing Board**

**Roszkowski** – Pebble Hill Rd (Vacant Lot) – TP 09-022-110-002

Ms. Mason recommended the Board send this to the Zoning Hearing Board for consideration.

**Gillard** – 1953, 1961 & 1965 Turk Rd – TP 09-017-042, 09-017-044 & 09-017-045

Ms. Mason recommended the Board sent this to the Zoning Hearing Board for consideration.

### **Treasurers Report – July 18, 2023**

Ms. Lyons called for a motion to approve the Treasurers Report for July 18, 2023. On motion of Ms. Manion, seconded by Mr. Wood the motion carried 5 – 0.

### **Bills List – July 18, 2023 - \$1,186,186.50**

Ms. Lyons called for a motion to approve the Bills List for July 18, 2023. On motion of Ms. Manion, seconded by Ms. Santacecilia the motion carried 5 – 0.

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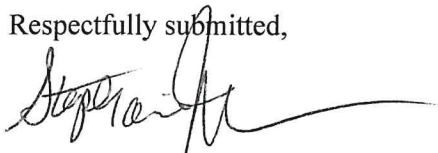
### **Public Comment – All Items**

None

### **ADJOURNMENT**

Being no further business, the meeting adjourned at 7:40pm.

Respectfully submitted,



Stephanie J. Mason, Secretary