



Board of Supervisors

Special Meeting

MINUTES

425 Wells Road
Doylestown, PA 18901

215-348-9915

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Wednesday, August 30, 2023

4:00 PM

Community Meeting Room

Members of the Board of Supervisors in attendance: Barbara N. Lyons, Chairman; Jennifer Herring, Vice Chairman; Ryan Manion; 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 Jeffrey Garton, Township Solicitor.

4:00 PM SPECIAL MEETING

Pledge to the flag

Ms. Lyons welcomed everyone to the Special Meeting of the Board of Supervisors at 4PM. The meeting was duly advertised, and the notice was provided to the Board of Supervisors.

Public Comments Agenda Items Only

None

UNFINISHED BUSINESS

2023 Road Program, Part 2 – Contractor Recommendation

Mr. Tomko stated that on August 28th bids were received for the 2023 Road Program, Part 2, we received bids from five contractors. Pennoni & Associates reviewed the bids, Mr. Torpey's recommendation is that the contract be awarded to James D. Morrissey, Inc of Philadelphia in the amount of \$2,829,969.05. He is asking the Boards approval to award this contract.

Ms. Lyons asked for a motion to approve the contract and recommendation letter to James D. Morrissey, Inc in the amount of \$2,829,969.05, contingent upon their execution of the contract and supply of the required Bonds and Insurance.

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

SUPERVISORS

Ms. Santacecilia – wanted to ask the board to consider making Zoom links available to constituents who cannot attend committee meetings, a policy could be developed in terms of Zoom access. The Board discussed some of the logistics of such a policy, live faces vs. icons, time frame to request a link, technical issues that may occur, field meetings, meeting times that don't work for a resident may not be the right committee for them to join, not the most effective way to hold a meeting, sometimes causes chaos, submitting questions in advance, staff time requirements to set up and monitor. This would be for committee meetings only (excluding Board of Supervisors, Planning Commission) since the Board meetings are televised and on Facebook live.

Ms. Mason was requested to draft a proposed policy and bring it back to the Board at their next meeting.

Mr. Wood – nothing to report

Ms. Herring – nothing to report

Ms. Manion – nothing to report

Ms. Lyons – spoke about how the summer concert series which has grown since its start in 1995, the Showmobile that was like a big box that opened up to a little stage and sound system, shared it with the Borough for a few years, concerts in Central Park and at Fanny Chapman Park, this was used for 16 years until the opening of the amphitheater. Good fortune to have C & N Bank & Thompson as sponsors for the Thompson Performing Arts series every year. It takes \$30,000+/- to put on the concert series every year, the money is raised for this every year, and we will continue to do so.

Ms. Lyons wants everyone to know that this does not just happen, Ms. Sweeney negotiates every contract, picks, and schedules the performers from the countless applications received each year. All the challenging work that goes into it every year by Ms. Sweeney and the staff. We went from 3 concerts with approximately 100 people to 12 – 14 concerts with a few thousand people at the concerts. This year our 50/50 raffles have earned approximately \$10,000. This is in addition to the Capital Campaign that we are doing, a lot of time and effort goes into this series, thank goodness for C&N Bank and the Thompson Organization and all the other businesses who sponsor every year. She wanted to thank Ms. Sweeney, the Park & Rec Department, the Park & Recreation Board, Township Staff, volunteers, and everyone that helps. She ended with a short video of the River of Dreams concert and how wonderful it is to see everyone there having a wonderful time.

Mr. Wood asked if there was another show tonight. Ms. Lyons stated that yes there is, Big Chill Band and one tomorrow night as well with Boathouse Row.

Ms. Mason stated that Ms. Santacecilia asked her if Mr. Garton could attend the next Budget Work Session. She mentioned that this would need consensus from the Board.

Ms. Lyons inquired as to why, since the Township would have to pay to have Mr. Garton attend and he has never attended in the past.

Ms. Santacecilia stated that the budget meetings are sometimes heated.

Ms. Lyons stated that the Police Department is usually in attendance, and she does not feel that we need the solicitor to act as a babysitter.

Ms. Santacecilia made a motion to have the solicitor attend the budget meetings.

The motion failed for lack of a second.

NEW BUSINESS**Community Recreation Center & Park Improvements – Engineering/Design Services Amended Scope of Work****Pickering, Corts & Summerson Engineering/Design Services Amended Scope of Work**

Mr. Tomko explained that there has been some extra work to keep with the schedule and the project moving forward. We asked Pickering, Corts and Summerson, Site Civil Engineer to do additional work (4th tennis court) which was out of scope and trying to make sure that the budget stays on the positive side and to make the reporting to the Board is up to date. He is working with the Finance Department and financial software to job cost, and we will provide that report. There is a negative variance in Pickering spending because they have done as directed and billed us for that work. He asked Mr. Havers to put together a proposal to cover the extra that is outlined Exhibit A, Pickering, Corts, and Summerson Amendment #4 for additional services totaling \$73,098.59. Bringing the total approved contract amounts to \$188,535.59. This is all for planning work, design, bid package, bid specs. He is asking the Board to approve Pickering, Corts and Summerson Amendment #4 for additional services totaling \$73,098.59.

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

Gilmore & Associates Engineering/Design Services Amended Scope of Work

Mr. Tomko stated that this is similar, this is the planning and landscape architecture piece, there was additional work needed. The out-of-scope work that is either done and billed or will be billed is \$11,555.78 to catch up, he also asked Ms. Goldstein to add an additional scope for construction services. If there are any questions that come up during construction, field views, inspections, closeouts all of the items they are going to do anyway that was not in their original scope of work, estimated at \$10,000. The total asked for Gilmore is \$21,555.78.

Ms. Lyons inquired about Construction Coordinating Services, and how often they will be on site and how often they are going to be touching the construction coordinating bit of this.

Mr. Tomko stated that it is regarding landscape architecture piece, at this point we do not know, it is not to exceed \$10,000. It is hard to tell, if something comes up and Ms. Goldstein has to come out, we do not know at this point. We just wanted to estimate the amount of time and get it approved. They bill us on a monthly basis with time and rates.

Mr. Garton stated that if for some reason the project does not proceed then the Township will not incur any expenditure for that.

On motion of Mr. Wood, seconded by Ms. Herring the motion carried 4 – 1 with Ms. Santacecilia voting nay.

Zoning Hearing Board**Fischer – 57 Houk Rd – TP#09-013-011**

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

DeVries & Kypreos – 527 Caddy Drive – TP#09-057-015

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

2023 Financial Forecasts

Mr. Wallace wanted to bring to the Board's attention the summary of information that we presented to the Finance Committee last Wednesday. We are having a positive year so far, interest rates are up, investments, medical insurance costs are down, earned income is up, as are sales of public works surplus assets. 2023 Capital Forecast Summary, which does not include the Community Recreation Center, shows that \$8.9 million was budgeted, the forecast is \$6.2 million leaving a variance of \$2.7million. Some capital programs will be deferred to 2024.

Ms. Lyons had a question regarding programs deferred to 2024 and why it was determined that they be deferred? Mr. Wallace stated that they consulted the Director of Operations to determine if items will happen in the current year or be deferred to the next year. Ms. Mason mentioned that there are grants pending that as well are a determining factor.

Ms. Santacecilia mentioned that Chapman Road Bridge is still outstanding. Ms. Mason stated that we are doing the engineering, but the State is going to be doing the cost to construction. Mr. Wallace clarified that this is on the TIP program.

Mr. Wallace explained the Proposed Budgetary Fund Balance Policy that will replace the current policy that requires a General Fund Balance in the fifth forecast year of 10%. The new policy will propose a minimum of 15 – 20% unrestricted General Fund Balance in the third year and the percentages will be revised annually by the Director of Finance and reset with Board approval if necessary. He received a positive response from the Finance Committee, after researching GFOA and other municipalities his proposal is to bring the fund balance from 10% to 15-20%. The best practice for a fund balance is 16.7%, this will only be for the General Fund.

Ms. Lyons inquired as to when the 15 – 20% would take effect? Mr. Wallace stated as of January 1, 2024. Mr. Garton mentioned that it will improve the Township's Bond Rating as well.

Ms. Santacecilia inquired about millage and taxing, how would that work?

Ms. Herring stated that this will not change the millage or taxing, this will just formalize what we are doing now to have a buffer in case of a catastrophic event. Mr. Wallace stated that the unrestricted fund balance would be there to bridge a gap while waiting for insurance money so we can continue operation as a Township.

IV. PUBLIC COMMENT – ALL ITEMS

None

V. ADJOURN TO EXECUTIVE SESSION – PERSONNEL MATTER

Ms. Lyons adjourned the Special Meeting at 4:45pm. The Board entered Executive Session regarding Personnel Matter, with no action to be taken.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Stephanie J. Mason', with a long horizontal flourish extending to the right.

Stephanie J. Mason
Township Secretary
