



Board of Supervisors

Regular Meeting

Minutes

425 Wells Road
Doylestown, PA 18901

215-348-9915

<http://doylestownpa.org>

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Tuesday, January 16, 2024

7:00 PM

Community Meeting Room

Board Members in attendance: Jennifer V. Herring, Chairman; Nancy Santacecilia; Dan Wood; Judy Dixon. Barbara N. Lyons, Vice Chairman attended via Zoom.

Township Staff in attendance: Stephanie J. Mason, Township Manager; Dave Tomko, Director of Operations; Andrea Susten, Assistant Township Manager; Chief Dean Logan; Sean Torpey, Township Engineer and Lauren Gallagher, Solicitor.

7:00 PM REGULAR MEETING

Pledge to the flag

Ms. Herring welcomed everyone to the meeting, she stated that the Board had an Executive Session prior to the start of this meeting discussing matters of litigation, Boards and Commissions Interviews and a Personnel matter.

Public Comment Agenda Items Only

None

ANNOUNCEMENTS

- A. The Doylestown Township Municipal Offices will be closed Monday, February 19, 2024 for President's Day.
- B. The next regular meeting of the Board of Supervisors will be held on Tuesday, February 20, 2024 at 7:00 PM.
- C. Applications are now being accepted by the Doylestown Township Board of Supervisors for vacancies on various Boards and Committees. Please check our website www.doylestownpa.org for vacancies.
- D. Christmas Tree Drop Off – Trees can be dropped off at the New Britain Road entrance of Central Park anytime during January. 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.
- E. Keep up to date with Township News / Events – sign up for E-news at www.doylestownpa.org. Em-News is sent out every Friday at 4:00PM.

MINUTES APPROVAL: Reorganization Meeting – January 2, 2024

On motion of Ms. Lyons seconded by Ms. Dixon, the minutes were approved 5 – 0.

CORRESPONDENCES

Volunteer Resignation

A resignation was received by the Board from K. Wirth-Torrente who served on the Veterans Advisory Committee. On motion of Ms. Santacecilia, seconded by Mr. Wood the Board accepted the resignation 5 – 0.

REPORTS

Solicitor

Nothing to report.

Township Engineer

Nothing to report.

Police Chief

Announcement of Retirement

Chief Logan stated that he received a letter of resignation from Police Clerk Janet Casey. She will be retiring from the Police Department in April after 15 years of service.

He also wanted to thank Paul Garr and the Road Department for their efforts during the rain event last Tuesday, the entire Public Works Department for the work during last night's snowstorm as well as his on-duty staff during both events. These efforts often go unnoticed, it is important to remember that their coordinated efforts, both the road department and police greatly decrease the impact these storms have on our Township.

Dir. of Operations

2024 NBIS Bridge Inspection – Pennoni Inspection Proposal

Mr. Tomko stated that this is for bridge structures that could be on the road or bike/hike trail this is our two-year inspection cycle. There are ten road structures that will be inspected this year under this proposal, 16 Bike/Hike trails along with the Edison Road abutment, the old seven-arch bridge. This proposal is for 26 inspections for 2024.

On motion of Ms. Lyons, seconded by Mr. Wood, the board approved the Pennoni Inspection Proposal in the amount of \$26,700.00. The motion carried 5 - 0

PennDOT Green Light Go Grant – Easton Rd. & Edison Furlong Rd. Traffic Signal Modernization

Mr. Tomko stated that is for upgraded traffic signals at Easton & Edison Furlong Rds. Green Light Go Grants are an 80/20 match. PennDOT funds 80% we fund 20%. The proposal outlines the work in accordance with the agreement that the Board approved previously, including design and inspection fees.

On motion of Ms. Lyons, seconded by Ms. Santacecilia, the board approved the \$58,400 for Pennoni Engineering Proposal for Traffic Signal Modernization. The motion carried 5 – 0.

Central Park Bathrooms Site Engineering – Pickering, Corts & Summerson Proposal

Mr. Tomko stated that is for all the site engineering work for the Central Park Bathrooms (Comfort Cottage). This is all the site engineering work, topographic survey, improvement plan, sanitary sewer server, service design, permits and reimbursements.

Mr. Wood inquired if this is all the engineering work to put the pad down, there will be another scope to put the structure on, which could be a prefabricated building. Mr. Tomko stated that he is correct.

Ms. Santacecilia inquired if this is part of the budget or in addition. The cost is included in the overall project.

Mr. Tomko stated that they will start having a construction manager's owners rep summary, which will include status of the work, a high-level schedule, what has been spent to date. We are tracking the engineering and soft costs and now starting to track the construction side as we have started receiving pay applications from the contractors. Moving forward every board meeting, the intent is to have something in the packet as information for the board to review.

On motion of Ms. Lyons, seconded by Ms. Dixon, the board approved the Pickering, Corts & Summerson Proposal in the amount of \$17,550.00. The motion carried 5 – 0.

Community Recreation Center

Owner's Rep Services – Quatrefoils Consulting – Additional Services Request #1

Mr. Tomko stated that Quatrefoils Consulting has identified some additional items they have added in some time to their monthly billing and work schedule.

Quatrefoils Consulting – Additional Services Request #1 in the amount of \$12,615.00 and additional support for our facilities & infrastructure equipment as well as additional support for our facilities and infrastructure equipment \$4,350.00 for a total of \$16,965.00 in addition to their original \$50,000.00 proposal.

On motion of Mr. Wood, seconded by Ms. Dixon, the board approved the additional \$16,695.00 to the Quatrefoil Consulting Proposal. The motion carried 5 – 0.

Back-up Generator Proposal

Mr. Tomko indicated that as they went through the process of the recreation center, we are going to have contracted services, multi-prime project and buying certain items directly from vendors. He solicited proposals from two vendors that are on Co-Stars. Penn Power Systems and Curits Power Solutions, we have worked with Penn Power Systems in the past. He is asking the Board to approve their sales quote proposal of \$94,812.00.

On motion of Ms. Lyons, seconded by Ms. Dixon the board approved the sales quote proposal from Penn Power Systems in the amount of \$94,812.00 the motion carried 5 – 0.

Access Control & Cameras – Access Security Corporation

Mr. Tomko asked to table this item until the February 20, 2024 meeting.

On motion of Mr. Wood, seconded by Ms. Dixon the motion to table Access Control & Cameras to the February 20, 2024 carried 5 – 0.

Township Manager

Zoning Hearing Board Solicitor's Rates 2024

Ms. Mason stated that the Zoning Hearing Board selects their attorney to represent them at hearings, the fee is presented to the Board of Supervisors for approval. We are looking into adding this to our reorganization meeting for 2025. Mr. Panzer's letter with his fees and his paralegal, we are looking for the Boards authorization and approval.

On motion of Ms. Lyons, seconded by Mr. Wood, the Board approved Mr. Panzer as Zoning Hearing Board solicitor, the motion carried 5 – 0.

Tax Penalty Refund Request

The Township has a request from resident, Philip Davies, he paid his 2023 County and Township taxes during the discount period. Unfortunately, his check was stolen from his mailbox and cashed by a corporation not the tax collector, he has reported this to both the police and PNC Bank. He received notice that the taxes were not received and received a late notice with penalty. He is seeking a refund of the penalty amount. He is showing an amount that includes both the County and Township penalty amount, he will have to contact the County directly for a refund of their portion. He is asking approval from the Board of Supervisors to reimburse him for the penalty fees on the Township portion.

On motion of Ms. Santacecilia, seconded by Ms. Lyons, the motion to refund the Township portion to Mr. Davies was approved, the motion carried 5 -0.

Ms. Dixon inquired if the Township could put something in the newsletter or E-news reminding residents not to put checks in their mailboxes?

Ms. Herring inquired of Chief Logan if this a big problem in the Township. Chief Logan stated that it comes and goes in spurts. Ms. Lyons agreed that it may be a good item to put in the E-news.

Trash Hauler’s 2024

Ms. Mason stated that four trash haulers have requested to provide services within the Township to pick up residential and commercial trash and recycling in the Township, two that will pick up commercial only and two that will pick up construction waste. Ms. Mason recommends that the Board approves the list, it will be posted on our website.

On motion of Ms. Lyons, seconded by Ms. Santacecilia, the motion to approve the list of trash haulers carried 5 – 0.

Supervisors

Mr. Wood – Thanked our road crew and police for being out in the storms we have had in the past two weeks, very impressed with our staff keeping the community aware through social media aware of road conditions.

Ms. Lyons – Stated that she will have a few things next month.

Ms. Santacecilia – Thanked the Veterans Committee for being an integral part of the laying of the wreaths for Wreaths Across America on December 16, 2023, there was a great turn out. She also thanked the crew for the snow days, Ms. Mason for getting in here at 6am and the social media has been stellar.

Ms. Dixon – Thanked Ms. Mason, everyone at the Administrative Office, the Police, and public works. Since she is the newest supervisor, people have made her feel very welcome. It is impressive what we can do, people staying late due to the flooding, knowing that they are here at the EOC, just in case there is an emergency, we are fortunate to have that. It is good to know there are people watching out for us.

She has had two committee meetings so far. The EAC is planning their year, wonderful volunteers, we are very fortunate to have them. This morning she was at her first Bike/Hike meeting as liaison, a lot of projects rolling out, forming a subcommittee to make sure they are addressing maintenance issues.

Ms. Herring – Thanked Ms. Mason, Mr. Tomko, Mr. Salisbury, Ms. Susten, Chief, Lieutenant and all the people who worked outside in the snow, rain & wind. She was fortunate to be in the building during the January 9th storm. Our crews are remarkable, taking care of everything, making sure our roads are clear, while residents are safe at home.

She also wanted to thank the Thompson Organization for their commitment to our Township programs. She did meet with the Dog Park Committee, which will be discussed later in the meeting.

UNFINISHED BUSINESS

None

NEW BUSINESS

Land Development

1796 S. Easton Road Redevelopment Stipulation – TP#’s 09-019-002, 09-019-003 & 09-019-004

Ms. Mason stated that we have a stipulation for 1796 S. Easton Road Redevelopment of the old 1776 Shopping Center. This item went to our Zoning Hearing Board and an appeal of the decision was taken. This stipulation will settle the ongoing litigation that was associated with it. The Board has been working with attorney Jeff Garton on resolving the litigation with the applicant. The document has been reviewed and is ready for the Boards approval. The applicants and their attorney are present this evening.

On motion of Ms. Lyons, seconded by Ms. Santacecilia the Board of Supervisors approved the stipulation for 1796 S. Easton Road Redevelopment the motion carried 5 – 0.

Performing Arts – Tentative Performer Lineup 2024

Ms. Herring stated that it looks like another wonderful season. Again, she thanks the Thompson Organization who have partnered with us for several years helping us make an incredible experience for our community.

Ms. Lyons stated that C & N Bank has also renewed its commitment naming the amphitheater.

Mr. Wood stated that this year fundraising from the Performing Arts will go to the Community Recreation Center and Park Improvements Project.

On motion of Ms. Lyons, seconded by Ms. Santacecilia the motion to approve this year’s lineup. The motion carried 5 – 0.

Dog Park Committee Request to Sunset

Ms. Herring stated that the Dog Park Committee sent a request to the Board requesting to sunset. They have done a remarkable job; we appreciate their efforts. They are not going away; the Dog Park will be rolled into the Park & Recreation Board as a subcommittee.

Ms. Gallagher stated that since this was a committee that was formed by a resolution, she would recommend that there be direction given for a resolution to sunset the committee.

Ms. Herring asked for a motion to direct the solicitor to create a resolution to sunset the Dog Park Committee.

On motion of Ms. Santacecilia, seconded by Ms. Dixon the motion carried 5 – 0 to have the solicitor prepare a resolution to sunset the Dog Park Committee.

Zoning Hearing Board

Acquavella – 2038 Country Club Dr – TP #09-057-053 - Requests a Variance – application sent to Zoning Hearing Board without opposition by the Township.

Lutz – 25 Stony Lane – TP #09-042-007 – Special Exception & Requests a Variance - application sent to Zoning Hearing Board without opposition by the Township.

Treasurers Report – January 16, 2024 – On motion of Mr. Wood, seconded by Ms. Santacecilia the Treasurers Report was approved. The motion carried 5 – 0.

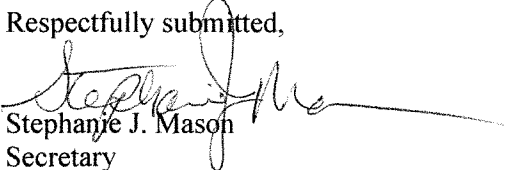
Bills List – January 16, 2024 – On motion of Mr. Wood, seconded by Ms. Santacecilia the Bills List in the amount of \$771,050.08 was approved. The motion carried 5 – 0.

Public Comment – All Items

None

ADJOURNMENT – Being no further business the meeting adjourned at 7:29pm.

Respectfully submitted,


Stephanie J. Mason
Secretary