



# Board of Supervisors

## Regular Meeting

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, December 18, 2018

7:00 PM

Meeting / Activity Trailer

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### I. 7:00 PM REGULAR MEETING

Members of the Board of Supervisors in attendance included Chairperson; Barbara N. Lyons, Vice Chairman; Richard F. Colello with Supervisors; Ken L. Snyder, Jennifer V. Herring 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. Pledge to the flag

#### B. Visitors/Public Comments

The Board hosted the Franking and Time Capsule Placement event earlier today at 3:00pm.

The Board met in Executive Session, prior to the meeting to discuss the upcoming Police Benevolent Association (PBA) contract, which is making progress. A decision is hopeful before the end of the year or shortly after the New Year.

Mrs. Lyons welcomed the Township's newly appointed Engineer; Geoff Attanasio, from Boucher and James Engineers, who will begin his position upon the retirement of current Engineer; Mario Canales.

### II. ANNOUNCEMENTS

- A. Doylestown Township Municipal Offices will be closed Tuesday, December 25th 2018 in observance of Christmas and Tuesday, January 1, 2019 in observance of New Year's Day.
- B. Board of Supervisors Reorganization meeting is scheduled for Monday, January 7, 2019, time to be announced.
- C. Doylestown Township Board of Auditors Reorganization meeting will be held on Tuesday, January 8, 2019, at 7:00 PM.
- D. The next regularly scheduled meeting of the Board of Supervisors will be held on January 15, 2019 at 7:00 PM.
- E. Christmas Tree Drop-Off - Trees can be dropped off at the New Britain Road entrance of Central Park anytime between December 27th – February 10th.
- F. Doylestown Twp. Park and Recreation in partnership with Premier World Discovery is offering two trips in 2019;
  - 1. California Rail Discovery – April 3, 2019 - 7-day trip

2. Rome Country Roads of Tuscany – November, 2019 – 9-day trip.
- G. GIFT GIVING IDEAS – Contact the Administration offices for more information
  1. Movie Tickets and Ski Tickets
  2. Bicentennial Gifts –Bricks, Mercer Tiles and Clothing
  3. Park and Recreation Gift Certificates – Programs
  4. Park Benches
  5. Mural Print
  6. “Dogs Around Doylestown” – Poster
  7. Kids Castle Bricks – To purchase go to – Go to the “Donate Your Way” section and select bricks

### III. MINUTES APPROVAL – Regular Meeting - December 4, 2018

Mr. Snyder made a MOTION; seconded by Ms. Herring the December 4, 2018 Doylestown Township Board of Supervisors Regular meeting minutes be approved.

MOTION was ADOPTED 5 to 0.

### IV. CORRESPONDENCES

#### V. REPORTS

##### A. Solicitor

##### B. Police Chief

Chief Logan informed the Board on the receipt of Sergeant Justin Notarfrancesco letter of resignation dated December 10, 2018. Sgt. Notarfrancesco's resignation will be effective on January 6, 2019 to pursue a position with the Federal Bureau of Investigation as a Special Agent.

Police officer interviews are scheduled for January 14th and 15th.

##### C. Township Engineer Services

Mr. Canales recently met with staff to discuss pending projects and file transfer.

As an update of the Township's 2018 MS4 Permit, Mr. Canales reported; since submitting a Notice of Application in December of 2017, a technical deficiency letter was received by the Department of Environmental Protection (DEP) on September 19, 2018. Upon meeting with DEP at the end of October, additional information is required for mapping for additional sediment load reduction Best Management Practices (BMP). This will result in the township re-mapping the entire drainage areas to certain outfalls due to revised definitions of outfalls by DEP. The maps are in the process of being revised and Engineering Consultants; GHD have been inspecting the outfalls. The township had over 350 outfalls based upon the 2013 definitions. Currently there are 300 outfall and observation points.

Mr. Canales will also be providing an updated parsed area map to remove certain areas out of the sediment load reduction planning area. These areas include other entities which have MS4 permits, such as the Pennsylvania Department of Transportation (PennDOT) road right of way areas. Other areas include any private area that drains directly to a stream and doesn't commingle with municipal drainage or flow. GHD has also provided the Township's Total Maximum Daily Load plan (TMDL) for reduction of sediment load. GHD will revised the sediment load calculations, locate BMP to reduce the load, additional basins that can be converted and stream restorations.

Mr. Canales submitted GHD proposal for Board approval in the amount of \$20,000 to complete the additional work. A cost estimate for Board approval from Pickering, Corts and Summerson to complete the additional work was also submitted. With the plans on going, Mr. Canales offered to complete the project after his retirement, which will extend into 2019. Mapping is anticipated to be completed in the next few weeks for an unofficial, electronic submission to DEP. Upon DEP unofficially signing off on the submission, GHD will complete their calculations prior to a second unofficial submission to DEP for comments or approval. In addition, another public participation meeting will be required and tentatively scheduled for either February or March of 2019.

Mr. Snyder questioned; of the over 300 outfalls, how many does GHD monitor. Mr. Canales answered; GHD completes monitoring of the outfalls in three stages. Over a five year period, all the outfalls were monitored. After the five year period, only outfalls with confirmed illicit discharges were monitored to include spot checks of others. The new MS4 permit will only require inspections be completed once during a five year period.

Ms. Herring made a MOTION; seconded by Mr. Snyder the Doylestown Township Board of Supervisors approve Mario Canales of Pickering, Corts and Summerson estimate and authorize his continued assistance in the Township's application submission for a 2018 MS4 Permit to the Department of Environmental Protection (DEP) in the amount of \$5,000.00.

MOTION was ADOPTED 5 to 0.

Ms. Manion made a MOTION; seconded by Ms. Herring the Doylestown Township Board of Supervisors approve Engineering Consultants; GHD proposal in the amount of \$20,000 for additional work needed for the Township's application submission for a 2018 MS4 Permit to the Department of Environmental Protection (DEP).

MOTION was ADOPTED 5 to 0.

Mr. Snyder questioned; once GHD commence with their services, will the township activate the assess management system. Mr. Tomko indicated yes, where there is a MS4 component included. Training will begin with GHD in January of 2019.

Mr. Canales concluded by thanking the Board, previous Boards, residents and staff for their support. It was pleasure serving the public and working with the Township for 18 years. He

commented on the exceptional trust, assistance and guidance received, which made his job very easy to complete.

D. Director of Operations

Change Order approval - Electri-Tech, Inc.

Mrs. Lyons noted the change order presented is within the Township's allotted percentage for the entire project. Mr. Tomko confirmed; if tonight's change orders are approved, the total percentage will be at 1.5%.

Mr. Snyder made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors approve Electri-Tech, Inc Change Orders Number 2, which consist of four change order as 7, 8, 10 and 11 in the total amount of \$8,157.21. The change order includes reductions in the amounts of -\$20,398.32 for the quantity of 2 inch access control conduits and - \$11,061.06 for revisions to light fixtures per revised lighting plan.

MOTION was ADOPTED 5 to 0.

Public Works - Furniture Proposal Award Recommendation

Mr. Snyder made a MOTION; seconded by Ms. Herring the Doylestown Township Board of Supervisors authorize the purchase and installation of office furniture from Tanner Furniture of Harrisburg, PA in the amount of \$11, 817.09 through CoStars contract purchase.

MOTION was ADOPTED 5 to 0.

JD Bravo Monthly Report

Mrs. Lyons acknowledged receipt of the JD Bravo Company Monthly Executive Summary.

E. Manager

Ms. Manion made a MOTION; seconded by Mr. Snyder the Doylestown Township Board of Supervisors January 7, 2019 Reorganization meeting be held at 4:00pm.

MOTION CARRIED 4 to 1 with Ms. Herring voting nay

F. Supervisors

Ms. Manion reported; the Telecommunications Advisory Board (TAB) produced a 19 minute Summary Bicentennial Celebration video, which was placed in a time capsule earlier today. A version of the video, including today's festivities will be available on the Township's website at [www.doylestownpa.org](http://www.doylestownpa.org) and Doylestown Television (DTV).

Mr. Colello reported; the Planning Commission reviewed the Toll Brothers development plan. He then commented on the impressive skill and knowledge of the Planning Commission. Mr. Colello announced; volunteer positions are still available on various Boards and Commission.

Mrs. Lyons reported; earlier today, the Bicentennial Committee held a time capsule event. A video, titled "Hello to the Future" was placed in the capsule to be opened 100 years into the future. Additionally, the Franking event was also held earlier where representatives from the post office assisted in franking holiday cards. The final meeting of the Bicentennial Committee will be held in February.

**VI. PUBLIC HEARING – NA**

**VII. UNFINISHED BUSINESS**

**VIII. NEW BUSINESS**

**A. Land Development - Central Bucks YMCA Final Amended Land Development**

Mr. Garton reported; applicant; Central Bucks YMCA has submitted a Final Amended Land Development plan for the Central Bucks Family YMCA facilities in Doylestown Township. The plans were originally prepared by Gilmore & Associates, dated January 4, 2008, last revised on September 14, 2018. The original plans proposed a two phase expansion of existing facilities. The amended plan proposes to modify the prior plan by removing the field house and a second house. Additionally, increasing the size of the wellness center from 7,000 square feet to approximately 5,800 square feet, a new entrance to measure approximately 17,500 square feet and a new two story addition to the north east corner of the building containing approximately 19,669 square feet.

The Doylestown Township Planning Commission reviewed and recommended approval of the plan at their November 26, 2018 meeting, subject to certain conditions. Mr. Garton reviewed various reports concerning the plan and devised a list of conditions, which were shared with Eric L. Clase of Gilmore & Associates and deemed appropriate.

Prior to Doylestown Township Board of Supervisors approval, Mr. Garton set forth the following conditions:

1. Continued compliance with the conditions of the previously approved final plans for the development, subject to the modifications set forth in the Amended Final Plan and also subject to the conditions set forth herein;
2. Applicant shall remove two (2) sheds and any other sheds or other structures that encroach into the front yard set-back or encroach into the Pennsylvania Department of Transportation right-of-way;
3. Compliance with the Pickering Corts & Summerson, Inc., review letter dated November 2, 2018;
4. Compliance with the Boucher & James, Inc., review letter dated November 6, 2018;
5. Compliance with the Michael Baker International review letter dated November 8, 2018;

6. Compliance with the SC Engineers, Inc., dated November 9, 2018;
7. Applicant to take the necessary steps to have the emergency access at Lower State Road prepared for a snow event;
8. Additional bicycle racks shall be provided to promote the bike & hike trail with the understanding that the number and placement shall be subject to the approval of the Township Manager;
9. Applicant to execute a Stormwater Maintenance Agreement in a form satisfactory to the Township;
10. Receipt of all permits and approvals from any agencies having jurisdiction over such matters, including but not limited to the Bucks County Conservation District, and PennDOT, if applicable;
11. Funding and execution of a Financial Security Agreement in a form satisfactory to the Township Solicitor;
12. Applicant to pay all costs incurred by the Township regarding the application; and
13. The plans shall be ADA compliant.

On behalf of the applicant, Mr. Clase agreed to the conditions.

Mr. Colello made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors approve the Central Bucks YMCA Final Land Development plans, including conditions as set forth by Township Solicitor; Jeffrey P. Garton.

MOTION was ADOPTED 5 to 0.

B. Historic Significance – 2225 Lower State Road – Eric Clase

Removed from the agenda

C. Township Audit RFPs - 2018, 2019, 2020

Mr. Snyder made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors approve accounting firm; Major & Mastro, LLC audit the financial records of the Township in the amount of \$45,000 at 122 approximate hours under a three year engagement and as recommended by Finance Director; Ken Wallace.

MOTION was ADOPTED 5 to 0.

D. Pebble Ridge/Woodridge Area Sewer Project – Payment Request No. 2

Ms. Mason referenced James Matticola, P.E. of Gilmore & Associates memorandum dated November 30, 2018 submitting Almeida & Hudak Contractors, LLC Contractor Payment No. 2 in

the amount of \$106,875.00 pertaining to Pebble Ridge \ Woodridge Area Pump Station General \ Mechanical Contract #2018-1 and will proceed through the Pennvest process.

Mr. Snyder questioned; are requests submitted through a time table or milestone deliverable. Ms. Mason answered; as the contractors progress, full completion of the project is anticipated to be completed within the next couple of months. Invoices are submitted as a milestone completion aspect during the progression of the pump station.

Mr. Snyder made a MOTION; seconded by Ms. Herring the Doylestown Township Board of Supervisors approve Almeida & Hudak Contractors, LLC a Contractor Payment No. 2 in the amount of \$106,875.00 pertaining to Pebble Ridge \ Woodridge Area Pump Station General \ Mechanical Contract #2018-1.

MOTION was ADOPTED 5 to 0.

E. 2019 Doylestown Township Final Budget

Mr. Colello made a MOTION; seconded by Mr. Snyder the Doylestown Township Board of Supervisors approve the 2019 Doylestown Township Final Budget, including a Schedule H.

MOTION was ADOPTED 5 to 0.

F. Resolution No. 2083 – Fixing the Tax Rate for Fiscal Year Ending December 31, 2019

Mr. Snyder made a MOTION; seconded by Ms. Herring the Doylestown Township Board of Supervisors approve and adopt Resolution #2083 of the Township of Doylestown fixing the tax rate for the fiscal year ending December 31, 2019. The tax rate increase of 1/2 mil equates to as \$20.00 for each household in Doylestown Township.

MOTION was ADOPTED 3 to 2 with Mr. Colello and Ms. Manion voting nay.

G. Treasurer's Report – December 18, 2018

Mr. Snyder made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors approve the December 18, 2018 Treasurer's Report.

MOTION was ADOPTED 5 to 0.

H. Bills List – December 18, 2018

Ms. Herring made a MOTION; seconded by Mr. Snyder the Doylestown Township Board of Supervisors approve the December 18, 2018 Bill's List in the amount of \$613,578.78.

MOTION was ADOPTED 5 to 0.

I. Proclamations – Recognizing Retirements

Mario Canales

On behalf of the Doylestown Township Board of Supervisors, Mrs. Lyons presented Mario Canales with a proclamation and plaque recognizing his retirement from Pickering, Corts & Summerson Engineers, effective December 31, 2018. The proclamation outlined his years of service as Doylestown Township Engineer.

The proclamation also showcased Mr. Canales' many achievements as assisting in many miles of paving of township roads, overseeing the development of hundreds of homes, assisting in stormwater compliance, Flood Plain Management requirements and a multitude of engineering issues.

#### Dietrich Butch Froehlich

On behalf of the Doylestown Township Board of Supervisors, Mrs. Lyons presented Dietrich Butch Froehlich with a plaque and resolution recognizing his retirement. Resolution #2070 outlined his 35 years of service, beginning in June of 1983 for the Public Works Department.

The resolution also showcased his many achievements, including appointments to Assistant Roadmaster in June of 1990 and Park Superintendent in April of 1995. Other services showcased were assisting in the construction and renovation of Kids Castle, Bike & Hike trails, pedestrian bridges, components of the Sensory Trail and many other construction projects. Mrs. Lyons noted, Mr. Froehlich's work were nationally recognized and contributed to the township receiving many statewide awards.

Ms. Mason presented Mr. Froehlich with a replica of a street sign named in Mr. Froehlich's honor that will be installed at the entrance of Central Park.

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**X. ADJOURNMENT**

Hearing no further business, the December 18, 2018 Doylestown Township Board of Supervisors Regular meeting was adjourned at 7:42 pm.

Respectfully submitted by

Stephanie Mason, Secretary