



# Board of Supervisors

## Reorganization

~ Minutes ~

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215-348-9915

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Monday, January 6, 2020

4:00 PM

Community Meeting Room

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### I. 4:00 PM PUBLIC MEETING

Members of the Board of Supervisors in attendance included Chairperson Barbara N. Lyons with Supervisors; Ryan Manion and Jennifer V. Herring.

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 Geoffrey J. Attanasio.

#### A. Swearing in Ceremony

Board of Supervisor Members:

Magisterial District Judge Maggie Snow swore in Nancy Santacecilia as a Board of Supervisor member.

Magisterial District Judge Maggie Snow swore in Dan Wood as a Board of Supervisor member.

Doylestown Township Auditor:

Magisterial District Judge Maggie Snow swore in Kelly Galardi as Auditor of Doylestown Township (to be completed at a later time).

#### B. Pledge to the flag

#### C. Visitors/Public Comment

#### D. **Announcements:**

1. The Board of Auditors will hold their Reorganization Meeting on Tuesday,
2. The next meeting of the Board of Supervisors will be held on Tuesday, January \_\_\_\_\_  
21, 2020 at 7:00 PM
3. Doylestown Township Administrative Offices will be closed on Monday,
4. Christmas Tree Drop-Off - Trees can be dropped off at the New Britain Road \_\_\_\_\_  
entrance of Central Park anytime until January 31st.
5. Phila. Flower Show Tickets, Movie Tickets and Ski Tickets are available at the Twp. \_\_\_\_\_  
Administration Office.

**II. REORGANIZATION**A. Organize the Board of Supervisors for 2020

Mrs. Lyons stepped down as Chairman and appointed Mr. Garton as Temporary Chairman and Ms. Mason as Temporary Secretary. Mr. Garton called for nominations for the position of Chairman of Doylestown Township Board of Supervisors for the year 2020.

NOTE: See attached 2020 Reorganization Meeting Advertisement

A. Organize the Board of Supervisors for 2020  
(Temporary Chairman & Secretary)2019

Chairman - Barbara N. Lyons  
Vice Chairman - Ken Snyder

Director of Public Safety - Barbara N. Lyons

2020

Chairman - Barbara N. Lyons  
Vice Chairman - Ryan  
Manion

Director of Public Safety -  
Barbara N. Lyons

Chairman:

Ms. Manion MOTIONED; seconded by Ms. Herring to nominate Mrs. Lyons to serve as Chairman.

Hearing no further nominations Mrs. Lyons was elected Chairman; MOTION passed 5-0.

Vice Chairman:

Ms. Lyons MOTIONED; seconded by Ms. Santacecilia to nominate Ms. Manion to serve as Vice Chairman.

Mr. Wood MOTIONED; seconded by Ms. Herring to nominate Ms. Herring to serve as Vice Chairman.

Ms. Herring stated she attends meetings regularly and would attend to the responsibility.

Hearing no further nominations Ms. Manion was elected Vice Chairman; MOTION passed 3-2.

Mr. Wood and Ms. Herring opposed.

Director of Public Safety:

Ms. Manion MOTIONED; seconded by Ms. Herring to nominate Mrs. Lyons as Director of Public Safety.

Hearing no further nominations Mrs. Lyons was elected Director of Public Safety; MOTION passed 5-0.

Mr. Garton stepped down as Temporary Chairman and Mrs. Lyons resumed the meeting.

B. Approval of Minutes – December 17, 2019

Ms. Herring noted she opposed approval of the *Proposed Well Ordinance - Request Authorization to Advertise* (VIII./ C). The updated vote will read "MOTION passed 4-1. Ms. Herring opposed".

Ms. Herring MOTIONED to approve the minutes with the correction. Ms. Manion seconded. MOTION passed 3-2. Mr. Wood and Ms. Santacecilia abstained as they were not supervisors for the December 17, 2019 meeting.

C. Proposed Guidelines for Supervisors, Public Meetings, and Chairperson: 2020

Ms. Lyons MOTIONED to approve the proposed guidelines. Ms. Herring seconded. MOTION passed 5-0.

Developed in accordance with 65 Pa.C.S.A., Section 701, et seq. known as the “Sunshine Act” and Robert’s Rules of Order providing parliamentary procedure for the conduct of meetings. These Proposed Guidelines incorporate the Supervisors Guidelines approved for 2019 (Board of Supervisors Reorganization Meeting, January 7, 2019).

*Guidelines for Supervisors:*

1. Rights and Responsibilities of Members:
  - Receive notice of meetings
  - Attend meetings
  - Make and second motions
  - Be on time
  - Debate motions
  - Vote on motions
  - Know the meaning of the question being debated
  - Object when rules are violated
  - Not have to suffer personal attack
  - Have access to minutes of all meetings
  - Receive the treasurer’s report
  - Receive all information available to facilitate decision making
  - Stay until the end of the meeting
  - Be informed
  - Be attentive
  - Be open-minded
  - Be prepared
  - Treat everyone with courtesy
  - Speak openly and allow others to speak openly
  - Follow the rules of debate
  - Make a point concisely
  - Attack issues, not people
  - Insist on law and order at meetings
  - Work to create dignity and decorum
  - Be familiar with the basic rules of parliamentary law
  - Serve as liaison to boards, committees, and commissions of the Township
  - Respect the rights of others
  - Abide by the final decision of the majority
  - Participate in committees
  - Respect the chair’s opinions and rulings
  - Enhance the reputation of the Township
  
2. Socializing

The supervisors are encouraged to congregate at various times and socialize in order to engender a spirit of cooperation and camaraderie so long as the gathering is not used for the purpose to deliberate Township business or otherwise take any official action.

3. Protocol
  - a. In order to promote efficiency and not incur unnecessary fees, the Supervisors will direct questions and requests for assistance to the Township Manager and not the professional support staff.
  - b. Issues and concerns from residents must first be directed to the Township Administration for resolution as soon as is practical; issues or concerns that cannot be resolved by the Administration, or otherwise require Board consideration, must be listed as an agenda item.
  - c. Issues or concerns concerning the administration of Township business must first be directed to the Township Administration for resolution as soon as is practical; issues or concerns that cannot be resolved by the Administration, or otherwise require Board consideration, must be listed as an agenda item.
  - d. Items pertaining to Township business or otherwise require Board consideration as listed in paragraphs B and C above will be added to a meeting agenda by presenting the item(s) to the Manager on or before 10:00 a.m. the Friday immediately preceding the meeting.
  - e. In the absence of the chair and vice chair, the senior-most member present shall preside as chair.
  - f. Liaisons unable to attend their meetings will make every attempt to contact their fellow Supervisors for a replacement, so all committees will have a Supervisor in attendance if possible.
  - g. The Board shall meet in January of each new year for reorganization at which time members may be appointed to serve as liaison to the following boards, committees, and commissions:

Agricultural Security Advisory Board, Bike/Hike Committee, Doylestown Dog Park Advisory Committee, Environmental Advisory Council, Friends of Kids Castle, Municipal Authority, Parks and Recreation Board, Pension Advisory Committee, Personnel and Administration, Planning Commission, Public Safety, Public Water & Sewer Advisory Board, Roads and Bridges, Telecommunications Advisory Board, Traffic Advisory Committee and the Ways and Means Committee.

Guidelines for Public Participation in Board Meetings:

- Prior to addressing the board, all speakers should state their name and address and organizational affiliation, if any
- Questions and comments should be addressed to the entire board, not to individual members or to the chair
- Questions and comments should be confined to the specific topic under discussion
- Each speaker will limit his/her comments to two minutes
- Speakers are requested not repeat points already made by previous speakers
- It is expected that speakers will observe the commonly accepted rules of courtesy, decorum, and civility; resorting to personalities or the use of abusive, intemperate or defamatory language will be ruled out of order
- Written statements will be received by the board in lieu of, or in addition to, oral presentation
- On controversial issues, speakers for and against a given topic may be recognized alternately by the chair

Guidelines for Chairperson- Chair's Responsibilities and Duties

- Preside at all meetings of the Board of Supervisors
- Open the meeting at the specified time
- Help prepare the meeting agenda
- Make sure that there is a quorum
- Announce the business and the order in which it will be considered
- State and put motions to a vote
- Announce the results of all votes
- Conduct an orderly debate
- Apply the rules of parliamentary procedure
- Enforce the rules of decorum
- Avoid wasting time
- Make the business of the meeting run as smoothly as possible
- Declare the meeting adjourned when all business has been concluded
- Announce any known meetings of the Board of Supervisors at the beginning and end of each meeting
- Help members to follow parliamentary law
- Make sure that a motion has been made and seconded before discussion
- Encourage all members to participate freely in debate
- Consider only one main motion at a time
- Resolve each motion fully before moving on in the agenda
- Keep in mind that the person who made the motion is entitled to speak first
- Give one person the floor at a time
- Restrict debate to the motion on the floor
- Act in a tactful, fair, and polite manner
- Encourage people to identify themselves before they speak
- Check to make sure that everyone knows and understands the question being debated
- Make sure that personalities remain out of the debate
- Refer complex issues to committees for additional information beginning and end of each meeting
- End all meetings by 10:00 p.m.

**D. Designate Board's areas of responsibility for 2020**

Designate Board's areas of responsibility for 2020

*Liaison defined: The Supervisor serves as liaison to a Township Board, Commission or Committee (B/C/C) as a representative of the Board of Supervisors and as a voice for the B/C/C before the Board of Supervisors. The liaison has no vote on the B/C/C, nor should the liaison try to influence action or inaction the B/C/C might recommend to the Board of Supervisors.*

Mr. Wood MOTIONED to approve the designated board’s areas of responsibility. Ms. Herring seconded. MOTION passed 5-0.

	2019 Was	2020
Agricultural Security Advisory Board	Jennifer Herring	Dan Wood
Bike/Hike Committee	Ryan Manion	Nancy Santacecilia
Dog Park Advisory Committee	Barbara Lyons	Nancy Santacecilia
Doylestown Twp. Municipal Authority	Richard Colello	Barbara Lyons
Environmental Advisory Council	Jennifer Herring	Dan Wood
Friends of Kids Castle Committee	Ryan Manion	Ryan Manion
Parks & Recreation Board	Jennifer Herring	Ryan Manion
Pension Advisory Committee	Ken Snyder	Jennifer Herring
Personnel/Administration	Barbara Lyons	Barbara Lyons
Planning Commission	Richard Colello	Nancy Santacecilia/ Jennifer Herring
Public Safety	Barbara Lyons	Barbara Lyons
Public Water & Sewer Advisory Board	Ryan Manion	Dan Wood
Roads & Bridges	Ken Snyder	Dan Wood
Telecommunications Advisory Board	Jennifer Herring	Nancy Santacecilia
Traffic Advisory Committee	Ken Snyder	Ryan Manion
Ways & Means Committee	Ken Snyder	Jennifer Herring

E. Township Appointments – 2020

Ms. Manion MOTIONED to approve the township appointments. Ms. Santacecilia seconded. MOTION passed 5-0.

- |  |   |
|--|---|
| 1. Manager/Secretary/Treasurer/Zoning Officer  | Stephanie Mason                           |
| 2. Police Chief  | Dean Logan                                |
| 3. Police Lieutenant   | Matt O’Connor                             |
| 4. Code Enforcement Director / Asst. Zoning Officer/<br>Emergency Management Coordinator | Sinclair Salisbury                        |
| 5. Executive Director, DTMA  | Keith Hass                                |
| 6. Director of Operations  | Dave Tomko                                |
| 7. Director of Parks & Recreation  | Karen A. Sweeney                          |
| 8. Finance Officer   | Kenneth Wallace                           |
| 9. Fire Marshal  | Fredrick Schea                            |
| 10. Parks Superintendent   | Chris Mason                               |
| 11. Road Superintendent  | Paul Garr                                 |
| 12. Water Superintendent   | Scott Miele                               |
| 13. Open Records Officers  | Jacqueline Rowand/Lt.<br>Matthew O’Connor |

- |                         |   |
|-------------------------|---|
| 14. Tax Hearing Officer | Stephanie J. Mason  |
| 15. Solicitor           | Jeffrey P. Garton <i>egley, Carlin &amp; Mandio</i>       |
| 16. Engineer            | Geoffrey J. Attanasio, P.E.<br><i>Boucher &amp; James</i> |
| 17. Planning Consultant | Judy Stern Goldstein <i>oucher &amp; James</i>            |
| 18. Bike Hike Engineer  | Chris Stanford <i>Baker Engineering</i>                   |
| 19. Traffic Engineer    | Matthew Johnston <i>Pennonni &amp; Associates</i>         |

F. Appointments to Boards and Commissions for 2020

Ms. Manion MOTIONED to approve the appointments to boards and commissions. Ms. Santacecilia seconded. MOTION passed 5-0.

Ms. Lyons noted applications for vacancies listed will be considered throughout the year.

Ms. Herring MOTIONED to approve the EAC/Shade Tree Commission Chairperson to be Jeannine Mitchell. Mr. Wood seconded. MOTION passed 5-0.

The resident's names listed below have indicated they are interested in being appointed/reappointed to the following Boards:

- |  |   |
|--|---|
| 1. Arborist (1 yr. term)   | Robert McMullin   |
| 2. Agriculture Security Area Advisory Council (1 yr. term)                                     | Jeffrey Fehr Marge Kohl 3<br>Appointment Needed   |
| 3. Bike and Hike Committee (3 yr. term)  | Judy Hendrixson Bill Wert   |
| Board of Appeals (UCC) (5 yr. term)  | Judy Hendrixson   |
| 4. Dog Park Advisory Committee (3 yr. term)  | Deborah McComas Warren Grant<br>David Cochran   |
| 5. Doylestown Twp. Municipal Authority (5 yr. term)  | Joseph Van Houten   |
| 6. EAC/Shade Tree Commission (3 yr. term)<br>Chairperson Appointment (See<br>attached memo)    | Martin Brooks James Baldassarre<br>Jeannine Mitchell  |
| 7. Friends of Kids Castle (3 yr. term)   | 2 Appointments Needed   |
| 8. HARB (4 yr. term)   | Nicholas Molly Sinclair Salisbury   |
| 9. Park and Recreation (5 yr. term)  | Kevin Kane  |
| 10. Pension Advisory Committee (1 yr. term)<br>(3 yr. term) Non-Voting Members (1 yr.<br>term) | Sinclair Salisbury -non-uniformed<br>Bill Mokriski- uniformed Joseph<br>Delikat Stephanie Mason Ken<br>Wallace 1 Appointment Needed |
| 12. Public Water & Sewer Advisory Board (3 yr.<br>terms)                                       | John Canterbury 1 Appointment<br>Needed   |
| 13. Telecommunications Advisory Board (3 yr. term)   | Keith Peters Arthur Zapolski  |
| 14. Vacancy Board (1yr. term)  | Wallace Pattyson  |
| 15. Ways and Means (3yr. term)   | Joseph Delikat Mike Paulosky 2  |

- |                                       |                                       |
|---------------------------------------|---------------------------------------|
| 16. Zoning Hearing Board (3 yr. term) | Appointments Needed<br>Mitchell Aglow |
|---------------------------------------|---------------------------------------|

G. Set 2020 Administrative Office Hours and Meeting Dates

Ms. Herring objected to the Board of Supervisors meeting times, stating the 5 p.m. meeting is during traditional work hours and felt it would exclude public involvement. She suggested setting one meeting time that is outside of typical work hours. Mr. Wood agreed and stated flexible work hours allowed him to become a supervisor. Ms. Lyons stated the two meeting times allows for flexibility, allowed staff participation and noted she has not had a complaint from residents regarding the meeting times. She also noted DTV is available for the public to keep informed if they cannot attend. Ms. Manion agreed and noted there is no evidence that one meeting time would provide a better attendance rate than another.

Ms. Lyons MOTIONED to approve the Board of Supervisors meeting dates and times. Ms. Manion seconded. MOTION passed 3-2. Mr. Wood and Ms. Herring opposed.

Ms. Manion MOTIONED to approve the budget work session meeting dates and times. Mr. Wood seconded. MOTION passed 5-0.

Ms. Herring MOTIONED to approve the administrative office hours and meeting dates. Ms. Santacecilia seconded. MOTION passed 5-0.

Set Administrative Office Hours: Monday - Friday 8:30AM - 4:30PM

**Board of Supervisors** - 1/21 @7:00pm, 2/4 @5:00pm, 2/18@7:00pm, 3/3@5:00pm, 3/17@7:00pm, 4/7@5:00pm, 4/21 @7:00pm, 5/19@7:00pm, 6/2@5:00pm, 6/16@5:00pm, 7/21@7:00pm, 8/18@7:00pm, 9/15@5:00pm, 10/6@5:00pm, 10/20@5:00pm, 11/17@7:00pm, 12/1@5:00pm, 12/15@7:00pm

**Budget Work Sessions** - 4/7 @ 3:00pm, 6/16 @ 3:00pm, 9/15 @ 3:00pm, 10/6 @ 3:00pm, 10/20 @ 3:00pm

**Agricultural Security Advisory Committee** - scheduled as needed

**Bike and Hike Committee** -meetings held at 8:00am - 1/21, 2/18, 3/17, 4/21, 5/19, 6/16, 7/21, 8/18, 9/15, 10/20, 11/17, 12/15

**Dog Park Advisory Committee** - meetings held at 5:00pm - 1/6, 2/3, 3/2, 4/6, 5/4, 6/1, no mtg in July, 8/3, 8/24, no mtg in Sept., 10/5, 11/2, no mtg. in Dec.

**Environmental Advisory Council** - meetings held at 7:00pm - 1/14, 2/11, 3/10, 4/14, 5/12, 6/9, 7/14, 8/11, 9/8, 10/13, 11/10, 12/8

**Friends of Kids Castle Committee** - meetings held at 12:30pm - 1/27, 4/27, 7/27, 10/26

**Historical Architectural Review Board** - scheduled as needed



**Municipal Authority** - meetings held at 3:30pm - 1/16, 2/20, 3/19, 4/16, 5/21, 6/18, 7/16, 8/13, 9/17, 10/15, 11/19, 12/17

**Park & Recreation Board** - meetings held at 5:30pm - 1/14, 2/11, 3/10, 4/14, 5/12, 6/9, no mtg in July, 8/11, 9/8, 10/13, 11/10, no mtg in Dec.

**Pension Advisory Committee** - meetings held @ 4:30pm - 1/13, 2/10, 3/9, 4/13, 5/11, 6/8, 7/13, 8/10, 9/14, 10/19, 11/9, 12/14

**Planning Commission** - meetings held at 7:00pm - 1/27, 2/12, 3/23, 4/27, 5/26, 6/22, 7/27, 8/24, 9/28, 10/26, 11/23, 12/16

**Public Water & Sewer Advisory Board** - meetings held at 5:30pm - 1/16, 2/20, 3/19, 4/16, 5/21, 6/18, 7/16, 8/13, 9/17, 10/15, 11/19, 12/17

**Telecommunications Advisory Board** - meetings held at 6:30pm - 1/13, 2/10, 3/9, 4/13, 5/11, 6/8, 7/13, 8/10, 9/14, 10/19, 11/9, 12/14

**Traffic Advisory Committee** - meetings held at 7:00pm - 2/12, 4/8, 6/10, 8/12, 10/14, 12/9

**UCC Board of Appeals** - scheduled as needed

**Vacancy Board** - scheduled as needed

**Ways and Means Committee** - meetings held at 7:00pm - 1/22, 2/26, 3/25, 4/22, 5/27, 6/24, 7/22, 8/26, 9/23, 10/28, no mtg. in Nov., 12/9

**Zoning Hearing Board** - Scheduled as needed

H. Acceptance of Fire Police

Ms. Herring MOTIONED to accept the fire police. Mr. Wood seconded. MOTION passed 5-0.

I. Designation of Depository: Any official depository in the Commonwealth of Pennsylvania

No designation had occurred.

J. Appoint Bucks County Tax Collection Committee Representatives

All Board of Supervisors members agreed.

Stephanie J. Mason - Representative

Kenneth Wallace - Alternate

Barbara N. Lyons - 2<sup>nd</sup> Alternate

K. Certify delegates to State Annual Convention and establish one voting delegate:

All Board of Supervisors members agreed.

Barbara N. Lyons - Delegate

Ryan Manion - Delegate  
 Jennifer Herring - Delegate                      Voting Delegate (needed)  
 Nancy Santacecilia - Delegate Jennifer Herring  
 Dan Wood - Delegate  
 Stephanie J. Mason - Delegate

L. Ratification of Township Manager's Employment Contract

Ms. Manion MOTIONED to approve the ratification of Township manager's employment contract. Ms. Herring seconded. MOTION passed 5-0.

M. Resolution #2183 – Amendment to Fee Schedule

Ms. Santacecilia MOTIONED to approve resolution #2183. Ms. Manion seconded. MOTION passed 5-0.

N. Resolution #2184 – 2020 Compensation / Professional Services

Ms. Manion MOTIONED to approve resolution #2184. Ms. Herring seconded. MOTION passed 5-0.

O. Set Current IRS Mileage Rate - effective January 1, 2020

Ms. Manion MOTIONED to approve the mileage rate. Ms. Santacecilia seconded. MOTION passed 5-0.

P. Designation of Official 2020 Township Holidays - Township Building Closed:

Ms. Manion MOTIONED to approve designation of official 2020 Township holidays. Mr. Wood seconded. MOTION passed 5-0.

New Year's Day (observance)	January 1- Wednesday
Dr. Martin Luther King, Jr. Day	January 20 - Monday
President's Day (Washington's Birthday)	February 17 - Monday
Good Friday	April 10 - Friday
Primary Election Day	April 28 - Tuesday
Memorial Day	May 25 - Monday
Independence Day	July 3- Friday
Labor Day	September 7 - Monday
Columbus Day	October 12 - Monday
General Election Day	November 3 - Tuesday
Veterans' Day (observance)	November 11 - Wednesday
Thanksgiving	November 26 - Thursday
Day after Thanksgiving	November 27 - Friday
Christmas	December 25 - Friday
New Year 2021	January 1 - Friday

Q. Police Affairs Committee

Mr. Wood MOTIONED to approve the appointment of the 2020 Police Affairs Committee. Ms. Santacecilia seconded. MOTION passed 5-0.

2019

Director of Public Safety - Barbara N. Lyons  
Lyons  
Board Member - Ken Snyder  
Board Member - Ryan Manion

2020

Director of Public Safety - Barbara N.  
Board Member - Ryan Manion  
Board Member - Jennifer Herring

R. Recommend Treasurer's Bond - \$3,000,000.00

Ms. Herring MOTIONED the Doylestown Township Board of Supervisors recommends the Treasurer's Bond to be set at \$3,000,000.00. Ms. Manion seconded MOTION passed 5-0.

**III. NEW BUSINESS - NA**

Ms. Santacecilia and Mr. Wood thanked everyone for the support of being elected as supervisors and they look forward to serving on the board. Ms. Lyons, Ms. Manion and Ms. Herring welcomed the new supervisors.

**IV. ANNOUNCEMENTS**

**V. ADJOURNMENT**

Meeting adjourned by Ms. Lyons at 4:35PM.

Respectfully submitted by

Stephanie J. Mason  
Secretary