



Board of Supervisors

Reorganization

~ Minutes ~

425 Wells Road
Doylestown, PA 18901
www.doylestownpa.org
Twitter: @DoylestownTwp
www.facebook.com/doylestowntwp
215-348-9915

Monday, January 4, 2021

5:00 PM

Community Meeting Room

I. 5:00 PM PUBLIC MEETING

Members of the Board of Supervisors in attendance included Barbara N. Lyons, Ryan Manion, Nancy Santacecilia, Jennifer Herring (remotely), and Dan Wood (remotely).

Township Staff in attendance included Township Manager Stephanie Mason, Director of Operations Dave Tomko, Township Solicitor Jeffrey Garton, Chief of Police Dean Logan and Township Engineer Sean Torpey.

A. Pledge to the flag

Ms. Lyons welcomed the public and staff to the meeting. Wishing all a Happy New Year and continued good health.

B. Visitors/Public Comment

No Public Comment

C. Announcements:

1. Please be advised the Doylestown Twp. Municipal Building is not accepting "walk-ins" at this time due to COVID. Please phone or email any correspondences you may have.
2. The Board of Auditors will hold their Reorganization Meeting remotely on Tuesday, January 5, 2021 at 7:00 PM. Contact the Administration Office for the Link.
3. The next meeting of the Board of Supervisors will be held on Tuesday, January 19, 2021 at 7:00 PM. Contact the Administration Office if you would like the link to attend remotely.
4. The Township Administrative Offices will be closed on Monday, January 18, 2021 in observance of Martin Luther King's Birthday.
5. Christmas Tree Drop-Off - Trees can be dropped off at the New Britain Road entrance of Central Park anytime until January 31st.
6. Give the Gift of Life - American Red Cross Blood Drives - Activity Center Trailer Friday, January 15th, 2 to 7 pm
Donors can register at www.redcrossblood.org <<http://www.redcrossblood.org>> and use sponsor code DoylestownTwp.

II. REORGANIZATION**A. Organize the Board of Supervisors for 2021**

Mrs. Lyons stepped down as Chairman. Mr. Garton assumed the duties of Temporary Chairman.

Mr. Garton called for nominations for the position of Chairman of Doylestown Township Board of Supervisors for the year 2021.

Chairman:

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

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

Vice Chairman:

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

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

Ms. Herring stated she has attended meetings regularly over the past 3 years and stated all of her accomplishments.

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.

B. Approval of Minutes – December 15, 2020

Ms. Herring MOTIONED to approve the minutes of the Board's meeting on 12/15/20. Ms. Manion seconded. MOTION passed 5-0.

C. Proposed Guidelines for Supervisors, Public Meetings, and Chairperson: 2021

Ms. Herring MOTIONED to approve the proposed 2021 guidelines as outlined in the agenda. Ms. Manion seconded. MOTION passed 5-0.

D. Designate Board's areas of responsibility for 2021

Ms. Manion MOTIONED to approve the designated board's areas of responsibility as listed below. Ms. Herring seconded. MOTION passed 5-0.

Agricultural Security Advisory Board	Dan Wood
Bike/Hike Committee	Nancy Santacecilia

Dog Park Advisory Com.	Nancy Santacecilia
Doylestown Twp. Municipal Authority	Barbara Lyons
Environmental Advisory Board	Dan Wood
Friends of Kids Castle	Ryan Manion
(New) Local Traffic Advisory Committee	Ryan Manion
Parks & Recreation	Ryan Manion
Pension Advisory Board	Jennifer Herring/Nancy
Personnel/Administration	Barbara Lyons
Planning Commission	Jennifer Herring /Nancy Santacecilia
Public Safety	Barbara Lyons
Public Water & Sewer Advisory Com.	Dan Wood
Roads & Bridges	Dan Wood
Telecommunications Advisory Board	Nancy Santacecilia
Ways & Means Committee	Jennifer Herring

E. Township Appointments – 2021

Ms. Manion MOTIONED to approve the Township appointments as listed below. Ms. Santacecilia seconded. MOTION passed 5-0.

- | | |
|--|---|
| 1. Manager/Secretary/Treasurer/Zoning Officer | Stephanie Mason |
| 2. Police Chief | Dean Logan |
| 3. Police Lieutenant | Charles Ziegler |
| 4. Code Enforcement Director / Asst. Zoning Officer/
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. Roads Superintendent | Paul Garr |
| 12. Water Superintendent | Scott Miele |
| 13. Open Records Officers | Jacqueline Rowand
Lt. Zeigler |
| 14. Tax Hearing Officer | Stephanie J. Mason |
| 15. Solicitor | Jeffrey P. Garton
<i>Begley, Carlin & Mandio</i> |
| 16. Engineer | Sean R. Torpey, PE
<i>Pennoni Associates, Inc.</i> |
| 17. Planning Consultant | Judy Stern Goldstein
<i>Gilmore Assoc.</i> |
| 18. Bike Hike Engineer | Chris Stanford
<i>Baker Engineering</i> |

19. Traffic Engineer

Matthew Johnston
Pennoni Associates, Inc.

Ms. Santacecilia inquired about the Water Superintendent. Ms. Lyons said there would be a change in March due to retirement.

F. Appointments to Boards and Commissions for 2021

Ms. Santacecilia MOTIONED to approve the appointments to boards and commissions for 2021. Ms. Manion seconded. MOTION passed 5-0.

Arborist (1 yr. term)

Robert McMullin

Agriculture Security Area Advisory Council (1 yr. term)

Jeffrey Fehr

Marge Kohl

Bike / Hike Committee (3 yr. term)

Larry Gage

Dog Park Advisory Committee (3 yr. term)

Donna Cawthorne

EAC/Shade Tree Commission (3 yr. term)

Curtis Sawyer

Tanya Casas

Heidi Shiver

Jeannine Mitchell as

Chairman

Joe Salvati

Friends of Kids Castle (3 yr. term)

(New) Local Traffic Advisory Committee (3 yr. staggered term)

Park and Recreation (5 yr. term)

Paul DeNella Mary Ann
 Bowman

Pension Advisory Committee (3yr. term)

Edward Denton

Colleen Mullen

Sinclair Salisbury

Bill Mokriski

Stephanie Mason

Ken Wallace

Planning Commission (4 yr. term)

Gregory Reppa

Jill Macauley

Public Water & Sewer Advisory Board (3 yr. terms)

Joseph Van Houten

Jenny Kimbel

Wallace Pattyson

Telecommunications Advisory Board (3 yr. term)

Ed Ebenbach

Vacancy Board (1yr. term)

Wallace Pattyson

Ways and Means Committee (3 yrs. term)

Colleen Mullen

Joseph Volk

Eric Cornwell

Zoning Hearing Board (3 yr. term)

William Lahr III

G. Set 2021 Administrative Office Hours and Meeting Dates

Ms. Manion 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 - meetings held at 7:00PM - 1/19, 2/16, 3/16, 4/6, 5/4, 6/15, 7/20, 8/17, 9/21, 10/19, 11/16, 12/21

Budget Work Sessions - meetings held at 5:00 PM - 4/6, 6/15, 9/21, 10/5, 10/19

Agricultural Security Advisory Committee - scheduled as needed

Bike and Hike Committee - meetings held at 8:00am -1/19, 2/16, 3/16, 4/20, May no mtg., 6/15, 7/20, 8/17, 9/21, 10/19, 11/16, 12/21.

Dog Park Advisory Committee - meetings held at 5:00pm - 1/11, 2/1, 3/1, 4/5, 5/3, 6/7, July no mtg, 8/2, 8/30, Sept no mtg, 10/4, 11/1, 12/6

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

Friends of Kids Castle Committee - meetings held at 12:30pm - 1/25, 4/26, 7/26, 10/25

Historical Architectural Review Board - scheduled as needed

Local Traffic Advisory Committee - scheduled as needed

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

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

Pension Advisory Committee - meetings held at 4:30pm - 1/11, 2/8, 3/8, 4/12, 5/10, 6/14, 7/12, 8/9, 9/13, 10/18, 11/8, 12/13

Planning Commission - meetings held at 7:00pm - 1/25, 2/22, 3/22, 4/26, 5/24, 6/28, 7/26, 8/23, 9/27, 10/25, 11/22, 12/15

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

Telecommunications Advisory Board - meetings held at 6:30pm - 1/11, 2/8, 3/8, 4/12, 5/10, 6/14, 7/12, 8/9, 9/13, 10/18, 11/8, 12/13

UCC Board of Appeals - scheduled as needed

Vacancy Board - scheduled as needed

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

Zoning Hearing Board - Scheduled 3rd Monday & 4th Thursday - or as needed - 7:00pm

H. Acceptance of Fire Police

Ms. Manion MOTIONED to accept the fire police as listed in Chief Logan's memo. Ms. Herring seconded. MOTION passed 5-0.

I. Designation of Depository

Ms. Manion MOTIONED to approve the Designation of Depository, Ms. Santacecilia seconded the motion. MOTION passed 5 - 0.

J. Appoint Bucks County Tax Collection Committee Representatives

All Board of Supervisors members agreed.

Stephanie J. Mason - Representative

Kenneth Wallace - Alternate

Jennifer Herring - 2nd Alternate

- K. Certify delegates to State Annual Convention and establish one voting delegate:
 All Board of Supervisors members agreed that Ms. Herring would serve as the Voting Delegate.
 Barbara N. Lyons - Delegate
 Ryan Manion - Delegate
 Jennifer Herring - Delegate
 Nancy Santacecilia - Delegate
 Dan Wood - Delegate
 Stephanie J. Mason – Delegate
- L. Resolution #2267 – Amendment to Fee Schedule
 Ms. Manion MOTIONED to approve Resolution No. 2267 amending the 2021 Fee Schedule. Mr. Wood seconded. MOTION passed 5-0.
- M. Resolution # 2268 – 2021 Compensation / Professional Services
 Ms. Manion MOTIONED to approve Resolution No. 2268 the 2021 Compensation and Professional Services. Ms. Santacecilia seconded. MOTION passed 5-0.
- N. Set Current IRS Mileage Rate - effective January 1, 2021
 Ms. Manion MOTIONED to approve the 2021 mileage rate. Ms. Santacecilia seconded. MOTION passed 5-0.
- O. Designation of Official 2021 Township Holidays
 Ms. Manion MOTIONED to approve designation of official 2021 Township holidays. Ms. Santacecilia seconded. MOTION passed 5-0.
- | | |
|---------------------------------|------------------------|
| New Year’s Day | January 1- Friday |
| Dr. Martin Luther King, Jr. Day | January 18 - Monday |
| President’s Day | February 15 - Monday |
| Good Friday | April 2 - Friday |
| Primary Election Day | May 18 - Tuesday |
| Memorial Day | May 31 - Monday |
| Independence Day (observance) | July 5 - Monday |
| Labor Day | September 6 - Monday |
| Columbus Day | October 11 - Monday |
| General Election Day | November 2 - Tuesday |
| Veterans’ Day | November 11 - Thursday |
| Thanksgiving | November 25 - Thursday |
| Day after Thanksgiving | November 26 - Friday |
| Christmas (observance) | December 24 - Friday |
| New Year 2022 (observance) | December 31 - Friday |
- P. Police Affairs Committee
 Ms. Santacecilia MOTIONED to approve the appointment of the 2021 Police Affairs Committee.
 Ms. Manion seconded. MOTION passed 5-0.
 Director of Public Safety - Barbara Lyons
 Board Members: Ryan Manion and Jennifer Herring

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

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

III. NEW BUSINESSA. Swearing In of Police Officer – Brandon Ciliberto

Chief Logan indicated that he would like to recommend Brandon Ciliberto to be appointed to be an officer at Doylestown Township Police Department.

MOTION by Ms. Lyons to appoint Brandon Ciliberto to the Doylestown Police Department.
Seconded by Ms. Manion. MOTION passed 5-0.

Ms. Lyons administered the Oath of Office to Mr. Ciliberto who was accompanied by his wife.

IV. ANNOUNCEMENTS

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V. ADJOURNMENT

Respectfully submitted by

Stephanie J. Mason
Secretary

C. Proposed Guidelines for Supervisors, Public Meetings, and Chairperson: 2021

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 2020 (Board of Supervisors Reorganization Meeting, January 6, 2020).

Guidelines for Supervisors:

I. 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

II. 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.

III. 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.