



Board of Supervisors

REORGANIZATION Meeting

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

~ Agenda ~

Tuesday, January 3, 2023

Community Meeting Room

I. 5:00 PM PUBLIC MEETING

- A. Pledge to the flag
- B. Public Comment – Agenda Items Only
- C. Announcements:
 - 1. The Board of Auditors will hold their Reorganization Meeting on Wednesday, January 4, 2023 at 10:00 AM.
 - 2. The next regular meeting of the Board of Supervisors will be held on Tuesday, January 17, 2023 at 7:00 PM.
 - 3. The Township Administrative Offices will be closed on Monday, January 16, 2023 in observance of Martin Luther King’s Birthday.
 - 4. Christmas Tree Drop-Off - Trees can be dropped off at the New Britain Road entrance of Central Park anytime until January 31st.
 - 5. Applications are now being accepted by the Doylestown Township Board of Supervisors for vacancies on various Boards and Committees:
 - Agricultural Security Area Advisory Council
 - Capital Campaign Committee
 - Doylestown Township Finance Committee
 - HARB
 - Pension Advisory Committee

II. REORGANIZATION

NOTE: See attached 2023 Reorganization Meeting Advertisement

- A. Organize the Board of Supervisors for 2023
(Temporary Chairman & Secretary)

<u>2022</u>	<u>2023</u>
Chairman – Barbara N. Lyons	Chairman -
Vice Chairman – Ryan Manion	Vice Chairman -
Director of Public Safety –Barbara N. Lyons	Director of Public Safety -

- B. Approval of Minutes – December 20, 2022
- C. Proposed Guidelines for Supervisors, Public Meetings, and Chairperson: 2023
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 2022 (Board of Supervisors Reorganization Meeting, January 3, 2022).

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
 - Capital Campaign Committee
 - Dog Park Advisory Committee
 - Doylestown Township Finance Committee
 - Doylestown Twp. Municipal Authority
 - Environmental Advisory Council
 - Friends of Kids Castle
 - Local Traffic Advisory Committee
 - 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
 - Veterans Advisory 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 2023

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.

		2022 Was	2023
1.	Agricultural Security Advisory Board	Dan Wood	
2.	Bike/Hike Committee	Dan Wood	
3.	Capital Campaign Committee	N/A	
4.	Dog Park Advisory Committee	Ryan Manion	
5.	Doylestown Twp. Finance Committee (W & M)	Jennifer Herring	
6.	Doylestown Twp. Municipal Authority	Barbara Lyons	
7.	Environmental Advisory Council	Jennifer Herring	
8.	Friends of Kids Castle	Ryan Manion	
9.	Local Traffic Advisory Committee	Ryan Manion	
10.	Parks & Recreation Board	Ryan Manion	
11.	Pension Advisory Committee	Jennifer Herring	
12.	Personnel/Administration	Barbara Lyons	
13.	Planning Commission	Jennifer Herring	
14.	Public Safety	Barbara Lyons	
15.	Public Water & Sewer Advisory Board	Dan Wood	
16.	Roads & Bridges	Dan Wood	
17.	Telecommunications Advisory Board	Barbara Lyons	
18.	Veterans Advisory Committee	Ryan Manion	

E. Township Appointments – 2023

1.	Manager/Secretary/Treasurer/Zoning Officer	Stephanie Mason
2.	Police Chief	Dean Logan
3.	Police Lieutenant	Charles Zeigler
4.	Asst. Township Manager	Stacy E. Crandell
5.	Code Enforcement Director / Deputy Zoning Officer/Emergency Management Coordinator	Sinclair Salisbury
6.	Executive Director, DTMA	Keith Hass
7.	Director of Operations	Dave Tomko
8.	Director of Parks & Recreation	Karen A. Sweeney
9.	Finance Officer	Kenneth Wallace
10.	Fire Marshal	Fredrick Schea
11.	Parks Superintendent	Chris Mason
12.	Roads Superintendent	Paul Garr
13.	Water Superintendent	Brent Eaton
14.	Open Records Officers (Admin) (Police)	Margaret M. Trageser Lt. Charles Zeigler
15.	Tax Hearing Officer	Stephanie J. Mason
16.	Solicitor	Jeffrey P. Garton <i>Begley, Carlin & Mandio</i>
17.	Engineer	Sean R. Torpey, PE <i>Pennoni Associates, Inc.</i>
18.	Planning Consultant	Judy Stern Goldstein

		<i>Gilmore Assoc.</i>
19.	Bike Hike Engineer	Chris Stanford <i>Baker Engineering</i>
20.	Traffic Engineer	Matthew Johnston <i>Pennonni Associates, Inc.</i>

F. Appointments to Boards and Commissions for 2023

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 <i>3 Appointment Needed</i>
3.	Bike / Hike Committee (3 yr. term)	Judy Hendrixson Bill Wert
4.	Dog Park Advisory Committee (3 yr. term)	Warren Grant Deborah McComas
5.	Doylestown Township Finance Committee	<i>1 Appointment Needed</i>
6.	EAC/Shade Tree Commission (3 yr. term)	James Baldassarre Erich Neal James Baldassarre
	Chairperson Appointment See attached memo	
7.	Historical Architectural Review Board (4 yr. term)	Harry Mondoil 2 Appointment Needed
8.	Local Traffic Advisory Committee (3 yr. term)	Christopher Bignault
9.	Municipal Authority (5 yr. term)	Daniel Stairiker
10.	Park and Recreation (5 yr. term)	Blythe Kelly
11.	Pension Advisory Committee (3yr. term) Non-Voting Members (1 yr. term)	Thomas Burke 1 Appointment Needed Sinclair Salisbury Bill Mokriski Stephanie Mason Ken Wallace

12.	Planning Commission (4 yr. term)	Judy Hendrixson Robert Repko
13.	Public Water & Sewer Advisory Board (3 yr. term)	John Canterbury
14.	Telecommunications Advisory Board (3 yr. term)	Jenya Shuportyaka Arthur Zapolski
15.	UCC Board of Appeals	Joe Van Houten
16.	Vacancy Board (1yr. term)	Wallace Pattyson
17.	Veterans Advisory Board (1 yr. term)	Katherin Wirth-Torrente William Navarre Christopher Suessenguth Megan McCuen Nicholas Jasionis
18.	Zoning Hearing Board	Mitchell Aglow

G. Set 2023 Administrative Office Hours and Meeting Dates

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

Board of Supervisors – meetings held at 7:00PM - 1/17, 2/21, 3/21, 4/18, 5/2, 6/20, 7/18, 8/15, 9/19, 10/17, 11/21, 12/19

Budget Work Sessions – meetings held at 5:00 PM - 4/18, 6/20, 9/19, 10/3 @ 5:00PM, 10/17

Agricultural Security Advisory Committee – scheduled as needed

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

Dog Park Advisory Committee – meetings held at 5:00pm – 1/9, 3/6, 5/1, 7/10, 8/28, 11/6

Doylestown Township Finance Committee – meetings held at 7:00pm – 1/25, 4/26, 7/26, 10/25

Environmental Advisory Council – meetings held at 6:30pm – 1/10, 2/14, 3/14, 4/11, 5/9, 6/13, 7/11, 8/8, 9/12, 10/10, 11/14, 12/12

Friends of Kids Castle Committee – meetings held at 12:30pm – 1/23, 4/24, 7/24, 10/23

Historical Architectural Review Board – scheduled as needed

Local Traffic Advisory Committee – scheduled as needed

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

Park & Recreation Board – meetings held at 5:30pm – 1/10, 2/14, 3/14, 4/11, 5/9, 6/13, 7/12, 9/12, 10/10, 11/14

Pension Advisory Committee – meetings held @ 4:30pm – 2/13, 3/13, 5/8, 6/12, 8/14, 9/11, 11/13

Planning Commission – meetings held @ 7:00PM – 1/23, 2/27, 3/27, 4/19, 5/22, 6/26, 7/24, 8/28, 9/26, 10/23, 11/27, 12/18

- Public Water & Sewer Advisory Board** – meetings held at 5:00pm – 1/19, 2/16, 3/16, 4/20, 5/18, 6/15, 7/20, 8/17, 9/21, 10/19, 11/16, 12/21
- Telecommunications Advisory Board** – meetings held at 5:00pm - 1/9, 2/13, 3/13, 4/10, 5/8, 6/12, 7/10, 8/14, 9/11, 10/2, 11/13, 12/11
- UCC Board of Appeals** – scheduled as needed
- Vacancy Board** – scheduled as needed
- Veterans Advisory Committee** – meetings held at 7:00pm – 1/26, 3/23, 5/25, 7/27, 9/28, 11/16
- Zoning Hearing Board** – Scheduled 3rd Monday & 4th Thursday – or as needed – 7:00pm

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

- I. Appoint Bucks County Tax Collection Committee Representatives
 Stephanie J. Mason - Representative
 Kenneth Wallace - Alternate
 Jennifer Herring - 2nd Alternate

- J. Certify delegates to State Annual Convention and establish one voting delegate:
 Barbara N. Lyons - Delegate
 Ryan Manion - Delegate
 Jennifer Herring – Delegate Voting Delegate (needed)
 Nancy Santacecilia – Delegate _____
 Dan Wood – Delegate
 Stephanie J. Mason – Delegate

- K. Appointment of Doylestown Fire Co. No. 1 – Fire Police

- L. Resolution – Amendment to Fee Schedule

- M. Resolution – 2023 Compensation / Professional Services

- N. Set Current IRS Mileage Rate - effective January 1, 2023
 (Current IRS rate of 62.5 cents per mile)

- O. Designation of Official 2023 Township Holidays - Township Building Closed:

Dr. Martin Luther King, Jr. Day	January 16 - Monday
President’s Day	February 20- Monday
Good Friday	April 7 – Friday
Primary Election Day	May 16 - Tuesday
Memorial Day	May 29 - Monday
Independence Day	July 4 - Tuesday
Labor Day	September 4 - Monday
Columbus Day/Indigenous Peoples Day	October 9 - Monday
General Election Day	November 7 - Tuesday

Veterans’ Day	November 10 - Friday
Thanksgiving	November 23 - Thursday
Day after Thanksgiving	November 24- Friday
Christmas	December 25 – Monday
New Year 2024	January 1 - Monday

P. Police Affairs Committee

2022

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

2023

Director of Public Safety -
 Board Member -
 Board Member –

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

III. **NEW BUSINESS** - NA

IV. **ANNOUNCEMENTS**

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 HARB
 Pension Advisory Committee
 Doylestown Township Finance Committee

V. **Public Comment – All Items**

VI. **ADJOURNMENT**

Reminder: Photos of the Board of Supervisors will be taken at the conclusion of the Reorganization meeting.