



# Board of Supervisors

## Regular Meeting

### MINUTES

425 Wells Road  
Doylestown, PA 18901  
215-348-9915

<http://doylestownpa.org>

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Tuesday, June 20, 2023

7:00 PM

Community Meeting Room

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Members of the Board of Supervisors in attendance: Barbara N. Lyons, Chairman; Jennifer Herring, Vice Chairman; Ryan Manion; Dan Wood and Nancy Santacecilia.

Township Staff in attendance: Stephanie J. Mason, Township Manager; Dave Tomko, Director of Operations; Stacy E. Crandell, Assistant Township Manager; Lt. Ziegler; Sean Torpey, Township Engineer and Jeffrey Garton, Township Solicitor.

### 7:00 PM REGULAR MEETING

#### Pledge to the flag

Ms. Lyons welcomed everyone to the meeting.

#### Presentations

##### **2023 Unsung Hero Award – Jeannine Mitchell (EAC)**

Ms. Anne Woodbury, EAC read her nomination for Jeannine Mitchell to be the 2023 Unsung Hero Award. Ms. Mitchell has been a member of the EAC for many years and has created the award-winning Native Plant Demonstration Garden out of an unused portion of Central Park, this garden showcases native plants and is used as a teaching tool. With the help of Penn State Master Gardeners, EAC members created a beautiful expanding multi award winning Educational Garden, areas for kids to learn about nature & wildlife. There is a bench dedicated to Ms. Mitchell, the plaque read “Wife, mother, educator & environmentalist”.

Ms. Lyons presented the 2023 Unsung Hero Award to Jeannine Mitchell.

Ms. Mitchell stated that she is so appreciative and hopes that everyone has had a chance to walk through and enjoy the garden, she hopes it gets better and better each year. She is just a volunteer that wants to make things a little better. Thank you all.

#### Welcome

Ms. Lyons welcomed Kira Raison, from Lafayette College who is interning at the Township for the summer and is attending tonight’s meeting. She has helped us out at our first concert of the Concert Series last week. She is a real gem.

There is not Facebook Live tonight, there is a glitch in our system.

#### Public Comment Agenda Items Only

No Comments

#### ANNOUNCEMENTS

- A. The next regular meeting of the Board of Supervisors will be held on Tuesday, July 18, 2023 at 7:00 PM.
- B. The Doylestown Township Board of Supervisors and the Finance Committee will hold a Budget Work Session on Tuesday, July 18, 2023 at 5:00 PM.

- C. Doylestown Township Municipal Building will be closed Tuesday, July 4<sup>th</sup> in observance of Independence Day.
- D. Keep up to date with Township News / Events – sign up for E-news at [www.doylestownpa.org](http://www.doylestownpa.org). E-News is sent out every Friday at 4:00PM.
- E. Upcoming Community Events:
- **Tomorrow** - June 21<sup>st</sup> – Thompson Performing Arts Concert Central Park 7PM  
High Noon – Lynyrd Skynyrd / Southern Rock  
Please go to [www.doylestownrec.org](http://www.doylestownrec.org) for complete list of 2023 Concerts.
  - June 24<sup>th</sup> – VIA Village Fair – Central Park – Noon
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### **MINUTES APPROVAL**

**Budget Work Session – April 18, 2023** – On motion of Ms. Herring, seconded by Ms. Manion the minutes were approved. The motion carried 5 – 0.

**Regular Meeting – June 6, 2023** – Ms. Santacecilia has a correction on page 5, the 6/4 email does not request or offer to write up an op ed for Mr. Delikat, this needs to be omitted, it is Ms. Manion’s opinion.

Ms. Lyons stated that the emails will speak for themselves.

Ms. Manion stated that we can change the wording to the exact words in the email from May 15, 2023 “You could always write an op ed and get it published in the paper too. Let’s talk”. She also wants added in that Ms. Santacecilia stated she never said that. Which is why she asked for the emails to be put in because she denied writing that email.

After further discussion, Ms. Lyons stated that Ms. Santacecilia’s correction is noted and Ms. Manion’s correction is noted. She asked for a motion to approve the minutes of June 6, 2023.

On motion of Ms. Herring, seconded by Ms. Manion. The motion carried 3 – 1 – 1 with Mr. Wood abstaining and Ms. Santacecilia voting no.

### **CORRESPONDENCES**

None

### **REPORTS**

#### **Solicitor**

None

#### **Township Engineer**

Not at this time.

#### **Police Chief**

Lt. Ziegler was sitting in for Chief Logan. He stated that he was glad to be back.

Ms. Lyon welcomed Lt. Ziegler back, she mentioned that if anyone did not catch the note in E-News, we are proud to share that Lt. Ziegler is a recent graduate from the FBI Academy, 25 countries and almost every state in the country had graduates. We have six police officers from the Doylestown Township Police Department who have graduated from the FBI Academy. A graduate from this class was chosen by his classmates to give a speech. He was from Lebanon. Ms. Lyons stated that he was so intelligent and

engaging, speaking for 20 minutes without notes. He was more patriotic towards the United States than anyone she has ever heard speak before. He went home to Lebanon with this degree from the FBI Academy. She congratulated Lt. Ziegler.

### **Dir. of Operations**

#### **New Britain Road Trail Final Design**

Mr. Tomko has a request for the Board to approve Michael Baker International's proposal for the final design and engineering for the New Britain Road Trail. The Board previously approved their preliminary design and their scope of work for now is to finish this and for the plans to be ready to go out to bid. The total is \$73,073. He is asking for the Boards approval.

Ms. Santacecilia inquired, she was looking at the total dollar amount, we are at \$103,000 but there are still things that are outstanding do we have a sense of how much more?

Mr. Tomko stated that is what the final design is for, this is what wraps it up and takes it to the bids.

On motion of Ms. Manion, seconded by Ms. Herring the motion carried 5 – 0.

#### **MKSD Community Recreation Center – Added Scope of Work – Site Electrical Changes**

Mr. Tomko stated that this is an addendum to MKSD's scope of work for the Community Recreation Center, this is their fifth addendum. This is for \$16,100 and includes some additional wiring that was not included in the original scope for purposes in the building, we are required by Code to have EV Chargers, so we must amend that plan and provide wiring for future EV Chargers. There will be some reworking of the generator to tie the bathrooms and Kids Castle Cameras that will be installed. Also, AV wiring that was not in the original design and electrical work to tie into our Public Works Buildings.

He is asking the Board approval for \$16,100.

Ms. Santacecilia inquired, this particular scope of work looks like is combining both the Rec Center, the bathrooms, and the courts, correct? If we wanted them separate, will they also provided it that way, right now the Rec Center has to be built in order for the bathrooms to have electricity and the cameras fed?

Mr. Tomko stated the electrical distribution system is going to be designed so that they can be done at the same time, we plan to feed the permanent cameras for Kids Castle, the bathroom electricity from this new electrical service located at the back of the Recreation Center and tie in the Public Works Buildings. It is not the only way to do this, but we feel it is the right way.

On motion of Ms. Manion, seconded by Ms. Herring the motion carried 4 – 1 with Ms. Santacecilia voting no.

#### **P&R Trailer Equipment & Public Works Material to Auction**

Mr. Tomko would like to send several items to bid, as you can see, we are trying to clean up, we have packaged items out of the Trailers that we are bundling for bid. He is asking for the Boards approval to send those items as well as traffic signal poles coming out the intersection of Swamp & Easton Roads as part of the ARLE Grant up for auction.

On motion of Ms. Manion, seconded by Ms. Santacecilia the motion carried 5 – 0.

#### **2023 Road Program Change Order #1**

Mr. Torpey asked the Board to approve Change Order #1 to the 2023 Road Program Part 1. Crosswalks will need to be added for the trail along Old Iron Hill Road, Mystic View, and Longwood Circle this is just for the addition of that paint striping. Total cost \$2,798.25 increasing the total contract price to \$929,917.45.

On motion of Ms. Herring, seconded by Ms. Manion the motion carried 5 – 0.

**Township Manager**  
**MS4 Annual Reports**

Ms. Mason stated that in their packets the Board received a memo from Ms. Crandell, regarding the consultant for the MS4 Annual Reports and Outfall Inspection. Ms. Crandell can answer any questions you may have. As you can see from the memo that Gilmore & Associates had the low quote for \$19,000 with lab fees for testing if necessary \$23,100.

We are asking for the Boards approval to engage Gilmore & Associates to work on the outfall project and inspection and testing.

On motion of Ms. Santacecilia, seconded by Ms. Herring the motion carried 5 – 0.

**Professional Services for Stream Bank Restoration**

Ms. Mason stated that the memo from Ms. Crandell is regarding Services for Stream Bank Restoration, Gilmore & Associated provided the lowest quote for \$75,800. Ms. Crandell can answer any questions you may have.

On motion of Ms. Manion, seconded by Ms. Herring the motion carried 5 – 0.

**Supervisors**

**Mr. Wood** – Mr. Wood started with what was just approved the Stream Bank Restoration and Outfall Testing, these are both items these are part of a state mandated program to make sure there is no discharging additional pollutants into the Neshaminy Creek Waterway.

Bike & Hike was very active this morning with several residents in attendance to speak about getting their neighborhoods into the bike/hike network, how do we get a bridge across Neshaminy Creek, the project we just approved New Britain Trail Final Design and we are closer to the Shady Retreat Road Trail getting grants and approvals.

The Public Water and Sewer Board have not met in a couple of months because we are trying to coordinate with Bucks County Water & Sewer Authority to update the 537 Plan, for additional questions on that, we plan to be doing this starting next month, more information will be coming.

**Ms. Herring** – Stated that she is happy to report that the Pension Advisory Committee had a meeting with our actuary, he indicated that we are an exceptional township with our forward thinking regarding our pension planning. Currently, we are working on paying down our pension debt which is a very fiscally responsible thing to do. Paying more now will save us quite a bit in the long run.

She wanted to thank Ms. Woodbury for her lovely tribute to Jeannine Mitchell, she really is deserving. She loves working with our EAC.

**Ms. Manion** – Stated that Park & Rec Board is doing a wonderful job, she encourages everyone to get out and enjoy the concert series. The Park & Rec Board have a lot of wonderful ideas for year-round engagement and activities in Central Park.

Ms. Manion stated that she also serves as the liaison on the Kids Castle Committee for about 10 years. Serving on both Park & Rec and Kids Castle we are in a situation now where there is repeated vandalism at Kids Castle it is becoming a problem, any vandalism is a problem, but we have had number of situations. The staff has alerted the community to the issue on social media, to combat misinformation. We are letting the community know to be aware, if you are a parent do not just drop your kids off at Kids Castle make sure you know what your kids are doing, if you are a parent or child and you see something /

say something. If this continues it may end up in the shutting down the beauty of this park and what it means to the community. Kids Castle was built by the community, we want it to remain a safe space. Please be on the lookout and be vigilant. She thanked our law enforcement officers for helping and being active in watching and taking care of situations.

**Ms. Lyons** – Stated that the Community Capital Campaign Kicked-Off last Wednesday at the first concert of the season. There was a great response, the Capital Campaign representatives will be at every concert, we had overwhelming interest in the recreation center, what's going to be built, what amenities there will be. People were really interested in all the information. We will be at every concert to make sure everyone knows what is going on and how they can help with the funding of the project. This is not just the Community Recreation Center, there is the Family Comfort Cottage and the courts.

**Ms. Santacecilia** – Thanked Ms. Manion for her information on the vandalism at Kids Castle. Do we have an update on the cameras?

Ms. Mason stated that the cameras were ordered about May 20<sup>th</sup>, we have received the brackets and the cameras arrival is anticipated to be any day now. Ms. Mason & Mr. Tomko have spoken with Mr. Schea, Facilities Manager and as soon as they are received, they will be installed.

She congratulated Lt. Ziegler on his graduation from the FBI Academy on June 8<sup>th</sup>.

She thanked the Park & Rec Committee for the robust concert series, she has heard a lot of great things about it, we have an awesome lineup.

She also wanted to thank the staff, our consultants and Ms. Mitchell from the EAC for working on a community concern in her neighborhood. The neighbors were prepared, the Township should have more conversations about naturalization, best practices, communication, funding, and volunteer opportunities to make the area better. She looks forward to being part of the solution the collaboration & conversations back and forth. She thanked Ms. Mason for helping to moderate the situation.

Ms. Santacecilia wanted to clear the air regarding an email sent June 6<sup>th</sup> to the Board of Supervisors and office heads, her email was sent to somebody who has been subject matter expert in park and rec for the last 12 years, as well as the Pension Advisory Committee and did a lot in terms of the benefit analysis for the recreation center. The information can be found in the minutes. Ms. Santacecilia read the emails that are attached to the Board of Supervisors Minutes from June 6, 2023. Transparency is the key to good government; the onus is on us as the Township.

Ms. Lyons noted as a point of order that the referendum Ms. Santacecilia referred to in her email was not voted down, it failed for want of a 2<sup>nd</sup> when she made the motion.

Ms. Manion mentioned that that email and the inaccurate information provided in the email were attached to the minutes of the June 6<sup>th</sup> meeting. Ms. Manion went on to say that the Board wants to hear from everyone, this has always been an open and transparent process. The expert that Ms. Santacecilia has been speaking to is not a subject matter expert in Park & Rec, he served on the Ways & Means Committee. Our entire Ways & Means Committee and Park & Recreation Board has scrutinized this and are in full support of this project. The support for this project comes from every committee that is involved. If anyone has questions or does not agree with the project, come forward let's talk it through. Just like every project the final number is not known until it goes out to bid, that is how it works. We have a general idea based off subject matter experts on what the cost may be. If the bids come back millions of dollars over what the estimate is, then yes, we will have something to discuss.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS****Zoning Hearing Board Application**

Foster – 332 Pine Run Rd – TP# 09-004-032-009

Ms. Mason stated that this is for an accessory family apartment along with a small variance and she recommends that this be left to the Zoning Hearing Board.

**Treasurers Report – June 20, 2023**

Ms. Lyons called for a motion to approve the Treasurers Report for June 20, 2023. On motion of Ms. Manion, seconded by Ms. Herring the motion carried 5 – 0.

**Bills List – June 20, 2023 - \$1,514,978.02**

Ms. Lyons called for a motion to approve the Bills List for June 20, 2023. On motion of Ms. Herring, seconded by Mr. Wood the motion carried 5 – 0.

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**Public Comment – All Items**

None

**ADJOURNMENT**

Being no further business, the meeting adjourned at 7:45pm.

Respectfully submitted,

Stephanie J. Mason, Secretary