



# Board of Supervisors

## Regular Meeting

### Minutes

425 Wells Road  
Doylestown, PA 18901  
215-348-9915  
<http://doylestownpa.org>

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Tuesday, December 19, 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 and Dan Wood. Absent: Nancy Santacecilia

Township Staff in attendance: Stephanie J. Mason, Township Manager; Dave Tomko, Director of Operations; Andrea Susten, Assistant Township Manager; Chief Dean Logan; 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. She stated that earlier in the day, we had the groundbreaking for the new Community Recreation Center and Park Improvements, a very happy, exciting event that was a long time coming. She indicated that the Board also met in Executive Session, they had a couple of Boards & Commissions Interviews, discussed personnel matters and matter of litigation which will be dealt with in the new year, personnel matters will be dealt with by the end of this meeting.

#### Presentations

##### **Recognizing Ryan Manion for her 12-years on the Board of Supervisors**

Ms. Lyons stated that this is bittersweet, the retirement of Ryan Manion from the Board of Supervisors. Before reading the proclamation from the Board of Supervisor she spoke of Ryan's service to the nation, and the impressive and compassionate woman that she is inspiring people from every walk of life to become the best versions of themselves through service to others. Every human struggle in life, our challenge is to struggle well. She is the CEO of one of the nation's leading veterans' organizations, the Travis Manion Foundation. She works to empower veterans and families of fallen heroes to inspire future generations. Ms. Lyons then read the Proclamation from the Board of Supervisors listing her many accomplishments as a Township Supervisor and presented her with a commemorative plaque.

Senator Steve Santarsiero stated that it is an honor for both him and Rep. Brennan to be here tonight to recognize her service to the Township. As a former township supervisor, he knows the importance and that you really can make a difference. Your dedication to the community is recognized by the residents of the Township. What you and the rest of the Board have been able to do in those 12 years is a lot, the groundbreaking for the new Community Center is a legacy to be proud of, fostering a sense of community and a lot of great memories that were made. Thank you for your service to the community, he presented her with a plaque from the State Senate recognizing your 12 years of service.

Representative Tim Brennan stated that he knows what it is like to serve in an elected office and Ms. Manion has done so much on so many different levels. He is very privileged to present her a citation on behalf of the Pennsylvania State House.

Ms. Manion “Thanked everyone for the recognition. She stated that 12 years ago she took an oath to serve as a Doylestown Township Supervisor, she shared the secret that she had absolutely no idea what she was doing at the time. She knew that she wanted to make a difference, serve her community, and make decisions based on the best outcome for Doylestown Township not a political party. During her time as supervisor some big things have happened. This building we are in tonight was just an idea, as her time comes to an end, she is proud of the role she has played in bringing the new Community Center & Park renovation to where they are. Today we broke ground, and her only request is to be invited back for the ribbon cutting. There have been many different people who have sat behind the dais with her over the years, she has enjoyed working alongside almost all of them, she is proud of the work accomplished together to make Doylestown Township an amazing place to live. The past few years have proved to be some of the most challenging, from COVID19 to political theatrics that have disrupted the important work we have been tasked to do, things were not easy. She thanked her fellow supervisors here tonight for the way we were able to rise above the chaos and get things done. She thanked Ms. Herring and Mr. Wood, stating that we didn’t always agree on everything, we did agree on the most important thing, the betterment of this community. She gave her thanks and appreciation to both for being open and willing to hear different viewpoints and hope she was able to do the same, she thanked them both for how they represent Doylestown Township. She stated to Chief Logan that it has been awesome to watch him protect this town with dignity and precision, always putting the safety and welfare of our residents first and foremost. She stated to Mr. Garton, our Township Solicitor the voice of reason who no matter what provided us calm counsel and guidance. She stated to Ms. Mason, the unsung hero of this Township, always there where the rubber hit the road ready to tackle problems and find solutions. This community would not be what it is today without you. To the Township Staff and Police Department and the incredible volunteers that she has had the opportunity to work with over the past 12 years thank you for your unparalleled commitment to Doylestown Township. To Ms. Lyons she stated she was young and inexperienced when she joined the Board, her mentorship is why she leaves this Board feeling like she made a bit of a difference. Ms. Lyons was there every step of the way for the last 12 years for guidance, answering every silly question and most importantly setting an example. She cannot thank Ms. Lyons enough for the mentorship that she has provided for her. Ms. Manion asks just one thing as she leaves the Board, they continue with the same dedication to the integrity of our community that we have over the last several years. She is grateful for the last 12 years serving the residents of Doylestown Township. From the bottom of her heart, she thanks everyone.”

#### **DTMA Awarded \$1.9 Million in Grants**

Senator Santarsiero & Representative Brennan awarded \$1.9 Million in two important grants that will help with the Township’s infrastructure for water in the Township. Mr. Keith Hass, Executive Director and Mr. Joe VanHouten, Chairman of the Doylestown Township Municipal Authority were present. The breakdown of the grants is as follows \$1.4 Million to Doylestown Township Municipal Authority (DTMA) for the Northern Regional Water System Transmission Mains Improvement Project, upgrading existing infrastructure providing water more efficiently to residents in Doylestown Township, Plumstead and New Britain Borough also allowing for water connections for those with contaminated wells. The second grant is for \$268,000 for the Forest Park Regional Water System Interconnection. These grants were awarded today by the

Commonwealth Financing Authority. Senator Santarsiero thanked the Township and the DTMA for making these applications, he worked with Rep. Brennan on securing these grants and they are pleased to present these to DTMA today.

### **Capital Fundraising Campaign – Raffle Drawing**

The raffle drawing for the Capital Campaign took place.

Florida Vacation – Brian Snyder

Flyers Tickets – Joan Salter

Electric Bike – Craig Bryson

Congratulations to the winners and thank you to all who purchased tickets and all who continue to support the Capital Fundraising Campaign.

### **Brixmor -Barn Plaza**

Mr. William Greimel, Vice President of Redevelopment for Brixmore Group, the owner of Barn Plaza. He gave a brief presentation on what is going on at Barn Plaza. With Marshall's leaving we were able to bring in Whole Foods and Barns & Noble. Regal Theater has left and will not be replaced by a theater, Applebee's also closed. They are very excited to present what they are looking to do with Barn Plaza. There will be a multi-tenant building where Applebee's was located. Where the Regal building is located, multiple buildings, slightly less square footage, they will be going to the Zoning Hearing Board before going to the Planning Commission. He showed some concept drawings of what the buildings may look like. They would like to update the signage as well.

Mr. Brian Conlin, Civil Engineer Brixmor, stated that they will be going to the Zoning Hearing Board for some setback relief, slight impervious surface less than 1%, signage and parking relief. Both the theater and the Applebee's buildings will be demolished, new structures will be built.

### **Public Comments Agenda Items Only**

No Comments

### **ANNOUNCEMENTS**

- A. The Doylestown Township Municipal Offices will be closed on Monday, December 25, 2023 in observance of Christmas; Monday, January 1, 2024 in observance of New Year's Day and Monday, January 15, 2024 in observance of Martin Luther King, Jr. Day.
- B. The Board of Supervisors Reorganization meeting is scheduled for Tuesday, January 2, 2024 at 5:00PM.- there may be a change in time later in the meeting.
- C. The Board of Auditors Reorganization meeting is scheduled for Wednesday, January 3, 2024 at 10:00AM.
- D. The next regular meeting of the Board of Supervisors will be held on Tuesday, January 16, 2024 at 7:00 PM.



- E. Applications are now being accepted by the Doylestown Township Board of Supervisors for vacancies on various Boards and Committees. If you are interested in serving on one of the Township's Boards or Committees, send a letter of interest to [info@doylestownpa.org](mailto:info@doylestownpa.org). For more information, please visit the Township website. [www.doylestownpa.org](http://www.doylestownpa.org)
- F. Doylestown Township is a drop off spot for Bucks County Housing Group's Food/Supply Collection. Donations can be dropped off at the Township Building Monday – Friday 8:30am to 4:30pm. Collections will take place until 1/10/24.
- G. Christmas Tree Drop Off – Trees can be dropped off at the New Britain Road entrance to Central Park anytime during December and January.
- H. Leaf and Yard Waste Recycling – 3<sup>rd</sup> Saturday of each month 9AM – 11AM and the 1<sup>st</sup> and 4<sup>th</sup> Tuesday of the month 9AM – 2PM. Drop off site is located at the New Britain Road entrance to Central Park. Please visit our website [www.doylestownpa.org](http://www.doylestownpa.org) for more information.
- I. GIFT GIVING IDEAS – Contact Administration Office for more information:
1. Park & Recreation Program Gift Certificates
  2. Legacy Bench Program
  3. Mural Print
- J. Civilian Response to Active Shooter Events (CRASE) – Free Training Contact [istich@doylestownpa.org](mailto:istich@doylestownpa.org) for more information.
- K. 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.

**MINUTES APPROVAL:**

Regular Meeting – November 21, 2023 – On motion of Ms. Herring, seconded by Ms. Manion the motion carried 4 – 0.

**CORRESPONDENCES****Vanguard**

Ms. Mason stated that we received notice from Vanguard, who handles the investment advisory and custodial services for the Township's Defined Benefits Pension Plans. The services provided are for both Police and Non-Uniformed Employee plans and custodial services for our pensioners. Vanguard was purchased by Mercer who does not handle public pension plans. We will work with our Pension Advisory Committee (PAC) to work quickly to find a new investment advisor and custodial services. We will need an authorization to proceed with the search, we will advertise the new RFP as part of the bid process under ACT 44.

On motion of Ms. Manion, seconded by Ms. Herrin the authorization to proceed carried 4 – 0.

**Solicitor**

Nothing at this time.

Township Engineer**Ashbridge at Furlong Planning Module**

Mr. Torpey stated that he is here to ask approval as part of the Ashbridge at Furlong project, they need to submit a Planning Module requirement for eventual sewer connections. We requested that they install low pressure force main system, so that eventually connection would be possible for the residents along the system. DEP required us to fill out certain sections of the Planning Module. He is requesting approval to proceed with that process. Work with Ms. Mason to get the documents needed and submitted in support of the plan.

Mr. Wood inquired about neighbors not having to hook up until they sell their houses, he doesn't think we ever made that a requirement before. Ms. Mason stated that it would be similar to what we did in the Pebble Ridge Woodridge area, if the system is malfunctioning or failing and the line is there, they would be required to hook up. There will be no cost to the residents for the line in the street, they will be responsible for the hook up costs. An ordinance will have to be made to state the process.

On motion of Mr. Wood, seconded by Ms. Manion the motion carried 4 – 0.

Chief Logan

Chief Logan stated that he wanted to thank Ms. Manion for her level of cooperation and interaction with the Police Department, it does not go unnoticed, he hopes that in his 36 years of being with the Township that he has accomplished a small portion of what you have already done here and with the Travis Manion Foundation.

**Tenure Request – Officer Brett Guaglionona**

Chief Logan stated that Officer Guaglionona has completed his one year of field training with Officer Stich and Officer Carr. He exemplifies everything he could ask for in an officer. He would like to recommend that Officer Brett Guaglionona be granted tenure from the Board of Supervisors as a full-time officer with Doylestown Township affective December 28, 2023.

On motion of Ms. Lyons, seconded by Ms. Manion the motion carried 4 -0.

Dir. of Operations**Central Park Stream Restoration Project – Request to Advertise**

Mr. Tomko stated this has been a part of our MS4 Permit, this project is a requirement of the permit, issued by the state and must be completed by December 2024. This is a Streambank Restoration project; it encompasses about 13,300 linear feet of streambank that runs from Kids Castle to Turk Road behind the Township property. In June, Gilmore Associates was awarded the engineering and construction documentation piece, to complete the bid package and plans. We are now ready to go to bid, project estimated around \$1.2 million, there is \$1.5 million in the 2024 budget for this project. He is asking the Boards approval to advertise for this project.

Mr. Wood stated that this is a state-mandated project, and we are required to spend money to do these kinds of projects.

On motion of Ms. Manion, seconded by Ms. Herring, the motion carried 4 – 0.

**Public Works Building Fit-Out – Engineering Proposal**

Mr. Tomko stated that they are doing modifications to the building that used to house our salt for winter road maintenance, we are moving forward with engineering to fit out this space for our Parks Department which will be growing, in 2024 with the new building coming, along with additional employees we have requested. This proposal was prepared by Pennoni to do some design development, construction documents as well as handle the construction phase. Right now, the total is \$12,500 for completion of the services. He is asking the Board for approval for Pennoni’s scope of work.

On motion of Ms. Manion, seconded by Ms. Herring, the motion carried 4 – 0.

**Community Recreation Center – Flooring & Gym Sports Equipment Proposal**

Mr. Tomko stated during the process for the building discussion was held that were going to engage directly with vendors for certain items for the building, this includes the flooring in the building, gym flooring, multipurpose room as well as hallways and common areas, gym equipment that is attached to the building, i.e., basketball backboards, divider curtain as well as padding. To keep the project moving forward he is asking for the Boards approval to award the flooring and gym equipment as indicated in the proposal from All Sports Enterprises totaling \$392,200. (\$210, 420.00 for flooring & \$181,780.00 for interior gym equipment).

On motion of Ms. Manion, seconded by Ms. Herring, the motion carried 4– 0.

**2024 – 2027 Copier Lease**

Mr. Wallace asked the Board for approval for the three-year lease with Altek Imaging Services. He had three companies solicit the Township for copier services, our current expired in November. He is requesting the Board approve Altek Imaging Services for the new contract.

On motion of Ms. Manion, seconded by Ms. Herring, the motion carried 4 – 0.

Township Manager

**Vehicle to Auction**

Ms. Mason stated that you have a request to send the 2012 Chevy 2500 Truck with, over 102,000 miles to auction.

On motion of Ms. Lyons, seconded by Ms. Herring the motion carried 4 – 0

Supervisors

Ms. Herring – Stated that Ms. Manion has been a pleasure and inspiration to work with her over the last six years she is always thinking of the Township.

Ms. Herring mentioned that for the Board of Supervisors Reorganization Meeting we have a couple of newly elected officials there is a supervisor and an auditor, she feels it would be nice to move the meeting to 6:00pm to allow for family and friends to attend. She inquired if this is something everybody would be agreeable to.

On motion of Ms. Herring, seconded by Ms. Lyons, the meeting time for the Board of Supervisors Reorganization Meeting was changed from 5:00PM to 6:00PM on January 2, 2024. The motion carried 4 – 0.

Mr. Wood – Stated that he and Ms. Manion have not always seen eye to eye on certain things, but he has the utmost respect for her when push comes to shove it's for the best for the Township not for some ideological win. We can work together to find a way that works for us but more importantly it works for the Township, he appreciates her work.

Mr. Wood stated that in their Executive Session they met with Mr. Michael Giegerich who was interested in joining our Public Water and Sewer Advisory Board. He made a motion to appoint him to the PWSAB.

On motion of Mr. Wood, seconded by Ms. Herring the motion carried 4 – 0.

Mr. Wood stated that he has nothing significant to report on the Bike/Hike Committee, projects continue to move along.

Lastly, at the end of the year he would like to take time to recognize all the staff and volunteers for everything they do for the Township. Some are visible and can be seen every day. Like the Police are out there protecting us, there are a lot of subtle things around the Township, potholes get filled in, bushes get trimmed these things our staff are doing to keep the Township in good condition. There are countless unseen hours in the Township Building Office, making things run, the Supervisors are the faces of the Township, but we cannot run this Township without our staff and volunteers who spend countless hours, the Community Center is a great example of tireless dedication. The Telecommunications Advisory Board, PWSAB, could go on and on listing everything. Looking forward to working with everyone next year.

Ms. Lyons – Stated that she attended the Santa in the Park Event December 9<sup>th</sup>, it was so much fun. She read a note from Blythe Kelly, Chairman of the Park & Recreation Board – she wanted to thank everybody very much for making our Santa event a huge success, your time and efforts are much appreciated. We went through 380 cups of Hot Chocolate, 400 cookies, and 220 candy canes. Ms. Kelly was informed by Mr. Baldassare that the EAC made 60 bird feeders. She is certain the awesome weather and new signage in the park, increased social media accounted for the increase in attendance. Although she offered Mr. & Mrs. Claus a ride home, they decided to walk up Wells Rd. for the shock factor of passing cars, a neighbor captured a picture of Mr. & Mrs. Claus walking up Wells Rd.

### **UNFINISHED BUSINESS**

#### **Public Hearing – Continued from November 21, 2023**

#### **Amending the Provisions of Chapter 175, Article XVII, LI Limited Industrial District Additional Permitted Use**

Ms. Lyons stated that this hearing has been continued from the November 21, 2023 Board meeting and sent to the Planning Commission for further review.

Mr. Garton stated that she is correct, the Township Planning Commission has recommended that the Board proceed with approving the ordinance as it has been amended. Ms. McGowan is

here to give you a brief overview of the changes that have been made, making it a better ordinance and a little more restrictive.

Ms. McGowan stated that she is providing an update on the continuation of the hearing of last month. They appeared before and presented the Planning Commission last evening on the update. The tweaks to the ordinance include some definitional updates, most notable being walkability, one of the critical elements to this ordinance, we have provided some additional definition, confirmed of some of the language, some clarification points that were raised in the technical review Bucks County Planning Commission, this covers the minor modifications made to the ordinance. Secondly, she noted that after conversation at the hearing, they engaged with Doylestown Borough. The Borough has a vested interest in the Broad Street Corridor as it is impacted by this Township Ordinance. There is a Borough component attached to the property at 280, the .08 acre that fronts Broad Street. They discussed the ordinance and the future use and disposition of the Borough portion; the result of the discussions is quite positive. We have a proposed dog park fronting on Broad St. usable by not only by these residents but also to the public, we are hopeful that this addition will not only mitigate impact on Doylestown Borough but will also be an asset to the community. As Mr. Garton noted, the Township Planning Commission passed along a positive recommendation last evening and we would ask the Board to move it along.

Mr. Garton stated that if the Board were inclined to proceed you would approve the ordinance as it was presented to the Doylestown Planning Commission last night.

Ms. Lyons inquired if anyone from the Borough wished to comment. Mr. Ellinger, Assistant Borough Manager and Director of Planning and Zoning was in attendance from Doylestown Borough. He thanked the Board for the opportunity to collaborate.

On motion of Ms. Manion, seconded by Ms. Herring, the motion carried 4 – 0.

### **NEW BUSINESS**

#### **2024 Doylestown Township Final Budget**

Ms. Mason stated that much time was spent by the Board from spring to fall going over the 2024 Budget working with the Finance Committee, our Finance Department, Budget Analyst and Township staff. She pointed out that it is a balanced budget, there is a slight tax increase, Community Recreation Center & Park Improvements, Trails Construction, roads, Stormwater Mitigation. Strong reserves to continue to provide the necessary services to the Township. The Budget in Brief will be available in the E-News on Friday. She wanted to thank the Board, Finance Committee & Township Staff for bringing forth the 2024 Budget.

Ms. Lyons commented that the Budget in Brief is quite interesting to read, she encouraged everyone to look. She called for a motion to approve the 2024 Budget.

On motion of Ms. Herring, seconded by Ms. Manion the motion carried 4 – 0



Fixing Tax Rate for Fiscal Year Ending December 31, 2024

On approval of the 2024 Budget Ms. Lyons asked if there was a motion to approve the 2024 Tax Millage Rate?

On motion of Mr. Wood, seconded by Ms. Herring the motion carried 4 – 0.

2024 DTMA Budget – Acknowledge Receipt

Ms. Lyons stated that the Board of Supervisors acknowledge receipt of the 2024 DTMA Budget.

Township Manager’s Employment Contract – 2024 – 2025

Ms. Lyons stated that the Board spoke about the contract in Executive Session. The motion to approve Ms. Mason’s contract as discussed for another two years.

On motion of Ms. Lyons, seconded by Ms. Manion the motion carried 4 – 0.

Pebble Ridge Woodridge Sewer Project – Loan Close Out

Ms. Mason stated that tomorrow we will close out the loan for the Pebble Ridge Woodridge Sewer Project and transfer it to BCWSA. The signing will be electronic tomorrow at 11AM. Ms. Lyons asked for a motion to approve Resolution #2552 authorizing her to sign the documents.

On motion of Mr. Wood, seconded by Ms. Herring the motion carried 4 – 0.

**Treasurers Report** – on motion of Ms. Manion, seconded by Ms. Herring the Treasurers Report for November 21, 2023 was approved 4 – 0.

**Bills List** – November 21, 2023 the Bills List in the amount of \$1,445,979.79 on motion of Ms. Manion, seconded by Ms. Herring was approved 4 – 0.

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  - 2. Legacy Bench Program
  - 3. Mural Print
- J. Civilian Response to Active Shooter Events (CRASE) – Free Training Contact [lstich@doylestownpa.org](mailto:lstich@doylestownpa.org) for more information.
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**Public Comment – All Items**

None

**ADJOURNMENT**

On motion of Ms. Manion, seconded by Ms. Herring the meeting adjourned at 8:06PM, motion carried 4 - 0

Respectfully submitted,



Stephanie J. Mason  
Secretary