



Board of Supervisors

REORGANIZATION Meeting

~ Minutes ~

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

Tuesday, January 2, 2024

Community Meeting Room

Board Members in attendance: Barbara N. Lyons; Jennifer V. Herring; Nancy Santacecilia; Dan Wood; Judy Dixon.

Township Staff in attendance: Stephanie J. Mason, Township Manager; Dave Tomko, Director of Operations; Andrea Susten, Assistant Township Manager; Chief Dean Logan; and Sean Torpey, Township Engineer.

6:00 PM PUBLIC MEETING

Swearing in Ceremony

Ms. Lyons welcomed The Honorable Judge Jordan Yeager to officiate the swearing in Jennifer V. Herring, Township Supervisor; Judy Dixon, Township Supervisor and Denise Glick, Township Auditor.

Pledge to the flag

Public Comment Agenda Items Only

None

Announcements:

1. The Board of Auditors will hold their Reorganization Meeting on Wednesday, January 3, 2024 at 10:00 AM.
2. The next regular meeting of the Board of Supervisors will be held on Tuesday, January 16, 2024 at 7:00 PM.
3. The Township Administrative Offices will be closed on Monday, January 15, 2024 in observance of Martin Luther King Jr Day.
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. Please check our website www.doylestownpa.org for vacancies.
6. Keep up to date with Township News/Events – sign up for E-News at www.doylestownpa.org. E-News is sent out every Friday at 4:00PM.

II. REORGANIZATION

A. Organize the Board of Supervisors for 2024

Ms. Lyons stated that the next item on the agenda is the reorganization of this board, she asked Ms. Mason, Township Manager to serve as chairman.

Ms. Mason opened nominations for Chairman of the Board of Supervisors.

Ms. Lyons stated that it has been her honor to serve as a supervisor for the last 20 years and as Chairman for the last 15 years. She has had the unique and extraordinary opportunity to work

with Ms. Mason, she is the reason we have a well-run, well-respected Township. Her knowledge and knowing where to find information, her knowledge of the law, facts and details, all issues and concerns of the residents, the people she works with. She knows the next Chairman will value the relationship.

Ms. Lyons nominated Ms. Jennifer Herring as Chairman of the Board of Supervisors for 2023, seconded by Mr. Wood, being no other nominations, the motion carried unanimously 5 – 0.

Ms. Herring stated that with gratitude and sense of duty she accepts the role of chairman with steadfast commitment to our beautiful community, she thanked her fellow board members for their trust in her ability to lead as they embark on a journey amplify the strengths of our diverse voices and build an inclusive, united community. Transparency, accountability, and open communication will continue to be pillars of our governance ensuring the decisions reflect the best interests of our residents. Dedication, collaboration, and the support of the community will shape a future that honors the past while embracing the future.

Ms. Herring opened nominations for Vice Chairman. She then stated that over the course of the last 15 years, Barbara Lyons has been integral in the Township's progress, her steadfast leadership has played a crucial role in steering us towards success. Her dedications to the prosperity of our Township and residents goes above and beyond the call of duty, serving hot dogs at events, passionately celebrating our Township's Bicentennial, or aiding those affected by storms, her commitment is unwavering, going the extra mile making a difference to the lives of our residents. With great convictions she enthusiastically nominated Barbara Lyons for the position of Vice Chairman. Mr. Wood seconded the nomination.

Ms. Santacecilia nominated Mr. Wood, we talk a lot about succession, no doubt Ms. Lyons has had a lot on her shoulders to move the Township forward. Thinking of the youth and what Mr. Wood could represent growing up here and knowledge of the Township. Ms. Herring would be a mentor. She nominated Dan Wood for Vice Chairman. Mr. Wood declined the nomination, due to the time commitment.

On motion of Ms. Herring, seconded by Mr. Wood the nomination of Ms. Lyons for Vice Chairman carried 5 – 0.

Ms. Herring stated that the Director of Public Safety is a position the usually follows the Chairman position and asked for nominations.

Ms. Lyons nominated herself, she has worked closely with the Chief and the department in the command for several years readying the command for a transition in 2024 for the Chief's successor, she would like to see that through if she may. There was no second to the motion.

Mr. Wood nominated Ms. Herring for Director of Public Safety, seconded by Ms. Santacecilia the motion carried 5 – 0.

B. Approval of Minutes – December 19, 2023. On motion of Ms. Lyons, seconded by Ms. Dixon, the minutes were approved 4 – 1, with Ms. Santacecilia abstaining.

C. Proposed Guidelines for Supervisors, Public Meetings, and Chairperson: 2024

Ms. Lyons made the motion to amend the wording under Section III Protocol, item a. to read: 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 to other administrative staff or the professional support staff. The motion was seconded by Mr. Wood the motion carried 5 - 0

Ms. Lyons made the motion for the remainder of Proposed Guidelines for Supervisors, Public Meetings, and the Chairperson for 2024 be adopted, seconded by Ms. Dixon the motion carried 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 2023 (Board of Supervisors Reorganization Meeting, January 3, 2023).

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 to other administrative staff or 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 Twp. Municipal Authority
 - Environmental Advisory Council

Finance Committee
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 2024

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.

Ms. Herring stated that since we do have a new Board member there may be some changes each board was addressed separately.

On motion of Ms. Lyons, seconded by Ms. Santacecilia items # 1, 2, 3, 6, 8, 10, 12, 14, 15, 16 & 17 were approved 5 – 0.

2024

- | | |
|---|---|
| 1. Agricultural Security Advisory Board | <u>Dan Wood</u> - will remain as liaison |
| 2. Bike/Hike Committee | <u>Judy Dixon</u> - will replace Mr. Wood |
| 3. Capital Campaign Committee | <u>Judy Dixon</u> – will replace Mr. Wood |

4. Dog Park Advisory Committee

Ms. Herring & Ms. Santacecilia both expressed an interest in serving as liaison to the Dog Park Committee. Ms. Santacecilia withdrew her interest. On motion of Ms. Lyons, seconded by Mr. Wood – Ms. Herring was appointed as liaison to the Dog Park Committee the motion carried 5 – 0

Jennifer Herring – will replace Ms. Manion

5. Doylestown Township Municipal Authority

Ms. Lyons and Ms. Santacecilia both expressed an interest in serving as liaison to DTMA. On motion of Mr. Wood, seconded by Ms. Dixon – Barbara Lyons was appointed to serve As liaison to DTMA, the motion carried 4 – 1 with Ms. Santacecilia voting Nay.

Barbara Lyons – will remain as liaison

6. Environmental Advisory Council

Judy Dixon – will replace Ms. Herring

7. Finance Committee

Ms. Herring & Ms. Santacecilia both expressed an interest in serving as liaison to the Finance Committee. On motion of Ms. Lyons, seconded by Mr. Wood – Ms. Herring was appointed as liaison to the Finance Committee 4 – 1 with Ms. Santacecilia voting Nay.

Jennifer Herring – will remain liaison

8. Friends of Kids Castle

Mr. Wood – will replace Ms. Manion

9. Local Traffic Advisory Committee

Ms. Dixon & Ms. Santacecilia both expressed an interest in serving as liaison to the LTAC. On motion of Ms. Lyons, seconded by Mr. Wood – Judy Dixon was appointed as liaison to LTAC the motion carried 4 – 1 with Ms. Santacecilia voting Nay.

Judy Dixon – will replace Ms. Manion

10. Parks & Recreation Board

Ms. Lyons – will replace Ms. Manion

11. Pension Advisory Committee

Ms. Herring & Ms. Santacecilia both expressed an interest in serving as liaison to the PAC. On motion of Ms. Lyons, seconded by Mr. Wood – Ms. Herring was appointed as liaison To PAC the motion carried 4 – 1 with Ms. Santacecilia voting Nay.

Ms. Herring – will remain liaison

12. Personnel/Administration

Ms. Herring – will replace Ms. Lyons

13. Planning Commission

Mr. Wood & Ms. Santacecilia both expressed an interest in serving as liaison to the Planning Commission. On motion of Ms. Lyons, seconded by Ms. Dixon – Mr. Wood was appointed as liaison to the Planning Commission the motion carried 4 – 1 with Ms. Santacecilia voting Nay.

Mr. Wood – will replace Ms. Herring

14. Public Safety

Herring will be Director and Chair

Ms. Lyons – will remain as liaison, Ms.

15. Public Water & Sewer Advisory Board

Ms. Dixon – will replace Mr. Wood

16. Roads & Bridges

Mr. Wood – will remain liaison

17. Telecommunications Advisory Board

Ms. Lyons – will remain liaison

18. Veterans Advisory Committee

Ms. Lyons & Ms. Santacecilia both expressed an interest in serving as liaison to the VAC. On motion of Mr. Wood, seconded by Ms. Dixon Ms. Lyons was selected to be liaison to the Veterans Advisory Committee the motion carried 4 – 1 with Ms. Santacecilia voting nay.

Ms. Lyons – will replace Ms. Manion

E. Township Appointments – 2024

Ms. Herring stated that the Board will vote on Items # 1 – 15 and 17 – 20 and voting on #16 separately.

On motion of Ms. Lyons, seconded by Mr. Wood the motion to approve item #1 – 15 and 17 – 20 the motion carried 5 – 0.

Ms. Herring stated that for item #16 we have interest from Begley, Carlin & Mandio and Rudolph Clarke, their information is in your packet.

Ms. Dixon made the motion to contract Rudolph Clarke as Township Solicitor, they do a lot of municipal law, many local clients, they have a good reputation.

Ms. Lyons wanted to speak before a second was made. She stated that they seem like a good company, and they will hold the same rates as we currently are charged from Begley, Carlin & Mandio, committing to one year. She is interested in knowing what the Second, third and fourth year will look like in terms of fees and retainer required. She is interested in knowing how many meetings Mr. Clarke will be attending rather than another lawyer in the firm, what occasions this would occur. She is also looking for the hourly rates of the other lawyers not Mr. Clarke.

Mr. Clarke stated that he is the managing partner of Rudolph Clarke, he answered Ms. Lyons' questions. As to rates, when they are new to a municipality, they take the year to look at the old rate schedule to see if it works for the Township.

Sometimes they find the retainer is too high, and suggest reducing, sometimes the it is too low, and they make suggestions to do what is in the municipality's best interests.

Rates for years 2, 3 & 4 are entirely up to the Board, if they feel a rate is too low, they will suggest not demand an increase, it is collaborative with the elected officials. Mr. Clarke plans to attend all the meetings; they always send two attorneys to every meeting billing only for one. Rates will be the same for all attorneys as per the current arrangement with the solicitor. They would be happy to discuss a tiered rate for other attorneys.

Ms. Lyons thanked Mr. Clarke and stated that she will second the motion of Ms. Dixon, the motion carried 5 – 0.

Mr. Clarke joined the Board at the dais for the remainder of the meeting.

- | | |
|---|---------------------------|
| 1. Manager/Secretary/Treasurer/Zoning Officer | <u>Stephanie Mason</u> |
| 2. Police Chief | <u>Dean Logan</u> |
| 3. Police Lieutenant | <u>Charles Zeigler</u> |
| 4. Asst. Township Manager | <u>Andrea Susten</u> |
| 5. Code Enforcement Director / Deputy Zoning Officer/Emergency Management Coordinator | <u>Sinclair Salisbury</u> |
| 6. Executive Director, DTMA | <u>Keith Hass</u> |
| 7. Director of Operations | <u>Dave Tomko</u> |

8. Director of Parks & Recreation		<u>Karen A. Sweeney</u>
9. Finance Officer		<u>Kenneth Wallace</u>
10. Fire Marshal		<u>Fredrick Schea</u>
11. Parks Superintendent		<u>Chris Mason</u>
12. Roads Superintendent		<u>Paul Garr</u>
13. Water Superintendent		<u>Brent Eaton</u>
14. Open Records Officers	(Admin)	<u>Margaret M. Trageser</u>
	(Police)	<u>Lt. Charles Zeigler</u>
15. Tax Hearing Officer		<u>Stephanie J. Mason</u>
16. Solicitor		<u>2024</u> Michael P. Clarke Rudolph Clarke, LLC
17. Engineer		<u>2024</u> Sean R. Torpey, PE Pennoni Assoc. Inc
18. Planning Consultant		<u>2024</u> Judy Stern Goldstein, RLA, ASLA Gilmore Assoc.
19. Bike Hike Engineer		<u>2024</u> Chris Stanford, PE Baker Engineering
20. Traffic Engineer		<u>2024</u> Matthew Johnston, PE Pennoni Assoc. Inc

F. Appointments to Boards and Commissions for 2024

Ms. Herring suggests that the Board vote on Items #1 – 14, 16 & 17 pulling out the Vacancy Board.

Ms. Santacecilia inquired about the requirement for the Boards and Commission members to attend meetings.

Ms. Mason stated that we have the Boards and Commission Volunteer Handbook that was adopted by the Board of Supervisors, each volunteer receives a copy. In the handbook it does indicate that if they miss three meetings there could be questions, we communicate with the chairman, and they will talk to the member of the committee and discusses with them the reason. We work with the members since they are residents, wishing to volunteer in the community.

Ms. Herring called for a motion for the Board to approve as stated in the packet Items # 1 – 14 & 17. On motion of Mr. Wood, seconded by Ms. Dixon, the motion carried 5 – 0.

Item #5 EAC Chairman, James Baldassarre – on motion of Ms. Lyons, seconded by Ms. Santacecilia the motion carried 5 – 0.

Item #15 Vacancy Board – Ms. Herring stated that Tanya Casas, former member of the EAC and active member of our community, and Wallace Pattyson are interested. On motion of Ms. Lyons, seconded by Mr. Wood, Tanya Casas was appointed to the Vacancy Board the motion carried 5 – 0.

Item #17 – On motion of Ms. Lyons, seconded by Ms. Santacecilia Joe Volk was appointed to the Veterans Advisory Committee all current members were reappointed, the motion carried 5 – 0.

- | | | |
|-----|--|---|
| 1. | Arborist (1 yr. term) | Robert McMullin |
| 2. | Agriculture Security Area Advisory Council
(1 yr. term) | Jeffrey Fehr
Marge Kohl
<i>3 Appointments Needed</i> |
| 3. | Bike / Hike Committee (3 yr. term) | Larry Gage |
| 4. | Dog Park Advisory Committee (3 yr. term) | Donna Cawthorne |
| 5. | EAC/Shade Tree Commission (3 yr. term) | Curtis Sawyer
Anne Woodbury
Heidi Shiver
1 Appointment Needed |
| | Chairperson Appointment
See attached memo | James Baldassarre |
| 6. | Finance Committee | Eric Cornwell
2 Appointment Needed |
| 8. | Historical Architectural Review Board
(4 yr. term) | Nicholas Malloy
<i>2 Appointments Needed</i> |
| 9. | Local Traffic Advisory Committee
(3 yr. term) | Carol Shugars |
| 10. | Municipal Authority
(5 yr. term) | Robert Shaffer |
| 11. | Park and Recreation (5 yr. term) | Kellie McGowan |
| 12. | Pension Advisory Committee (3yr. term) | 1 Appointment Needed |
| | Non-Voting Members (1 yr. term) | Sinclair Salisbury
Bill Mokriski
Stephanie Mason
Ken Wallace |
| 13. | Public Water & Sewer Advisory Board
(3 yr. term) | Matt Oaks
Wallace Pattyson
Joe VanHouten |
| 14. | Telecommunications Advisory Board
(3 yr. term) | Edgar Ebenbach
1 Appointment Needed |
| 15. | Vacancy Board (1yr. term) | Tanya Casas |
| 16. | Veterans Advisory Board (1 yr. term) | Katherin Wirth-Torrente
Christopher Suessenguth
Megan McCuen
Nicholas Jasionis |

17. Zoning Hearing Board (3 yr. term)

Joe Volk

William Lahr III

G. Set 2024 Administrative Office Hours and Meeting Dates

On motion of Mr. Wood, seconded by Ms. Lyons the 2024 Administrative Office Hours and Meeting Dates were approved, the motion carried 5 – 0.

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

Board of Supervisors – meetings held at 7:00PM - 1/16, 2/20, 3/19, 4/2, 5/21, 6/18, 7/16, 8/20, 9/17, 10/15, 11/19, 12/17

Budget Work Sessions – meetings held at 5:00 PM - 4/2, 6/18, 9/17, 10/1 @ 5:00PM, 10/15

Agricultural Security Advisory Committee – scheduled as needed

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

Dog Park Advisory Committee – meetings held at 5:00pm – 1/8, 3/4, 5/6, 7/1, 8/26, 11/4

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

Finance Committee – meetings held at 7:00pm – 1/24, 4/24, 7/24, 10/23

Friends of Kids Castle Committee – scheduled as needed

Historical Architectural Review Board – scheduled as needed

Local Traffic Advisory Committee – scheduled as needed

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

Park & Recreation Board – meetings held at 5:30pm – 1/9, 2/13, 3/12, 4/9, 5/14, 6/11, 7/9, 9/10, 10/8, 11/12

Pension Advisory Committee – meetings held @ 4:30pm – 2/12, 3/11, 5/13, 6/10, 8/12, 9/9, 11/4

Planning Commission – meetings held @ 7:00PM – 1/22, 2/26, 3/25, 4/29, 5/28, 6/24, 7/22, 8/26, 9/23, 10/28, 11/25, 12/23

Public Water & Sewer Advisory Board – meetings held at 5:00pm – 1/18, 3/21, 5/16, 7/18, 9/19, 11/21

Telecommunications Advisory Board – meetings held at 5:00pm - 1/8, 2/12, 3/11, 4/8, 5/13, 6/10, 7/8, 8/12, 9/9, 10/7, 11/4, 12/9

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

On motion of Ms. Lyons, seconded by Mr. wood the Designation of Depository: Any Official Depository in the Commonwealth of Pennsylvania was approved, the motion carried 5 – 0.

I. Appoint Bucks County Tax Collection Committee Representatives

- Stephanie J. Mason - Representative
- Kenneth Wallace - Alternate
- Jennifer Herring - 2nd Alternate

On motion of Ms. Lyons, seconded by Mr. Wood the Board appointed representatives To the Bucks County Tax Collection Committee, the motion carried 5 – 0.

On motion of Ms. Lyons, seconded by Mr. Wood the Board approved Resolution #2559 regarding the appointments to the Buck County Tax Collection Committee, the motion carried 5 – 0.

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

On motion of Ms. Lyons, seconded by Mr. Wood, Judy Dixon was approved as Voting Delegate for the PSATS Convention, the motion carried 5 – 0.

- Barbara N. Lyons - Delegate
 - Jennifer Herring - Delegate
 - Nancy Santacecilia – Delegate
 - Judy Dixon – Delegate
 - Dan Wood – Delegate
 - Stephanie J. Mason – Delegate
- Voting Delegate
Judy Dixon

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

On motion of Ms. Lyons seconded by Mr. Wood the Board approved the list of Fire Police provided by Chief Logan, the motion carried 5 – 0.

- Stephen Kissinger (Chalfont)
- Neil Dossick (Chalfont)
- Nick Popchuk (Doylestown)
- Matt Howe (Doylestown)
- Barbarajean Wood (Doylestown)
- Gian Luiso (Doylestown)

L. Resolution – Amendment to Fee Schedule

On motion of Ms. Lyons, seconded by Mr. Wood, the Board approved the amendments to the Fee Schedule for 2024, Resolution # 2557, the motion carried 5 – 0.

M. Resolution – 2024 Compensation / Professional Services

On motion of Ms. Lyons, seconded by Mr. Wood, the Board approved the 2024 Compensation/Professional Services Resolution #2558, the motion carried 5 – 0.

N. Set Current IRS Mileage Rate - effective January 1, 2024

On motion of Mr. Wood, seconded by Ms. Dixon the Board approved the IRS Milage Rate of \$0.67 for 2024, the motion carried 5 – 0.

O. Designation of Official 2024 Township Holidays - Township Building Closed:

On motion of Ms. Lyons, seconded by Mr. Wood the Board approved the 2024 Township Holidays that the Township Building will be closed, the motion carried 5 – 0

Dr. Martin Luther King, Jr. Day	January 15 - Monday
President’s Day	February 19- Monday
Good Friday	March 29 – Friday
Primary Election Day	April 23 - Tuesday
Memorial Day	May 27 - Monday

Independence Day	July 4 - Thursday
Labor Day	September 2 - Monday
Columbus Day/Indigenous Peoples Day	October 14 - Monday
General Election Day	November 5 - Tuesday
Veterans' Day	November 11 - Monday
Thanksgiving	November 28 - Thursday
Day after Thanksgiving	November 29- Friday
Christmas	December 25 – Wednesday
New Year 2025	January 1 - Wednesday

P. Police Affairs Committee

On motion of Ms. Lyons, seconded by Ms. Santacecilia the motion carried 5 – 0.
2024

Director of Public Safety – Jennifer V. Herring
 Board Member – Barbara N. Lyons
 Board Member – Dan Wood

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

On motion of Ms. Lyons, seconded by Mr. Wood the Recommended Treasurers Bond in the amount of \$3 million, the motion carried 5 – 0.

III. **NEW BUSINESS**

DTMA Wells CW-5&7 Treatment System – Planning Module

Ms. Lyons stated that this is very exciting, the Planning Module approval is necessary for deadline application to Penn Vest, a low interest rate funding source for special projects sponsored by the DEP. Doylestown Township Municipal Authority is taking on a huge infiltration system to clear out PFAS from the water for our community.

On motion of Ms. Lyons, seconded by Ms. Dixon the Board approved the DTMA Wells CW-5&7 Treatment System Planning Module the motion carried 5 – 0.

IV. **Public Comment – All Items**

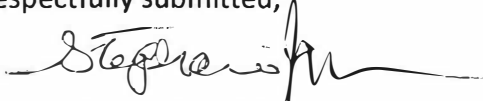
Mr. Steve White former Chief of Police Doylestown Township, wanted to acknowledge the leadership and dedication of Ms. Lyons as Chairman of the Board of Supervisors and Director of Public Safety. We would be remiss if the Police Department didn’t acknowledge the leadership, friendship, and guidance she has given all of us.

Sen. Steve Santaserio wanted to thank Ms. Lyons for what she has done for this Township over the years. He congratulated Ms. Herring on her reelection and election to Chairman, it is an important responsibility, he looks forward to working together. He also congratulated Ms. Dixon. He congratulated everyone and thanked them for their service, his office is ready and looking forward to working Doylestown Township and Ms. Mason in the future. Happy New Year.

V. **ADJOURNMENT**

Being no further business, the meeting adjourned at 6:47pm.

Respectfully submitted,



Stephanie J. Mason
Secretary