



# Board of Supervisors

## Reorganization

### ~ Minutes ~

425 Wells Road  
Doylestown, PA 18901  
<http://doylestownpa.org/>

Stephanie Mason  
215-348-9915

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Tuesday, January 3, 2012

10:00 AM

Public Meeting Room

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#### I. 10:00 AM Public

##### A. Swearing in Ceremony

The Honorable District Justice Mark D. Douple swore in newly elected Board of Supervisors...

***Richard P. Colello***

***Ryan Manion***

***Shawn Touhill***

The Honorable Mark D. Douple then swore in newly elected Township Auditor; ***W. Rodney Stone***

Mrs. Lyons welcomed all newly elected officials and indicated she looks forward in working with them.

##### B. Pledge to the flag

##### C. Visitors/Public Comment

None

##### D. **Announcements:**

1. The Board of Auditors will hold their Reorganization Meeting on Wed., Jan. 4, 2012 at 7:00 PM
2. The next meeting of the Board of Supervisors will be held on Tues., Jan. 17, 2012 at 7:00 PM
3. The Township Administration Building will be closed Mon., Jan. 16, 2012, due to Martin Luther King's Birthday. CB Cares MLK Day of Service beginning 9:00 a.m. First Baptist Church – 311 W. State Street, Doylestown
4. Christmas Tree Drop-Off - Trees can be dropped off behind the Township Building anytime between Dec. 26th – Feb. 15th

##### E. Correspondence

Ms. Mason reported the Township office is in receipt of letters received from the Board regarding choices in healthcare.

#### II. REORGANIZATION

##### A. Organize the Board of Supervisors for 2012

Acting Chairman and Secretary, Mr. Jeffrey P. Garton called the question for nominations of Chairman to the Doylestown Township Board of Supervisors .

Mr. Scarborough made a MOTION; seconded by Mr. Colello to nominate Mrs. Barbara N. Lyons as

Chairman.

Mrs. Barbara N. Lyons was elected Chairman of the Doylestown Township Board of Supervisors by a vote of 5 to 0.

Mrs. Lyons thanked the Board and welcomed the new Supervisors.

Mrs. Lyons called the question for nominations of Vice Chairman to the Doylestown Township Board of Supervisors.

Mr. Colello made a MOTION; seconded by Mr. Touhill to nominate Mr. E. Thomas Scarborough as Vice Chairman.

Mr. E. Thomas Scarborough was elected Vice Chairman to the Doylestown Township Board of Supervisors by a vote of 5 to 0.

Mr. Scarborough thanked the Board for their support and looks forward in working with them.

Mrs. Lyons called the question for nominations of Director of Public Safety for Doylestown Township.

Mr. Colello made a MOTION; seconded by Mr. Scarborough to nominate Mr. Barbara N. Lyons as Director of Public Safety.

Mrs. Barbara N. Lyons was elected as Director of Public Safety to Doylestown Township by a vote of 5 to 0.

B. Approval of minutes - December 13, 2011 & December 20, 2011

Mr. Scarborough made a MOTION; seconded by Mr. Colello the December 13, 2011 Doylestown Township Board of Supervisors Special meeting minutes be approved.

MOTION was ADOPTED 3 to 2, with Ms. Manion and Mr. Touhill abstaining.

Mr. Scarborough made a MOTION; seconded by Mr. Colello the December 20, 2011 Doylestown Township Board of Supervisors Regular meeting minutes be approved.

MOTION was ADOPTED 3 to 2, with Ms. Manion and Mr. Touhill abstaining.

C. Proposed Guidelines for Supervisors, Public Meetings, and Chairperson: 2012

Mr. Scarborough made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors adopt and carry out the Proposed Guidelines for Supervisors, Public Meeting and Chairpersons for 2012 in accordance with 65 Pa.C.S.A., Section 701, et seq. known as the Sunshine Act and Robert's Rules of Order providing preliminary procedures for the conduct of meetings.

**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 requires 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 requires 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. 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, Environmental Advisory Council, Inter-municipal Liaison, Municipal Authority, Open Space/Farmland Preservation Board, Parks and Recreation , Personnel, and

Administration, Planning Commission, Public Safety, Public Water & Sewer Advisory Committee, Roads and Bridges, CB Regional Aging Task Force, 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:**

I. 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.

MOTION was ADOPTED 5 to 0.

D. Designate Board's areas of responsibility for 2012

Mr. Scarborough made a MOTION; seconded by Mr. Colello the designated Board of Supervisors serve as liaison to the following Township Boards, Commissions or Committees as a representative of the Doylestown Township Board of Supervisors and as a voice for the B/C/C before the Board of Supervisors.

Agricultural Security Advisory Board	-	<b>Mr. Shawn Touhill</b>
Bike/Hike Committee	-	<b>Mr. Shawn Touhill</b>
Environmental Advisory Committee	-	<b>Mr. E. Thomas Scarborough</b>
Municipal Authority	-	<b>Mr. Richard F. Colello</b>
Open Space / Farmland Preservation Board	-	<b>Mrs. Barbara N. Lyons</b>
Parks & Recreation	-	<b>Mr. Shawn Touhill</b>
Personnel/ Administration	-	<b>Mrs. Barbara N. Lyons</b>
Planning Commission	-	<b>Mr. Richard F. Colello</b>
Public Safety	-	<b>Mrs. Barbara N. Lyons</b>
Pubic Water & Sewer Advisory	-	<b>Mr. Richard F. Colello</b>
Roads & Bridges	-	<b>Mrs. Ryan Manion</b>
CB Regional Task Force on Aging	-	<b>Mrs. Barbara N. Lyons</b>
Telecommunications Advisory Board	-	<b>Mr. E. Thomas Scarborough</b>
Traffic Advisory Committee	-	<b>Mrs. Ryan Manion</b>
Ways & Means Committee	-	<b>Mrs. Barbara N. Lyons</b>

MOTION was ADOPTED 5 to 0.

E. Township Appointments – 2012

Mr. Scarborough made a MOTION; seconded by Mr. Colello the designated Township staff members be appointed in the following position for Doylestown Township.

Code Enforcement Director / Assistant Zoning Officer	-	<b>Sinclair Salisbury</b>
Director of Operations	-	<b>Richard E. John</b>
Director of Parks & Recreation	-	<b>Karen A. Sweeney</b>
Finance Officer	-	<b>Kenneth Wallace</b>
Fire Marshall	-	<b>Fredrick Schea</b>
Parks Superintendent	-	<b>Dietrich Froehlich</b>
Roads Superintendent	-	<b>Paul Garr</b>
Tax Hearing Officer	-	<b>Stephanie J. Mason</b>
Township Emergency Mgmt Coordinator	-	<b>Sinclair Salisbury</b>
Township Engineer & Summerson	-	<b>Mario Canales, P.E. of Pickering, Corts</b>
Township Manager	-	<b>Stephanie J. Mason</b>
Assistant Township Manager	-	<b>Sandra Zadell</b>
Township Planning Consultant James	-	<b>Judy Stern Goldstein of Boucher &amp;</b>
Township Police Chief	-	<b>Stephen J. White</b>
Township Police Lieutenant	-	<b>Dean Logan</b>
Township Secretary	-	<b>Stephanie J. Mason</b>
Township Solicitor	-	<b>Jeffrey P. Garton</b>

Township Traffic Engineer	-	<b>Philip Wursta</b> of Pennoni & Associates
Township Treasurer	-	<b>Stephanie J. Mason</b>
Township Zoning Officer	-	<b>Stephanie J. Mason</b>
Township Open Records Officer	-	<b>Jacqueline M. Rowand</b> (Administration) <b>Lieutenant Dean Logan</b> (Police)
Water Superintendent	-	<b>Scott Miele</b>

MOTION was ADOPTED 5 to 0.

F. Appointments to Boards and Commissions for 2012

Mrs. Lyons noted the following Boards or Commissions have appointments currently vacant.

Agriculture Security Area Advisory Council (1 year term)	-	<b>1 Appointment Needed</b> Dr. Joshua Feldstein Jeffrey Fehr Jordon Yeager
Bike & Hike Committee (3 year term) 2 - 2year Appointments 2 -3 year Appointments Per Resolution No. 1572	-	Judy Hendrixson Thomas Kelso Clorece Kulp Amy E. Mazzanti
CB Regional Task Force for Aging ( 1 year term)	-	<b>2 Appointments Needed</b> Roland Bender Ernie Gash William Lloyd Alice Vernon
Environmental Advisory Council (1 year term)  Ornithologist	-	<b>Botanist Appointment Needed</b> Raymond Hendricks;
EAC / Shade Tree Commission ( 3 year term)	-	<b>2 Appointments Needed</b> Kellie McGowan Donald Richardson
Historic Architectural Review Board (4 year term) Inspector	-	Sinclair Salisbury; Building  Nicholas Malloy; RE
Municipal Authority (5 year term)	-	Edward Harvey Frank LaRosa
Open Space & Farmland Preservation Board (3 year term) Representative from Agriculture Security  Commission Representative  Representative  Representative	-	Dr. Joshua Feldstein;  Thomas Kelso; Planning  Donald Richardson; EAC  Jeffrey Fehr; EAC
Park & Recreation Board (5 year term)	-	<b>1 Appointment Needed</b>

- Doylestown Community Performing Arts Council  
(3 year term)  
Manager / Designee (1 year term) - **3 Appointments Needed**  
Karen Sweeney; Township
- Public Water & Sewer Advisory Committee (1 year term) - **2 Appointments Needed**  
Gary Munkelt  
Joe Krumenacker  
Genevieve Querin  
Wallace Pattyson  
Joseph Van Houten  
Dave Williams  
Bill Lloyd; EAC Representative  
Ed Harvey; DTMA  
Representative
- Telecommunications Advisory Board (1 year term) - Kurt Krause  
Edgar Ebenbach  
Joe Salvati
- Traffic Advisory Committee (3 year term) - **1 Appointment Needed**  
Joseph O'Malley (VD#3)  
Doug Rowe (VD#5)  
Mark Shiner (VD#3)
- Vacancy Board (1 year term) - Emil Kiss, Jr.
- Ways & Means Committee (3 year term) - Edward Denton  
Edgar Ebenbach
- Zoning Hearing Board (3 year term) - William Lahr, III
- Township Arborist  
Tree Experts - Robert McMullin of Keystone

Resident; Raymond Hendricks volunteered to become a Botanist for the Environmental Advisory Council.

Mr. Scarborough made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors approved rolling over Doylestown Township Boards and Commissions' member's 2012 term, which expired in 2011.

MOTION was ADOPTED 5 to 0.

Mr. Scarborough made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors appoint Mr. Raymond Hendricks as Botanist of the Environmental Advisory Council and serve a one year term beginning in 2012.

MOTION was ADOPTED 5 to 0.

Resident; Mr. Hendricks questioned who should he address any concerns as the Botanist of the EAC. Mrs. Lyons answered all inquires should be address through the Environmental Advisory Council (EAC).

G. Set 2012 Administrative Office Hours and Meeting Dates

Mrs. Lyons noted Administrative hours have been changed for 2012 to 8:30am to 5:00pm, Monday through Thursday and 8:30am to 4:30pm on Friday.

Mr. Scarborough made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors set the 2012 Administrative Office Hours and monthly meeting dates for Boards, Commissions and Committees as follows...

Agricultural Security Advisory Committee	-	Scheduled as needed
Board of Supervisors	-	1st and 3rd Tuesdays at 7:00pm
Bike and Hike Committee	-	3rd Tuesday at 8:00am
CB Regional Task Force for Aging	-	1st Friday at 9:00am
Doylestown Community Performing Arts	-	4th Wednesday at 5:30pm
Environmental Advisory Council	-	2nd Tuesday at 7:00pm
Historical Architectural Review Board	-	Scheduled at needed
Municipal Authority	-	3rd Thursday at 4:00pm
Open Space and Farmland Preservation Board	-	1st Monday at 7:00pm
Park & Recreation Board	-	2nd Tuesday at 5:30pm
Planning Commission	-	4th Monday at 7:00pm
Public Water & Sewer Advisory Committee	-	3rd Tuesday at 5:00pm
Telecommunications Advisory Board	-	1st Monday at 7:00pm
Traffic Advisory Committee	-	2nd Wednesday at 7:00pm
UCC Board of Appeals	-	Scheduled as needed
Vacancy Board	-	Scheduled as needed
Ways & Means Committee	-	4th Wednesday at 7:00pm
Zoning Hearing Board	-	3rd Monday and 4th Thursday at 7:00pm or by a specified advertisement

MOTION was ADOPTED 5 to 0.

Mrs. Lyons noted for the record, the addition of 2012 should be added to Administrative Hours and Meeting Dates.

#### H. Acceptance of Fire Police

Mr. Scarborough made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors appoint the following officers to the Doylestown Township Fire Company #1 as recommended by Police Chief Stephen J. White.

FP 19 Dennis D. Loux; Captain  
 FP 19-1 George Erb, 1st Lt  
 FP 19-2 Andrew McPherson; 2nd Lt  
 FP 19-3 Gian Luiso, Sgt  
 FP 19-4 Dennis Michener, Officer  
 FP 19-5 Samuel Cramer, Sr, Officer  
 FP 19-6 Mark Hamilton, Officer  
 FP 19-7 Nick Popchuk, Officer

MOTION was ADOPTED 5 to 0.

#### I. Designation of Depository: Any official depository in the Commonwealth of Pennsylvania

Mr. Scarborough made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors approve the Designation of Depository of any official depository in the Commonwealth of Pennsylvania.

MOTION was ADOPTED 5 to 0.

## J. Appoint Pension Committee:

Mr. Colello made a MOTION; seconded by Mr. Scarborough the Doylestown Township Board of Supervisors appoint the following members to the Pension Committee...

Uniformed Township Employee / Voting member	-	<b><i>Mark Wetmore</i></b>
Uniformed Township Employee / Voting member	-	<b><i>Joe Nerz</i></b>
Voting member	-	<b><i>Board of Supervisors</i></b>
Secretary / Non Voting member	-	<b><i>Stephanie J. Mason</i></b>

MOTION was ADOPTED 5 to 0.

## K. Certify delegates to State Annual Convention and establish one voting delegate

Mrs. Barbara N. Lyons nominated Mr. E. Thomas Scarborough the Doylestown Township Voting Delegate for the State Annual Convention.

MOTION was ADOPTED 5 to 0.

Mr. Scarborough made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors certify the following delegates for the State Annual Convention...

Barbara N. Lyons - Delegate  
Richard F. Colello - Delegate  
E. Thomas Scarborough - Delegate  
Ryan Manion - Delegate  
Shawn Touhill - Delegate  
Stephanie J. Mason - Delegate

MOTION was ADOPTED 5 to 0.

## L. Resolution # 1607 – Amendment to Fee Schedule

Mr. Scarborough made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors approve Resolution #1607 Amendment to the Fee Schedule revised on January 3, 2012.

MOTION was ADOPTED 5 to 0.

## M. Resolution #1608 – 2012 Compensation / Professional Services

Mr. Scarborough made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors approve Resolution #1608, 2012 Compensation for Professional Services including contracts for Chief of Police and Twp. Manager.

MOTION was ADOPTED 5 to 0.

## N. Set Current IRS Mileage Rate - effective January 1, 2012

Mr. Scarborough made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors approve setting the Current IRS Mileage Rate, effective January 1, 2012 to 55.5 cents per mile for business miles driven.

MOTION was ADOPTED 5 to 0.

## O. Designation of Official 2012 Township Holidays

Mr. Scarborough made a MOTION; seconded by Mr. Colello the Doylestown Township Board of

Supervisors designate the Official 2012 Township Holidays were the Administrative Offices will be closed.

Dr. Martin Luther King, Jr. Day     January 16, 2012

Presidents' Day                    February 20, 2021

Good Friday                        April 6, 2012

Primary Election Day            May 15, 2012

Memorial Day                     May 28, 2012

Independence Day                July 4, 2012

Labor Day                         September 3, 2012

Columbus Day                    October 8, 2012

General Election Day            November 6, 2012

Veteran's Day                    November 12, 2012

Thanksgiving                    November 22, 2012

Day After Thanksgiving        November 23, 2012

Christmas Day                    December 25, 2012

MOTION was ADOPTED 5 to 0.

**P. Police Affairs Committee**

Mrs. Lyons called the question for nominations to serve on the Police Affairs Committee. Mrs. Manion nominated herself.

Mrs. Lyons made a MOTION; seconded by Mr. Touhill the Doylestown Township Board of Supervisors appoint the following members to serve on the Police Affairs Committee.

Director of Public Safety -     *Barbara N. Lyons*  
 Board Member                   -     *E. Thomas Scarborough*  
 Board Member                   -     *Ryan Manion*

MOTION was ADOPTED 5 to 0.

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

Mr. Scarborough made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors recommends the Treasurer's Bond be set at \$3,000,000.00.

MOTION was ADOPTED 5 to 0.

**III. NEW BUSINESS**

**A. Michael Baker Jr., Inc. – Professional Engineering Services (Bicycle-Pedestrian and Trail)**

Mr. Scarborough made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors award Michael Baker Jr., Inc Professional Engineering services and accept their Billing Rates for 2012 with regards to design review and engineering services including bicycle/pedestrian trail related

issues.

MOTION was ADOPTED 5 to 0.

**B. 2012 Sounds of Summer – Performers Contracts**

Mrs. Lyons questioned how many performer contracts were received. Ms. Mason answered; the first contract received was by Beach Bumz for their August 1, 2012 concert. She added all contracts are forthcoming and the schedule reflects a tentative performance schedule.

Director of Parks & Recreation: Karen Sweeney confirmed upon receipt of each contract they will be executed immediately. She anticipates two external contract arriving shortly. Mrs. Lyons suggested each contract be approved as they arrive.

Mr. Touhill made a MOTION; seconded by Mrs. Manion the Doylestown Township Board of Supervisors approve the agreement between the Township and Beach Bumz Group to perform at the Sounds of Summer 2012 Concert Series on August 1, 2012.

MOTION was ADOPTED 5 to 0.

**C. Land Development Review Extension Request – The Pavilion at Furlong**

Mr. Scarborough made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors approve applicant; York and Swamp Associates' second request for a 90 day review extension, until April 20, 2012 for Land Development review as per the Pennsylvania Municipalities Planning Code.

MOTION was ADOPTED 5 to 0.

**IV. ANNOUNCEMENTS**

**V. ADJOURNMENT**

**VI. Call to Order**

Chairman Barbara N. Lyons: Present, Member Richard F. Colello: Present, Vice Chairman E. Thomas Scarborough: Present, Member Ryan Manion: Present, Member Shawn Touhill: Present, Chief Stephen White: Present, Township Engineer Mario Canales: Present, Township Manager Stephanie Mason: Present.