



Board of Supervisors

Reorganization

~ Minutes ~

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

Monday, January 6, 2014

4:00 PM

Public Meeting Room

I. 4:00 PM PUBLIC MEETING

Members of the Board of Supervisors in attendance included Chairman; Barbara N. Lyons, Supervisors; Richard F. Colello, Ken L. Snyder, Shawn Touhill and Ryan Manion.

Township Staff in attendance included Township Manager; Stephanie J. Mason, Director of Operations; Richard E. John, Township Solicitor; Jeffrey P. Garton, Chief of Police; A. Dean Logan and Township Engineer; Mario Canales.

A. Swearing In Ceremony

Board of Supervisor Member - Richard F. Colello

Honorable Judge Wallace H. Bateman, Jr administered the Oath of Office and sworn in newly re-elected Board of Supervisor member, Mr. Richard F. Colello as his wife, Marie Colello, looked on.

Board of Supervisor Member - Ken L. Snyder

Honorable Judge Wallace H. Bateman, Jr. Administered the Oath of Office and sworn in newly elected Board of Supervisor member, Mr. Ken L. Snyder as his wife, Cecile Balizet, looked on.

Auditor - Patricia A. Medd

Honorable Judge Wallace H. Bateman, Jr. Administered the Oath of Office and sworn in newly elected Auditor for Doylestown Township, Ms. Patricia A. Medd as her friend, Richard Meade, looked on.

Auditor - Stan H. Durey

Honorable Judge Wallace H. Bateman, Jr. Administered the Oath of Office and sworn in newly elected Auditor for Doylestown Township, Mr. Stan H. Durey as his daughter looked on.

Tax Collector - Sarah J. Tomlinson

Honorable Judge Wallace H. Bateman, Jr. Administered the Oath of Office and sworn in newly elected Tax Collector for Doylestown Township, Ms. Sarah J. Tomlinson as her family looked on.

Mrs. Lyons congratulated and welcomed all newly elected members to the Doylestown Township Government Office.

B. Pledge to the flag

C. Visitors/Public Comment

None

D. Announcements:

1. The Board of Auditors will hold their Reorganization Meeting on Tuesday, January 7, 2014, 7:00 pm at the Doylestown Township Municipal Building
2. The next meeting of the Board of Supervisors will be held on Tuesday, January 21, 2014 at 7:00 PM at Doylestown Township Municipal Building
3. The Township Administrative Offices will be closed on Monday, January 20, 2014 in honor of Martin Luther King's Birthday.
4. Christmas Tree Drop-Off - Trees can be dropped off at the New Britain Road entrance of Central Park anytime between December 26th – February 15th.
5. Jump Rope Workout for Kids & Adults – Sat. Jan. 18th – Starting at 7:30 AM at Kutz Elementary School. Contact the Admin. Office or our website for further information.

E. Correspondences - Pebble Ridge/ Wood Ridge Planning Module

Mrs. Lyons reported a Seminar on the changes in the Open Records Law will be held on Friday, January 17, 2014 from 9:30am until 11:30am at the Plumstead Township Building. The event will be hosted by State Representative; Marguerite Quinn and the Executive Director of Pennsylvania Office of Open Records, Terry Mutchler. All Supervisors are encouraged to attend to learn the changes of the law.

Pebble Ridge / Wood Ridge Planning Module

Ms. Mason reported Doylestown Township received approval for the 3M Planning Module as per the Department of Environmental Protection (DEP) December 16, 2013 letter regarding the Pebble Ridge / Wood Ridge community. She advised the Board of Supervisors that there will be several steps in the process. Ms. Mason then reminded the township is currently under a 30 day appeal process. All information has been posted on www.doylestownpa.org.

II. REORGANIZATION

A. Organize the Board of Supervisors for 2014

Mrs. Lyons stepped down as Chairman and made a MOTION; seconded by Ms. Manion to appoint Jeffrey P. Garton as Acting Chairperson and Secretary to proceed with the election of Chairman to the Doylestown Township Board of Supervisors.

As his first order of business, Acting Chairman; Jeffrey P. Garton solicited nominations for Chairman of Doylestown Township Board of Supervisors.

Mr. Colello made a MOTION; seconded by Ms. Manion nominating Mrs. Barbara N. Lyons as Chairman of Doylestown Township Board of Supervisors.

With no other nominations, Mr. Colello made a MOTION; seconded by Mr. Touhill to close nominations.

MOTION CARRIED 5 to 0.

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

Mrs. Lyons solicited nominations for Vice-Chairman of Doylestown Township Board of Supervisors.

Ms. Manion made a MOTION; seconded by Mr. Snyder nominating Mr. Richard F. Colello as Vice-Chairman of Doylestown Township Board of Supervisors.

Mr. Richard F. Colello was elected Vice-Chairman of Doylestown Township Board of Supervisors by a 5 to 0 vote.

Mrs. Lyons thanked the Board for their vote of confidence and is honored to serve as Chairman

Mr. Colello made a MOTION; seconded by Mr. Touhill nominating Mrs. Barbara N. Lyons as Director of Public Safety for Doylestown Township.

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

B. Approval of Minutes – December 17, 2013

Ms. Manion made a MOTION; seconded by Mr. Colello the December 17, 2013 Doylestown Township Board of Supervisors Regular meeting minutes be approved.

MOTION CARRIED 4 to 0 -1 with Mr. Snyder abstaining.

C. Proposed Guidelines for Supervisors, Public Meetings, and Chairperson: 2014

Mr. Touhill made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors approve the 2014 Proposed Guidelines for Supervisors, Public Meeting and Chairperson developed in accordance with 65 Pa.C.S.A., Section 701, et seq. known as the “Sunshine Act” and Robert’s Rules of Order (Roberts Rules, Revised, 10th Edition, Sect. 48) providing parliamentary procedure for the conduct of meetings. These Proposed Guidelines incorporate the Supervisors Guidelines approved for 2013 (Board of Supervisors Reorganization Meeting, (January 7, 2013).
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.

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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 Committee, Bike and Hike Committee, Central Bucks Regional Aging Task Force, Environmental Advisory Council, Inter-municipal Liaison , Municipal Authority, Open Space/Land Preservation, Parks and Recreation, Personnel and Administration, Planning Commission, Public Safety, Public Water & Sewer Advisory Committee, Roads and Bridges, Telecommunications Advisory Board, Traffic Advisory Committee, and 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

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 2014

Agricultural Security Advisory Board

Mrs. Lyons made a MOTION; seconded by Mr. Snyder to elected Mr. Shawn Touhill as Liaison to the Agricultural Security Advisory Board.

Mr. Touhill was elected Agricultural Security Advisory Board Liaison by a 5 to 0 vote.

Bike and Hike Committee

Mr. Touhill made a MOTION; seconded by Ms. Manion to nominate himself as liaison to the Bike and Hike Committee.

Mr. Touhill was elected Bike and Hike Committee Liaison by a 5 to 0 vote.

Central Bucks Regional Aging Task Force

Mrs. Lyons made a MOTION; seconded by Mr. Colello to nominate Mr. Ken L. Snyder as liaison to the CB Regional Aging Task Force.

Mr. Snyder was elected CB Regional Aging Task Force Liaison by a 5 to 0 vote.

Dog Park Advisory Committee

Mrs. Lyons made a MOTION; seconded by Mr. Touhill to nominate herself as liaison to the Dog Park Advisory Committee.

Mrs. Lyons was elected Dog Park Advisory Committee Liaison by a 5 to 0 vote.

Municipal Authority

Mr. Colello made a MOTION; seconded by Ms. Manion to nominate himself as liaison to the Municipal Authority.

Mr. Colello was elected Municipal Authority Liaison by a 5 to 0 vote.

Environmental Advisory Board

Mr. Colello made a MOTION; seconded by Ms. Manion to nominate Mr. Ken L. Snyder as liaison to the Environmental Advisory Council.

Mr. Snyder was elected Environmental Advisory Council Liaison by a 5 to 0 vote.

Friends of Kids Castle Committee

Mr. Colello made a MOTION; seconded by Mr. Touhill to nominate Ms. Ryan Manion as liaison to the Friends of Kids Castle Committee.

Ms. Manion was elected Friends of Kids Castle Committee Liaison by a 5 to 0 vote.

Open Space/Farmland Preservation

Ms. Manion made a MOTION; seconded by Mr. Snyder to nominate Mrs. Barbara N. Lyons as liaison to the Open Space/Farmland Preservation Board.

Mrs. Lyons was elected Open Space/Farmland Preservation Liaison by a 5 to 0 vote.

Parks & Recreation

Mr. Touhill made a MOTION; seconded by Mrs. Lyons to nominate himself as liaison to the Parks & Recreation Board.

Mr. Touhill was elected Parks & Recreation Board Liaison by a 5 to 0 vote.

Personnel/Administration

Mrs. Lyons was elected Personnel/Administration Board Liaison by a 5 to 0 vote.

Planning Commission

Mr. Colello made a MOTION; seconded by Mr. Snyder to nominate himself as liaison to the Planning Commission.

Mr. Colello was elected Planning Commission Liaison by a 5 to 0 vote.

Public Safety

Mr. Colello made a MOTION; seconded by Mr. Touhill to nominate Mrs. Barbara N. Lyons as liaison to the Public Safety Board.

Mrs. Lyons was elected Public Safety Board Liaison by a 5 to 0 vote.

Public Water & Sewer Advisory Council

Mr. Colello made a MOTION; seconded by Mr. Touhill to nominate himself as liaison to the Public Water & Sewer Advisory Council.

Mr. Colello was elected Public Water & Sewer Advisory Council Liaison by a 5 to 0 vote.

Roads & Bridges

Mr. Colello made a MOTION; seconded by Ms. Manion to nominate Mr. Ken L. Snyder as liaison to the Roads & Bridges Committee.

Mr. Snyder was elected Roads & Bridges Committee Liaison by a 5 to 0 vote.

Telecommunications Advisory Board

Mr. Colello made a MOTION; seconded by Ms. Manion to nominate Mr. Ken L. Snyder as liaison to the Telecommunications Advisory Board.

Mr. Snyder was elected Telecommunications Advisory Board Liaison by a 5 to 0 vote.

Traffic Advisory Committee

Mr. Colello made a MOTION; seconded by Mr. Touhill to nominate Ms. Ryan Manion as liaison to the Traffic Advisory Committee.

Ms. Manion was elected Traffic Advisory Committee Liaison by a 5 to 0 vote.

Ways & Means Committee

Ms. Manion made a MOTION; seconded by Mr. Colello to nominate herself as liaison to the Ways and Means Committee.

Ms. Manion was elected Ways and Means Committee Liaison by a 5 to 0 vote.

E. Township Appointments – 2014

Mr. Colello made a MOTION; seconded by Mr. Touhill the Doylestown Township Board of Supervisors approve the 2014 Township Appointments 1 through 23 as noted on item E of the agenda and maintained in 2013.

MOTION was ADOPTED 5 to 0.

F. Appointments to Boards and Commissions for 2014

Mr. Colello made a MOTION; seconded by Mr. Snyder the Doylestown Township Board of Supervisors approve the 2014 Appointments of Boards and Commissions 1 through 18 as noted on item F of the agenda.

MOTION was ADOPTED 5 to 0.

G. Set 2014 Administrative Office Hours and Meeting Dates

Mr. Colello made a MOTION; seconded by Mr. Snyder the Doylestown Township Board of Supervisors approve and set the 2014 Administrative Office Hours and Meetings Dates as presented in a memo from Assistant Manager Sandra Zadell dated December 27, 2013 to have office hours designated to 8:30am to 4:30pm, Monday through Friday.

MOTION was ADOPTED

H. Acceptance of Fire Police

Mr. Colello made a MOTION; seconded by Mr. Snyder the Doylestown Township Board of Supervisors appoint the following 2014 Fire Police Officers from Doylestown Fire Company #1 as recommended on Police Chief A. Dean Logan's December 30, 2013 memo.

Captain; FP 19, Dennis D. Loux, Sr.
1st Lieutenant; FP 19-1, George Erb
2nd Lieutenant; FP 19-2, Andrew McPherson
Sergeant; FP 19-3, Gian Luiso
Officer; FP 19-4, Nick Popchuk
Officer; FP 19-5, Peter Mills

MOTION was ADOPTED 5 to 0.

I. Designation of Depository

Mr. Colello made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisor approve any Depository in the Commonwealth of Pennsylvania.

J. Appoint Pension Committee

Ms. Manion made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors appoint Mark Wetmore as Uniformed Voting member to the Pension Committee.

MOTION was ADOPTED 5 to 0.

Mr. Touhill made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors appoint Director of Code Enforcement; Sinclair Salisbury as the Non-Uniform Voting member to the Pension Committee.

MOTION was ADOPTED 5 to 0.

K. Appoint TCC Representatives

Mrs. Lyons made a MOTION; seconded by Mr. Touhill to elect herself as 2nd Alternate to the Bucks County Tax Collection for the Earned Income Tax Committee (TCC).

Mrs. Lyons was appointed 2nd Alternation to the Bucks County Tax Collection for Earned Income Tax Committee (TCC) by a 5 to 0 vote.

Mr. Colello made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors

appoint Township Manager; Stephanie J. Mason as Representative and Director of Finance; Kenneth Wallace as Alternate to the Bucks County Tax Collection for Earned Income Tax Committee (TCC).

MOTION was ADOPTED 5 to 0.

- L. Certify delegates to State Annual Convention and establish one voting delegate

Ms. Manion made a MOTION; seconded by Mr. Snyder to have the Board of Supervisors members and Township Manager and elect Mr. Richard F. Colello as Voting Delegate to represent Doylestown Township at the State Annual Convention.

Mr. Colello was elected Voting Delegate for the State Annual Convention by a 5 to 0 vote.

- M. Resolution # 1747 – Amendment to Fee Schedule

Mr. Colello made a MOTION; seconded by Mr. Touhill the Doylestown Township Board of Supervisors approve the Amendment to the 2014 Fee Schedule to include Resolution #1747, revised on January 6, 2014.

MOTION was ADOPTED 5 to 0.

- N. Resolution #1746 – 2014 Compensation / Professional Services

Mr. Colello made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors approve Resolution #1746 - 2014 Compensation/ Professional Services as noted on Paragraph N of the agenda.

MOTION was ADOPTED 5 to 0.

Township Manager Contract

Mr. Colello made a MOTION; seconded by Mr. Touhill the Doylestown Township Board of Supervisors approve Employment Agreement between Doylestown Township and Stephanie J. Mason.

MOTION was ADOPTED 5 to 0.

- O. Set Current IRS Mileage Rate - effective January 1, 2014

Mr. Snyder made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors set the current IRS Mileage Rate at 0.56 cents per mile for business miles driven.

MOTION was ADOPTED 5 to 0.

- P. Designation of Official 2014 Township Holidays

Mrs. Lyons made a MOTION; seconded by Mr. Snyder the Doylestown Township Board of Supervisors approve the Designation of Official 2014 Township Holidays as noted in item P of the agenda.

MOTION was ADOPTED 5 to 0.

- Q. Police Affairs Committee

Mrs. Lyons made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors appoint Ms. Ryan Manion and Mr. Ken L. Snyder as Board Members to the Police Affair Committee along with the Director of Public Safety.

Ms. Manion and Mr. Snyder were elected Board Members to the Police Affair Committee along with the

Director of Public Safety by a 5 to 0 vote.

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

Ms. Manion made a MOTION; seconded by Mr. Snyder the Doylestown Township Board of Supervisors recommend the Treasurer's Bond be set at \$3,000,000.00.

MOTION was ADOPTED 5 to 0.

III. NEW BUSINESS

A. TD Bank Resolutions

Mr. Colello made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors approve the Municipal/ Governmental Unit Corporate Authorization Resolution to remove E. Thomas Scarborough, Jr from the TD Bank Accounts and authorizes all current Board members to sign.

MOTION was ADOPTED 5 to 0.

B. Request to Appoint Police Officer – Jared J. Courts

Police Chief Logan requested the Board consider appointing Officer Jared J. Courts to the Doylestown Township Police Department and place his swearing in as part of the January 21, 2014 Board of Supervisors Regular meeting agenda. Officer Courts background includes completing all phases of the testing process, currently married and residing in Sellersville with his wife Candace. He is a graduate of Central Bucks High School West and Montgomery County Community College Police Academy. Officer Courts was previously employed part-time with the Pennridge Regional, Dublin Borough and Solebury Township Police Departments.

Mrs. Lyons made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors appoint Officer Jared J. Courts, as a police officer with the Doylestown Township Police Department effective January 24, 2014 and place his swearing in as part of the January 21, 2014 Board of Supervisor Regular meeting agenda.

MOTION CARRIED 5 to 0.

IV. ANNOUNCEMENTS

1. The Board of Auditors will hold their Reorganization Meeting on Tuesday, January 7, 2014, 7:00 pm at the Doylestown Township Municipal Building
2. The next meeting of the Board of Supervisors will be held on Tuesday, January 21, 2014 at 7:00 PM at Doylestown Township Municipal Building
3. The Township Administrative Offices will be closed on Monday, January 20, 2014 in honor of Martin Luther King's Birthday.
4. Christmas Tree Drop-Off - Trees can be dropped off at the New Britain Road entrance of Central Park anytime between December 26th – February 15th.
5. Jump Rope Workout for Kids & Adults – Sat. Jan. 18th – Starting at 7:30 AM at Kutz Elementary School. Contact the Admin. Office or our website for further information.

V. ADJOURNMENT

The January 6, 2014 Doylestown Township Board of Supervisors Re-Organization Meeting was adjourned at 4:38pm.

Respectfully submitted by,

Stephanie J. Mason