



Board of Supervisors

Regular Meeting

425 Wells Road
Doylestown, PA 18901
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Twitter: @DoylestownTwp
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215-348-9915

~ Minutes ~

Tuesday, December 15, 2015

7:00 PM

Public Meeting Room

I. 7:00 PM REGULAR MEETING

Members of the Board of Supervisors in attendance included Chairman; Barbara N. Lyons, Vice Chairman; Richard F. Colello, Supervisors; 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. Pledge to the flag

The Board met in Executive Session, prior to the meeting to conduct an interview for a Board and Commission position.

On behalf of the Township, Mrs. Lyons expressed their condolences to the family of Steven H. Kim. Steven passed away unexpectedly on Saturday, December 12, 2015 at the age of 14. Mrs. Lyons stated it is the hope the family's pain passes in time and replaced by the memory and joy of his life.

B. Presentation – Sgt. Mark Wetmore – Retirement

In recognition of his retirement after 37 years of service, Mrs. Lyons presented Sergeant Mark Wetmore with a plaque and gift card on behalf of the township.

Chief Logan recognized all the past and present police staff in attendance and noted Sgt. Wetmore's outstanding achievement in giving back to the community. Sgt. Wetmore is a Doylestown resident who graduated from Central Bucks High School West and Indiana University of Pennsylvania. His police career began in March of 1978 as the 17th full time police officer to be hired by Doylestown Township. During Mark's tenure, 58 police officers began and ended their positions with Doylestown Township Police Department. Upon his official retirement on December 31, 2015, Sgt. Wetmore will have the second longest tenure at 37.8 years.

Chief Logan commemorated Sgt. Wetmore's retirement with a new coffee mug in replacement of one used throughout his career.

Former Police Chief Stephen White stated during his position as acting Chief of Police during 1976 to 1977, he wrote a highway safety grant where Sgt. Wetmore was the first police officer to be hired. He then described Mark's career as stunning and one of the hardest jobs in the police department. Mr. White then congratulated Sgt. Wetmore on his retirement and noted the respect he's gained with the large attendance of officers at tonight's meeting.

Chief Logan requested Board approval to appoint Monica Malatesta as an officer of the Doylestown Township Police Department with a swearing in ceremony at the January 4, 2016 Board of Supervisors Re-organizational meeting. Ms. Malatesta has met all testing requirements.

Mrs. Lyons made a MOTION; seconded by Mr. Snyder the Doylestown Township Board of Supervisor appoint Monica A. Malatesta as a member of the Doylestown Township Police Department and to conduct a formal swearing in ceremony at the January 4, 2016 Board of Supervisors Re-organizational meeting, as per the recommendation of Police Chief Logan.

MOTION CARRIED 5 to 0.

C. Visitors/Public Comments

No comments

II. ANNOUNCEMENTS

A. Doylestown Township Municipal Offices will be closed Friday, December 25, 2015 in observance of Christmas and Friday, January 1, 2016 in observance of New Year's Day.

B. The Board of Supervisors Reorganization meeting is scheduled for Monday, January 4, 2016 at 4:00 PM.

C. Doylestown Township Board of Auditors Reorganization meeting will be held on Tuesday, January 5, 2016, at 7:00 PM.

D. The next regularly scheduled meeting of the Board of Supervisors will be held on January 19, 2016 at 7:00 PM.

E. Great Gift Ideas! Movie Tickets, Ski Tickets, Benches, Commemorative Bricks, Segments of Trails, Kids Castle play pieces and Township Mural Print. Contact the Administration Office for more information.

F. Christmas Tree Drop-Off - Trees can be dropped off at the New Britain Road entrance of Central Park anytime between December 26th – February 14th

III. MINUTES APPROVAL – Regular Meeting - December 1, 2015

Mr. Snyder made a MOTION; seconded by Ms. Manion the December 1, 2015 Doylestown Township Board of Supervisors Regular meeting minutes be approved.

MOTION was ADOPTED 5 to 0.

IV. CORRESPONDENCES

V. REPORTS

A. Solicitor

No Report

B. Police Chief – Request Swearing in of New Officer on 1/4/16- See Presentations

C. Township Engineer

No Report

D. Manager

1. Cross Keys Land Use and Transportation Study

Ms. Mason reported on Bucks County Planning Commission December 3, 2015 presentation on the Cross Keys Land Use & Transportation Study. The presentation focused on three main goals as the appearance of the Cross Keys area, traffic flow and pedestrian, bicycle circulation. The committee will continue to report on their accomplishments in utilizing the Delaware Valley Regional Planning Commission (DVRPC) grant.

2. Sale of Showmobile

Ms. Mason reported on the December 11, 2015 memorandum indicating the attempt to sell Township's Showmobile with advertisement placed in the PSATS Township News was unsuccessful. Ms. Mason requested Board approval in placing another ad to see the showmobile and/or auctioning it through GovDeals.com.

Upon a brief discussion amongst the Board regarding options on placing the showmobile for sale, including contacting Doylestown Borough and Bucks County.

E. Supervisors - Building Renovation Update – K. Snyder

Mr. Snyder reported on the status of the Municipal Building renovations, where a second and third project team meetings were held on December 9th and 14th. During the meetings, the team discussed how to identify a process to efficiently and quickly move forward. Topics focused were site security and work flows. Work flows are identified as two components. The components were determined as vehicle and people access into the township building and releasing prisoners in a safe and secure way. The space requirements were also discussed and upon receiving and reviewing township manager's input, changes were successfully made. The team will continue to review all plans and remove any unnecessary items to ensure the building can accommodate future growth to remain productive and efficient.

The next team project meetings are scheduled for January 8th and 22nd of 2016. This will enable the team to return at the February 2, 2016 Board of Supervisors Regular meeting and provide a recommendation. Mrs. Lyons questioned what time are the team projects meetings held. Mr. Snyder responded; approximately 9:00a.m. A resident questioned if the meetings are open to the public. Mr. Snyder indicated yes.

Mr. Snyder reported the Environmental Advisory Committee (EAC) will conduct a survey on the Community Garden regarding land that was preserved along Lower State Road and Route 202 Parkway. The survey is to provide an account on the level of interest as it relates to parking, traffic and water.

Mr. Snyder made a MOTION; seconded by Mr. Touhill the Doylestown Township Board of Supervisors approving Ms. Anne Woodbury as a member of the Environmental Advisory Committee beginning in January of 2016.

MOTION CARRIED by a 5 to 0 vote.

Mr. Snyder reported Lee Schwarz will be resigning as Chairman of the Ways & Means Committee beginning in January and thanked him for his service.

Mr. Snyder made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors approving Mr. Robert Salanik and Mr. Joe Delikat as members of the Ways & Means Committee.

MOTION CARRIED by a 5 to 0 vote.

Mr. Touhill reported Lynn Bush and Dave Sebastian of the Bucks County Planning Commission held a presentation at the last Bike & Hike Committee meeting regarding the Cross Keys Land Use & Transportation Study. Mr. Touhill then thanked the Park & Recreation Board, Senior Task Force Committee and Bike & Hike Committee for the time and assistance.

Mr. Colello informed the reason for Lee Schwarz's resignation is due to his future move out of the township. Mrs. Lyons thanked Mr. Schwarz for his commitment and service.

Mrs. Lyons made a MOTION; seconded by Mr. Snyder the Doylestown Township Board of Supervisors approving Andrew Miller as a member of the Park & Recreation Board.

MOTION CARRIED by a 5 to 0 vote.

VI. NEW BUSINESS

A. Eagle Scout Proclamations – Troop 6 -Joshua Clardy Rushworth and Hunter McRee

Ms. Manion made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors award Boy Scout Troop 6 member; Joshua Clardy Rushworth the rank of Eagle Scout at the January 2, 2016 Court of Honor ceremony.

MOTION CARRIED 5 to 0.

Mr. Touhill made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors award Boy Scout Troop 6 member; Hunter McRee the rank of Eagle Scout at the January 2, 2016 Court of Honor ceremony.

MOTION CARRIED 5 to 0.

B. Doylestown Township Audit Proposals – 2015, 2016 & 2017

Ms. Manion made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors award the 2015, 2016 and 2017 Doylestown Township Audit bid to Major & Mastro, LLC in the amount of \$36,000 for 112 approximate hours to complete the Township Audits as a one year engagement, as per the recommendation of Finance Director; Ken Wallace.

MOTION was ADOPTED 5 to 0.

C. Thompson Agreement – Warehouse on Property

Mr. Garton reported during the Thompson Organization Land Development approval regarding the BMW dealerships, an existing warehouse that was part of the prior owner's facilities, which had a non-conforming setback that Thompson is currently maintaining. No construction is currently planned, however Thompson request to have the existing warehouse removed. Additionally, Thompson Organization request approval to maintain the setback be maintained for a period of ten years. Should not action be taken, the building will remain vacant and unattended.

Mr. Colello made a MOTION; seconded by Ms. Manion The Doylestown Township Board of Supervisors approve the agreement between John H. Thompson of Thompson Organization and the

Township to maintain the setback part of the prior owners facilities along Swamp Road and Campbell Avenue for a period of ten years.

MOTION was ADOPTED 5 to 0.

D. Traffic Advisory Committee Concerns

1. Discuss Proposed Revision to Resolution No. 1275

Traffic Advisory Council Chairman; Mark Shiner addressed the Board and explained the creation of the Committee in 2005 was originally devised of eight members as one per voting district. During most of 2015, the committee found it difficult to have a quorum due to attendance where only six members were able to attend on a regular basis. This effected operational issues with delayed responses, which should be acted upon in a quick fashion.

Mr. Shiner suggested to have the committee refocused in an educational role by posting videos on the Doylestown Township website and have traffic data needs be viewed closer for better presentation and education for residents. Another suggestion is to reduce the committee to three members by January of 2016. Currently, of the current six members, one will not be renewing their position and two requested to resign from their positions due to other committees.

Mrs. Lyons questioned who will be remaining members. Mr. Shiner answered; the three members will include himself, Doug Rowe and Carol Shugars.

Mr. Garton noted in order to make the changes requested by Mr. Shiner, a new resolution will need to be created to reduce the number of membership, deviate from the one per voting district requirement and adjust to township wide. The mission of the committee will be determined as part of a separate discussion.

The Doylestown Township Board of Supervisors agreed by consensus to approve Township Solicitor; Jeffrey P. Garton create a resolution revising the Traffic Advisory Committee configuration as reducing to three members and changing each member to township wide from one per voting district.

2. Resignation – Kevin Green

Mr. Snyder made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors accept Mr. Kevin Green's resignation as a member of the Traffic Advisory Committee.

MOTION CARRIED 5 to 0.

E. Zoning Hearing Board Application – Goodman Properties – 1661 Easton Road – Requesting a Variance and Other Relief

The Doylestown Township Board of Supervisor agreed by consensus to leave the matter of the Goodman Properties of 1661 Easton Road in Warrington request for a variance to have additional space added to the retail sign be forwarded to the Zoning Hearing Board.

F. Township Manager Employment Agreement January 1, 2016 – December 31, 2017

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

MOTION was ADOPTED 5 to 0.

G. 2016 DTMA Budget – Acknowledgment of Receipt

The Doylestown Township Board of Supervisors collectively acknowledges receipt of the Doylestown Township Municipal Authority (DTMA) 2016 Final Budget as submitted.

H. 2016 Doylestown Township Final Budget

Ms. Mason reported on the key takeaways of the Township's 2016 budget process were straight forward with Budget Work Sessions scheduled with the Ways & Means Committee beginning in the spring. This allowed the Board and staff to focus on 2016 budget matters and five years following. The process assisted in minimizing surprises in what can be expected in the future. The final review of the budget enabled the staff to lean out over \$135,000 + from the preliminary proposal to the final as presented. The township also was able to reach a four year contract with the police department and provide needs to the ambulance who serves the community. The biggest takeaway will be infrastructure improvements by increasing road repair from an average three miles to five miles per year. Most important, the road repairs will include the engineering for and eventual replacement of the Chapman Road Bridge.

The budget includes a slight tax increase for 1/2 millage specifically geared towards the road repairs. There is also a 1/8 of a millage tax increase for ambulance services.

The Doylestown Township 2016 Budget shows an overall revenue anticipated as \$12,776,396, using reserves of \$1,209,905, expenses as \$13,979,367. Anticipated this time next year will be a fund balance of \$4,437,406. The mills will go from 10.25 to 10.875 as a 0.625 increase. Since submitting the last reduced budget approved by the Board, additional adjustments have been made as the Special Police Services will remain at the budgeted amount with a savings of \$8,000 and cuts at \$131,900. The net result will be \$139,900 overall. The budget having funds for the HRA Cards should the Board choose to provide them. Ms. Mason presented supporting materials showcasing information regarding the HRA Cards with other municipalities.

On behalf of the Board, Mrs. Lyons thanked Mr. Snyder, Ms. Mason and the township staff on their hard work with preparing the budget.

Mrs. Lyons made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors adopt the HRA Cards line item to include as part of the 2016 Doylestown Township Final Budget.

MOTION was ADOPTED 5 to 0.

Mr. Colello commented on the memorandum and presentation was excellent and was very impressed.

Mrs. Lyons made a MOTION; seconded by Mr. Snyder the Doylestown Township Board of Supervisors approve the 2016 Final Doylestown Township Budget.

MOTION was ADOPTED 5 to 0.

I. Resolution No. 1843 – Fixing the Tax Rate for Fiscal Year Ending December 31, 2016

Mr. Touhill made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors adopt Resolution #1843 of the Township of Doylestown, County of Bucks, Commonwealth of Pennsylvania in fixing the tax rate from 10.25 to 10.875 for fiscal year ending December 31, 2016.

MOTION was ADOPTED 5 to 0.

Mr. Colello noted the fixed rate will result in an average assessment of \$25.00 per year, per household.

J. Treasurer's Report – December 15, 2015

Mr. Snyder made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors approve the December 15, 2015 Treasurer's Report.

MOTION was ADOPTED 5 to 0.

K. Bills List – December 15, 2015

Mr. Touhill made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors approve the December 15, 2015 Bill's List in the amount of \$359,173.10.

MOTION was ADOPTED 5 to 0.

VII. ANNOUNCEMENTS

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VIII. ADJOURNMENT

Hearing no further business, the December 15, 2015 Doylestown Township Board of Supervisors Regular meeting was adjourned.

Respectfully submitted by,

Stephanie J. Mason
Secretary