



Board of Supervisors

Regular Meeting

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

~ Minutes ~

Tuesday, March 21, 2017

7:00 PM

Public Meeting Room

I. 7:00 PM REGULAR MEETING

Members of the Board of Supervisors in attendance included Chairperson; Barbara N. Lyons, Vice Chairman; Richard F. Colello with 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 and Dave Tomko, Township Solicitor; Jeffrey P. Garton, Chief of and Police; A. Dean Logan.

Absent: Township Engineer; Mario Canales.

A. Pledge to the flag

B. Presentation

1. Water Conservation by Mt. Carmel 5th Grade Class—

Our Lady of Mt. Carmel School teacher; Steve Downs explained; Maggie Borek and Brian Gallagher are present to represent the entire school in explaining the Action Research Project.

Students; Maggie Borek and Brian Gallagher explained; as part of the research project each of their families measured the daily usage of water for one week. Ms. Borek indicated; each person can use up to 82 gallons of water per day. Both students provided the Board with a letter and their plan under the Action Research Project. The plan outlines how to observe water usage by limiting the time for showers. The goal is to teach everyone by reducing the amount of usage, they will conserve water.

As a result; Ms. Borek's family saved 321 gallons of water in one week. Mr. Gallagher's family saved 400 gallons. In total, 700 gallons of water was saved for one week. Ms. Borek presented the Board with a flyer outlining the water usage saved and how others can be educated. Mrs. Lyons indicated; the information will also be posted on the Township's website at www.doylestownpa.org. Ms. Mason added; if the flyer can be submitted to the Township by April 10th, it can be included in the Township's newsletter.

Mrs. Lyons suggested having the Action Research Project submitted to BCATO & PSATS for a possible award.

C. Visitors/Public Comment

II. ANNOUNCEMENTS

- A. The next meeting of the Board of Supervisors is scheduled for Tuesday, April 18, 2017 at 5:00pm
- B. The Doylestown Township Board of Supervisors and the Ways and Means Committee will have a 2018 Budget Work Session on Tuesday April 18, 2017 at 4:00 PM. The Public is welcome to attend.
- C. The Bicentennial Committee will meet on Tuesday, April 18, 2017 at 3:00 PM.
Mrs. Lyons presented the official Logo of the 2018 Bicentennial Celebration.
- D. RED CROSS SPRING BLOOD DRIVE! – Monday, April 3, 2017 – 9:00AM – 2:00PM at the Activity Center. To sign up please go to .
- E. The Annual Doylestown Township Golf Outing will be held on Monday, June 5th, 2017 at Doylestown Country Club. Please contact the Administration offices or www.doylestownrec.com to register.
The event is a fundraiser for the final Phase of the Build the Kid Castle Kingdom
- F. Movie tickets are available - \$9.50 – single tickets & \$27 – Gift Packs (2 single tickets and \$10 Gift Card for use at the concession stand).
- G. The Environmental Advisory Council is holding a Magnet Fundraiser. Magnets are being sold in the Administration office for \$5.00.

III. MINUTES APPROVAL: March 7, 2017

Mr. Snyder made a MOTION; seconded by Mr. Colello the March 7, 2017 Doylestown Township Board of Supervisor Regular Meeting minute be approved with the following corrections, as noted by Mr. Snyder.

Page 3; Under the third paragraph - Change sentence to read "However, for impervious reasons, additional area of the institutional zoning district is needed".

MOTION was ADOPTED 4 to 1 with Ms. Manion abstaining due to her absence.

Police Affairs Committee

Mrs. Lyons stated; The Police Affairs Committee met on March 8, 2017 to discuss police affairs. The Committee members include, Shawn Magee, Tim Reihl of the Police Benevolent Association (PBA), Ryan Manion, Ken Snyder, Barbara Lyons and Chief Logan. No action was taken at the meeting.

IV. CORRESPONDENCES

- A. Request to Update Resolution No. 437 - Tax Collector Certification/Duplication/Returned Payment Fees

Mr. Snyder indicated he was unable to reach Township Tax Collector: Sarah Tomlinson to receive additional information, due to being out of town. Mr. Snyder requested to have clarification if the Township's rates are similar to what is charged for other groups and how many are received.

Mr. Colello made a MOTION; seconded by Mr. Snyder the Doylestown Township Board of Supervisors TABLE the request to update Resolution #437 regarding the Tax Collector Certification/ Duplication / Returned Pay Fees until the Board's questions are answered by the Township's Tax Collector; Sarah Tomlinson.

MOTION CARRIED 5 to 0.

Mrs. Lyons requested; the Tax Collector's payment fees should state a specific amount.

B. Doylestown Health – Pine Run Community/HUB Building

Mr. Garton reported; in January the Board approved renovations to be completed to the Pine Run's Community Hub building. Doylestown Township Hospital funded the development agreement with cash and realized it could not be used for that purpose. Applicants for the Pine Run Community are requesting Board approval to institute the cash escrow with a letter of credit from PNC Bank. Mr. Garton has prepared the amendment and sees no reason to move forward with added security on file.

Mr. Snyder made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors approve the first Amendment prepared by Township Solicitor; Jeffrey P. Garton and authorize the Chair to execute upon receipt of the signed letter of credit from Doylestown Hospital

MOTION was ADOPTED 5 to 0.

V. **REPORTS**

A. Solicitor

B. Police Chief

Chief Logan reported; on March 6th he received an updated Fire Officers list from the Chief of the Doylestown Township Fire Company; Sam Cramer. The list added an additional fire officer as Ross Thomas.

Ms. Manion made a MOTION; seconded by Mr. Touhill the Doylestown Township Board of Supervisors appoint Ross Thomas as Fire Officer 7 to the Doylestown Township Fire Department.

MOTION CARRIED 5 to 0.

C. Township Engineer

D. Dir. of Operations

Mr. Tomko submitted for Board's review, a 24 month lease agreement from Modspace of Hatfield, PA for multiple temporary office trailers. Three trailer complexes will be utilized as the Administrative Offices, Police Department. A third trailer will be shared for public meetings and Parks & Recreation offices and activity space. Each trailer will be interconnected with walkways and supplied with electric, water and sewer. The revised proposal presented includes a 24 month lease, construction, transportation and set up in the amount of \$317,077.02.

Mr. Snyder questioned; what other sites were reviewed. Mr. Tomko answered; The Building Committee evaluated several sites to include the AAA building, offices buildings located along Easton Road, Blueberry Hill Building at Easton & Almshouse Roads, trailers on-site along New Britain Road and on-site trailers on the tennis courts. Mr. Snyder commented; refurbished versus new trailers were also considered. Mr. Tomko agreed. Ms. Mason added; the Heritage Building and surrounding offices was also considered.

Mrs. Lyons reported; the AAA building would have cost the Township less money by \$20,000. However, the building was found to be unsuitable and unsafe due to access, parking, building conditions and mold findings.

Mr. Snyder made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors approve the 24 month lease agreement between the Township and Modspace in the amount of \$317,077.02 for three temporary office trailers.

MOTION was ADOPTED 5 to 0.

E. Manager

F. Supervisors

Mrs. Lyons made a MOTION; seconded by Ms. Manion the Doylestown Board of Supervisors appoint Matthew McHugh, Esquire as Special Counsel to assist the Township in overseeing the Public Sewer Connection project at the Pebble Ridge \ Wood Ridge communities.

MOTION CARRIED 5 to 0.

Ms. Manion reported; the Kids Castle Committee received a grant from the Rotary Club of Doylestown. She then directed; anyone interested in sponsorship opportunities can speak with any Supervisor, Chairman of the Kids Castle Committee; Joe Salvati or Director of Parks & Recreation; Karen Sweeney to receive details. Mrs. Lyons added; The Rotary Club of Doylestown will award the grant during an annual, breakfast ceremony scheduled for April 26, 2017 at 7:30am. Anyone interested in attending can contact the Administrative office.

The Bike & Hike Committee announced construction will begin on a trail connection from Lower State Road into Doylestown Borough.

Mr. Colello reported; for several years, the Public Water & Sewer Advisory Board (PWSB) has been collecting data from the State and county authorities regarding failing septic systems. Last year the Department of Environmental Protection (DEP) advised the Township pull together data and analysis to determine other areas in need. The DEP suggested to focus on certain areas. The Board approved \$25,000 be allocated in 2017 towards selecting an engineer to evaluate data. The engineer recommended to check with the Bucks County Water & Sewer Authority

(BCWSA) to ensure enough capacity is allocated to Doylestown Township for future use. A representative from the BCWSA will attend a future PWSB meeting and address questions concerning allocations. The information received will be added to ongoing studies. Mr. Colello will inform the Board once the exact date of the meeting is scheduled.

The Doylestown Township Municipal Authority (DTMA) addressed a resident's concern regarding the well at the Pavilion, by having the Director; Keith Haas meet with the resident. In the interim, the applicant submitted an alternate plan, which is more desirable. The alternative plan proposes to extend the existing pipe from Cherry Lane to the Pavilion. Both options are in the process of being vetted and the plan remains under the preliminary process.

The DTMA is also in the process of updating water meters along residents homes. Mr. Colello encouraged the residents if a letter was received, to schedule the fifteen minute update to replace old meters. Outdated or old meters will not register the correct water used.

Mr. Colello made a MOTION; seconded by Mr. Snyder the Doylestown Township Board of Supervisors appoint Kevin Green as a member of the Doylestown Township Municipal Authority.

MOTION CARRIED 5 to 0.

Mr. Snyder questioned; what will happen if a resident denies having their water meter replaced. Mr. John responded; the department does receive a high responses. However, some residents may wait awhile before scheduling the replacement. For other residents who ignore the notice, there is a possibility water will be turned off. Mr. Snyder then questioned; will a notice be placed in the Township's newsletter. Mr. John answered; DEP has taken the lead in this matter and required to notify all residents. However, a notice can be placed in the newsletter.

Mr. Touhill announced on Saturday, March 25th is the annual Environmental Advisory Council's annual Spring Clean Up day along the Bird Blind and Native Garden. He encouraged anyone interested to join the Council at 9:00am and will end when the clean up is completed.

VI. NEW BUSINESS

A. Inter-Municipal Agreement New Britain Borough/Doylestown Township/DTMA to Extend the Public Water System

Mr. Garton reported; upon conversation with Rich McGee and Mr. John, New Britain Borough is undergoing a revitalization along an area off Route 202. New Britain Borough is requesting the Doylestown Township Municipal Authority (DTMA) provide public water along certain areas to facilitate the redevelopment. Mr. Garton presented Mr. McGee's drafted agreement reflecting the agreement between New Britain Borough, DTMA and Doylestown Township. Permitting the extension of the service area for DTMA and certain portions of New Britain Borough.

Upon reviewing the agreement, Mr. Garton has some suggestions. However DTMA requested the agreement be approved, so service can be provided to certain portions of New Britain Borough. Upon Mrs. Lyons question, Mr. Garton indicated his suggestions have yet been incorporated into the agreement. The suggestions are as follows:

- 1) A term of the agreement should be included

2) Subject to receipt of any or all permits submittal may be requirement

Mr. Garton recommended if the Board proceeds with a vote to approve the agreement, it should be conditioned upon his suggestions.

Ms. Manion made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors approve the Inter-Municipal Agreement between Doylestown Township, Doylestown Township Municipal Authority and New Britain Borough to permit the extension of a Public Water System to certain areas of New Britain Borough. Further, the agreement will be approved and executed subject to conditions as recommended by Township Solicitor; Jeffrey P. Garton.

MOTION was ADOPTED 5 to 0.

B. 2017 Lawn Maintenance Bid

Mr. Snyder made a MOTION; seconded by Mr. Touhill the Doylestown Township Board of Supervisors award the 2017 Lawn Maintenance Bid to GTO Landscaping, Inc of Bensalem, PA in the amount of \$90,244.00, under a one year contract with an option for two years.

MOTION was ADOPTED 5 to 0.

C. 2017 Street Sweeping Contract – 1 yr. Extension

Mr. Snyder made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors extend Reilly Sweeping, Inc of Fairless Hills, PA Street Sweeping in the amount of \$36,235.72 into 2017. In accordance with the 2016 contract documents, an option for two, one year extensions from 2016 to 2018 is noted.

MOTION was ADOPTED 5 to 0.

D. Pennsylvania 811 Safe Digging Month - Proclamation

Mr. Touhill made a MOTION; second by Ms. Manion the Doylestown Township Board of Supervisors approve the Proclamation declaring April 2017 as Pennsylvania 811 Safe Digging Month in support of its 45 year of celebration.

MOTION was ADOPTED 5 to 0.

E. Girl Scout Golden Award Proclamation – Carolyn Pye

Mr. Touhill made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors issue a proclamation in honor of Girl Scout of Eastern Pennsylvania member; Carolyn M. Pye and be awarded the Girl Scout Gold Award at their annual ceremony to be held on April 30, 2017 in recognition of working with St. Jude parish in creating a youth ministry program for 55 high school students.

MOTION CARRIED 5 to 0.

Mrs. Lyons introduced Boy Scout Troop member; Mr. Frisby, who is in attendance earning a government badge.

F. Turk Road Trail Extension to Green Street – Signature Resolution

Bike & Hike Committee Chairman; Thomas Kelso requested Board authorization to apply for funding via a Department of Conservation and Natural Resources (DCNR) grant for the proposed trail extension from Turk Road to Green Street. The grant is to assist in completing a feasibility study. Upon meeting with Doylestown Borough, they agreed to participate with the feasibility study. The project will total \$50,000 and through the DCNR. As a 50/50 match grant, both the Township and Borough will contribute \$12,500.00. Additionally and to assist with costs, the Bike & Hike Committee will hold a fundraising event.

Ms. Manion made a MOTION; seconded by Mr. Touhill the Doylestown Township Board of Supervisors authorize the Bike & Hike Committee to apply for a Department of Conservation and Natural Resources (DCNR) grant to have a feasibility study completed for the proposed trail extension from Turk Road to Green Street.

MOTION CARRIED 5 to 0.

G. Neshaminy Greenway Trail Easement – Emmel Property

Bike & Hike Committee Chairman; Thomas Kelso reported; the Committee was having difficulties obtaining the trail easement along the Emmel property at 159 Almshouse Road. The easement has been appraised, where Mr. Emmel accepted the appraisal amount of \$6,500.00. Mr. Kelso requested Board authorization to move ahead and use funds from the Bike & Hike account towards the purchase of the easement from Mr. Emmel.

Mrs. Lyons questioned; if the money is available. Mr. Kelso answered; funds are available and almost the remainder will be used towards payment of the easement.

Ms. Manion made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors authorize the Bike & Hike Committee to purchase a 3,575 square foot trail easement from owners of the Emmel property located at 159 Almshouse Road in the amount of \$6,500.00.

MOTION CARRIED 5 to 0.

H. Disposition of Township Property – Request to send items to auction

Mr. Snyder made a MOTION; seconded by Mr. Touhill the Doylestown Township Board of Supervisors authorize the following vehicles and items be sent to public action scheduled for April 22, 2017 by J.J. Kane Auctioneers.

2010 Crown Victoria - VIN#2FABP7BV6AX127219

2010 Crown Victoria - VIN#2FABP7BV6AX127218

2004 GMC Envoy - VIN#1GKDT13S242372949

Six (6) Police Lightbars

MOTION CARRIED 5 to 0.

I. Land Development – Doylestown Hospital – Review Extension

Mr. Snyder made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors grant Doylestown Hospital dba Doylestown Health an extension of their land

development plan until May 30, 2017 for tax parcel #09-009-032-003, 09-009-033 and 09-009-032-007.

MOTION CARRIED 5 to 0.

J. Zoning Permit Waiver Request – DAA Batting Cage (Turk Park)

Ms. Manion made a MOTION; seconded by Mr. Touhill the Doylestown Township Board of Supervisors waive a Zoning Permit fee in the amount of \$175.00 as requested by The Doylestown Athletic Association Baseball program for the installation of a second batting cage.

MOTION CARRIED 5 to 0.

K. Treasurer's Report –March 21, 2017

Mr. Snyder made a MOTION; seconded by Mr. Touhill the Doylestown Township Board of Supervisors approve the March 21, 2017 Treasurer's Report.

MOTION was ADOPTED 5 to 0.

L. Bills List –March 21, 2017

Ms. Manion made a MOTION; seconded by Mr. Snyder the Doylestown Township Board of Supervisors approve the March 21, 2017 Bill's List in the amount of \$280,262.94.

MOTION was ADOPTED 5 to 0.

VII. ANNOUNCEMENTS

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- D. RED CROSS SPRING BLOOD DRIVE! – Monday, April 3, 2017 – 9:00AM – 2:00PM at the Activity Center. To sign up please go to .
- E. The Annual Doylestown Township Golf Outing will be held on Monday, June 5th, 2017 at Doylestown Country Club. Please contact the Administration offices or www.doylestownrec.com to register.
The event is a fundraiser for the final Phase of the Build the Kid Castle Kingdom
- F. Movie tickets are available - \$9.50 – single tickets & \$27 – Gift Packs (2 single tickets and \$10 Gift Card for use at the concession stand).
- G. The Environmental Advisory Council is holding a Magnet Fundraiser. Magnets are being sold in the Administration office for \$5.00.

VIII. Recognition of Richard E. John's Retirement – 29 Years of Service

In recognition of his 29 years of service to Doylestown Township, Mrs. Lyons honored Mr. Richard E. John with a brief history of her working experience with him. She stated; anything seen within the Township's roads, bridges, parks, amenities and trails was in part of Mr. John's hard work, contribution and quiet determination.

Mrs. Lyons presented Mr. John with commendations from Pennsylvania State Representative; Marguerite Quinn and State Senator; Charles McIlhinney. On behalf of the Board, she then read Resolution #1917 showcasing his work history beginning on March 21, 1988 and including his contributions with various departments, such as his appointment as Director of Operations on January 20, 2000, his positions as Executive Director of the Doylestown Township Municipal Authority and Director of Forestry since 1998.

The Resolution also outlined Mr. John's many contributions as preparation of the Public Works Department's budget, emergency response during the Blizzard of 1996, Hurricane Floyd and Hurricane Sandy. He also supervised the Oktoberfest events, assisted with renovations of Kids Castle and over 25 miles of bike trails. Mr. John was instrumental in the construction of the Amphitheatre, Sensory Trail and planted thousands of trees along the Township's park system. The Resolution concluded; recognizing Mr. John's consistent dedication to residents and employees with his professionalism and care.

Mrs. Lyons made a MOTION; seconded by Mr. Snyder the Doylestown Township Board of Supervisors approve Resolution #1017 recognizing Mr. Richard E. John's 29 years of dedicated service to Doylestown Township.

MOTION was ADOPTED 5 to 0.

On behalf of the Board and Doylestown Township, Mr. Lyons presented Mr. John with a plaque and gift. Mr. John thanked the Board and Township Staff for a wonderful experience.

Upon viewing a video presentation of photographs documenting Mr. John's history with the Township, Mrs. Lyons commented on an idea devised by Mr. John to have Penn Dot provide dirt from the construction of the Route 202 Parkway. He then had JD Morrissey Excavation move the dirt to another location to construct playing fields and parking lots. Additionally, to remove the Township from a 25 year lease from Delaware Valley University, Mr. John coordinated a plan to build a parking lot if the University agreed to terminate the lease. The additional land enabled both plans to be completed at no cost to the Township.

In appreciation, Mrs. Lyons made a MOTION; seconded by Mr. Snyder the Doylestown Township Board of Supervisors dedicate and rename Central Park Athletics fields 4 and 5 The Richard E. John Athletics Fields. Mrs. Lyons presented Mr. John with a smaller version of the signs that will be posted.

MOTION was ADOPTED 5 to 0.

Mr. John responded; Doylestown Township is a wonderful community, because of the Township's staff. He was happy to be part of the ride and appreciates all of the recognitions.

IX. ADJOURNMENT

Hearing no further business, Mr. Snyder made MOTION; seconded by Mr. Touhill the March 21, 2017 Doylestown Township Regular meeting be adjourned.

MOTION CARRIED 5 to 0.

Respectfully submitted by

Stephanie J. Mason