



# Board of Supervisors

## Special Meeting

425 Wells Road  
Doylestown, PA 18901  
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215-348-9915

~ Minutes ~

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Monday, October 30, 2017

2:00 PM

Meeting / Activity Trailer

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### I. 2:00 PM SPECIAL 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, Special Council; Matthew McHugh, and Director of Operations; Dave Tomko

Absent: Township Solicitor; Jeffrey P. Garton.

- A. Pledge to the flag
- B. Visitors/Public Comments

### II. ANNOUNCEMENTS

- A. The next meeting of the Doylestown Township Board of Supervisors will be held on Tuesday, November 21, 2017 at 7:00 PM.
- B. The Doylestown Township Municipal Building will be closed on Tuesday, November 7th due to Election Day and Friday, November 10th in observance of Veterans' Day.
- C. Voting Districts #1 and #8 have been relocated to the Bucks County Health Department at 1282 Almshouse Road, Doylestown.
- D. Applications are being accepted for vacancies on various Boards and Commissions. Please check the Township website for information. If you are interested in applying for any opening please submit a letter of interest and resume to the Board of Supervisors, 425 Wells Road, Doylestown. Submission deadline is November 15th.
- E. Doylestown Township Leaf and Yard Waste Recycling – The Drop Off Site is open every third Saturday of each month, March-December, 9 AM – 11 AM. Location: New Britain Road access to the back part of CENTRAL PARK
- F. You can purchase Discount Movie Tickets from our Administration Offices

- G. Doylestown Twp. Park and Recreation in partnership with Premier World Discovery is offering two trips in 2018; Great Trains and Grand Canyons and Treasures of Ireland. Please contact the Administration Office for brochures with highlights and inclusions.
- H. Bicentennial Committee is hosting a Gala on January 6, 2018 at the Doylestown Country. If interested in attending please contact the Administration Offices.

### III. UNFINISHED BUSINESS

#### A. Bucks County Water and Sewer Authority Agreement

Mrs. Lyons reported; the Board approved the Bucks County Water and Sewer Authority Agreement at the September 17, 2017 Board of Supervisors Regular meeting with one revision. The Bucks County Water & Sewer Authority (BCWSA) denied the revision and the Board was asked to reconsider the agreement without the revision.

Matthew P. McHugh clarified; under paragraph 13 of the previous agreement, the tap in fees and public costs not accepted are currently being investigated by the BCWSA to consider alternative options of the suggested discount of prepayment costs. The options may be different than tap in fees and the BCWSA did not want to agree to anything more than what is currently provided until the investigation is fully completed.

Mr. Snyder questioned; if the change will limit options or take away from the agreement. Mr. McHugh answered; the suggested change is explanatory and the BCWSA did not want to be obligated until all prepaid options are viewed.

Resident: Cindy Wood of Woodridge Drive questioned; how will the project be financed should the Township not receive a loan from Pennvest and what will be the financing options for residences. Ms. Mason answered; with previous projects coordinated with BCWSA, a low interest loan was offered through their financial institution. However, upon meeting with Pennvest representatives, the township's application is ready to be submitted this week. Additionally, the representatives found the township's application acceptable for submission and noted other applications submitted during the past eight years were funded.

Ms. Wood suggested to have more information regarding financing be added to the agreement. Mrs. Lyons answered; the BCWSA is not responsible for financing of the project. The agreement is between the Township and BCWSA. Ms. Wood questioned; what will happen if Pennvest doesn't finance the project. Mrs. Lyons answered; an assessment will occur and each homeowner cost will be assessed with a reasonable interest fee included. Payments will be made through the township and will be passed along payment to the BCWSA. Ms. Mason added; BCWSA will pay for the initial costs associated with the project and the township will pay back the loan using residents' payments.

Ms. Wood referenced Exhibit C under the agreement and questioned; what is the one million dollar administrative cost devised of and does it include engineering completed. Ms. Mason answered; administrative costs include engineering and other costs incurred to date. The cost also includes engineering and legal fees going forward. Ms. Wood questioned why are easement costs listed twice. Ms. Mason answered; BCWSA estimated easements costs at approximately \$100,000. The township incurred more than what was estimated to date, including legal fees.

Ms. Wood referenced the loan participation lien recording fee of \$25,000 and questioned; why should a resident not applying for a loan be responsible to pay towards a resident who is. Ms. Mason answered; the township calculated an average dollar amount per property as part of a total

system cost. Mrs. Lyons added; a place holder is needed to record the costs for the entire system. Mr. Snyder explained; providing an average cost assists in the execution of providing an estimate for the entire project. At this time, an exact number of residents who will be financing the project is unknown. Mr. McHugh indicated; the cost is also the cost the township will be paying as an upfront fee as an obligation towards the agreement and before it's assigned to BCWSA.

Ms. Wood requested a list of exact administrative costs totaling one million dollars. Ms. Mason answered; the costs include both what the township and BCWSA incurred towards the project, to include studies. BCWSA did not provide a specific breakdown. Mr. McHugh added; the figure is a gross maximum price (GMP), where the township will be billed and the residents will incur as part of the project. Upon Mr. Snyder's question, Ms. Mason agreed to provide a list of administrative costs from BCWSA. Mrs. Lyons added; some of the costs are what BCWSA has invested in the last twenty years, to include numerous surveys.

Ms. Wood questioned; what is the purpose in the rush to have the agreement signed. Mrs. Lyons answered; as part of the Pennvest loan requirement, all materials need to be submitted by November 1st. Ms. Wood suggested to have a notation added indicating alternative financing options if the Pennvest loan is not approved.

Ms. Manion commented; the agreement should indicate BCWSA is viewing options for tap in fees. Mr. McHugh responded; several languages were viewed and BCWSA agreed to the statement provided. However, once a decision is made, it will be included under a detailed addendum.

Mr. Colello made a MOTION; seconded by Mr. Snyder the Doylestown Township Board of Supervisors approve the agreement between the Township and Bucks County Water & Sewer Authority with revisions as presented by Township Solicitor; Matthew McHugh as it pertains to the Pebble Ridge \ Woodridge public sewer connection project.

MOTION was ADOPTED 5 to 0.

#### IV. **REPORTS**

A. Manager – 2018 Board of Supervisors Meeting Dates

B. Supervisors

The Doylestown Township Board of Supervisors agreed to change the September 18, 2018 Board of Supervisor Regular meeting time to 4:00pm and hold the Budget Work Session at 2:00pm.

#### V. **NEW BUSINESS**

A. Records Disposition

Mr. Colello made a MOTION; seconded by Mr. Snyder the Doylestown Township Board of Supervisors approve Resolution #1979 and have Township records disposed as listed for the deposition of records as set forth in the Municipal Records Manual approved on December 16, 2008, updated on July 23, 2009 with comments.

Mr. Snyder questioned; with the documents dated longer than should have been retained, how have the records been identified. Ms. Mason answered; Fire Marshal; Rick Schea located the files in a vault behind other boxes that were to be retained. The building is being prepared for asbestos

mediation. With some of the documents appearing to be originals, proper records retention procedures were followed.

MOTION was ADOPTED 5 to 0.

**VI. ANNOUNCEMENTS**

**VII. ADJOURNMENT**

Mr. Snyder made a MOTION; seconded by Mr. Colello the October 30, 2017 Doylestown Township Board of Supervisors Special meeting be adjourned.

MOTION CARRIED 5 to 0.

Respectfully submitted by

Stephanie J. Mason