



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, June 5, 2018

7:00 PM

Meeting / Activity Trailer

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, and Jennifer V. Herring.

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

Absent: Supervisor; Ryan Manion.

A. Pledge to the flag

B. Presentations

1. Police Officer Commendations

Mrs. Lyons and Chief Logan presented Department Commendation Awards to Sergeant Justin Notarfrancesco, Officer Jeffrey Stich and Officer Joseph Zuchero of the Doylestown Police Department along with Corporal Michael Johnson, Officer Robert Lawn and Officer Mark Snyder of the Plumstead Police Department. The award was their bravery in assisting with the April 28, 2018 commercial burglary at Fonthill Castle off East Court Street in Doylestown by conducting a search of the area and maintaining the perimeter that ultimately lead to an arrest.

Prior to presenting awards, Chief Logan recognized, Lt. Matthew O'Connor for his assistance in coordinating the investigation of the May 6, 2018 strong armed robbery at the Chestnut Grove Condominium Associate at Lower State Road in Doylestown. With Mrs. Lyons, Chief Logan then presented Department Commendation Awards to Sergeant Donald A. Lawson, Officer Jessica Whiteside, Officer Daniel Naftulin, Officer Jeffrey Stich, Officer Stephen Pekach, Sergeant Robert Scott Jones, Officer Patrick Furlong, Detective Corporal Christopher Power and Detective Anthony Breslau (absent) for effectively determining the identity and ultimately arrest of four individuals at four different location in two different municipalities with further incident.

2. Project Hero / Ride2 Recovery – No one was present for the presentation.

3. Memorial Day Parade Bicentennial Float – Recognition of Service

Bicentennial Committee Member; Anne Woodbury thanked the many volunteers who assisted in creating a float for the May 28, 2018 Memorial Day Parade to include, Dave Tomko, Stephanie Mason and the Board. She especially recognized Doylestown Township Public Works member;

Roads Superintendent Paul Garr, along with Kris DeTurk, Rudy Goetter, Anthony Pescatore and Dan Markloff, who assisted in the construction of the float.

On behalf of Doylestown Township Bicentennial Committee, Ms. Woodbury presented the Public Works Department with a Certificate of Appreciation for their efforts and support in creating the Bicentennial Float.

Ms. Woodbury then recognized township resident volunteers as, Stacy Miller, Jan Sulcoff, Karen Young, Sandy Dubow, Sigita Patel, Nicky Tradea, Ludena Slawecki and her son Glenn.

Mrs. Lyons recognized Ms. Woodbury for her great efforts and dedication in designing the float.

C. Visitors/Public Comments

II. ANNOUNCEMENTS

The Bicentennial Celebration with the Oscar Hammerstein Sing event will be held on Saturday, July 14th, 11:30am at the Hammerstein Estate on East Road.

The Bicentennial Celebration will continue with a party held on Sunday, July 15th, beginning with Fireworks at 7:30pm. Big Romeo will be performing.

- A. The next meeting of the Doylestown Township Board of Supervisors will be held on Tuesday, June 19, 2018 at 5:00 PM.
- B. The Doylestown Township Board of Supervisors will hold a Budget Work Session on Tuesday, June 19, 2018 at 3:00 PM at the Municipal Building. Public is welcome to attend.
- C. The Doylestown Township Pension Advisory Committee will meet on Monday, June 11, 2018 at 4:00 PM at the Municipal Building. Public is welcome to attend.
- D. Bicentennial Memorabilia for sale: Mercer Tiles - \$20, T-Shirts - \$10, Commemorative Bricks - \$10, Legacy Oak Trees (to be planted in Township parks) - \$200
- E. Thompson Performing Arts Series next concert "Fabulous Greaseband" will be held on Friday, June 20th starting at 7:00 pm at the Covenant Bank Amphitheater in Central Park. Admission is free.
- F. 2018 Discount Park and Movie Tickets are available! To purchase tickets please contact the Administration Office.
- G. Leaf and Yard Waste Recycling – the 3rd Saturday of each month from 9AM – 11AM – Drop off site is located at the New Britain Rd. entrance of Central Park. Please visit our website for more information.
- H. Household Hazardous Waste Collection -Sat. June 23, 2018, Central Bucks South High School.

III. MINUTES APPROVAL: May 1, 2018

Mr. Snyder made a MOTION; seconded by Ms. Herring the May 1, 2018 Doylestown Township Board of Supervisors Regular meeting minutes be approved.

MOTION was ADOPTED 4 to 0.

IV. CORRESPONDENCES;**A. Permit Fee Waiver Requests - Bucks County Foodshed Alliance**

Mr. Colello made a MOTION; seconded by Mr. Snyder the Doylestown Township Board of Supervisors approve The Bucks County Foodshed Alliance (BCFA) request to waive a \$150.00 Event Permit fee and \$50.00 Temporary Sign Permit fee for a total of \$200.00. The request is for an annual fundraising 5K run and as an approved charitable organization under the 501c3 sanction by the IRS regulation.

For the record, Mrs. Lyons noted; one of the members of the Bucks County Foodshed Alliance (BCFA) is married to Doylestown Township Code Enforcement Officer; Sinclair Salisbury.

MOTION CARRIED 4 to 0.

B. Light the Covered Bridge Celebration – Pine Valley Covered Bridge -6/23/18

Ms. Mason informed; the Central Bucks Regional Police will be closing Keely Avenue at Lamp Post Road on June 23, 2018 between 4:00pm until dusk in celebration of the 175 Birthday of Pine Valley Covered Bridge. Fireworks, food and entertainment are scheduled.

Ms. Mason then requested to be informed if any Board member interested in attending, so she may contact New Britain Borough.

Mr. Snyder questioned if any township road will be closed. Ms. Mason answered; a portion of Keeley near Mystic View Lane will be closed.

C. ZHB Resignation – R. Gaver

Ms. Herring made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors accept Richard K. Gaver resignation as a member of the Zoning Hearing Board, effective May 31, 2018 with regret.

Mr. Colello commented; Mr. Gaver was a hardworking and dedicated member of the township. He will be dearly missed and wish him the best.

MOTION CARRIED 4 to 0.

V. REPORTS**A. Solicitor****B. Police Chief**

Chief Logan reported; the Central Bucks Police Chiefs, comprised of the Central Bucks School District met on May 17th with School District officials and the next meeting is scheduled for June 21st with the District. Discussions will continue concerning the finalizing of funding of school safety resources.

Mrs. Lyons added; the managers of nine (9) municipalities will continue to meet as well to coordinate efforts.

C. Township Engineer

D. Director of Operations

2018 Tree Pruning & Takedown - Award Recommendation:

Mr. Colello made a MOTION; seconded by Mr. Snyder the Doylestown Township Board of Supervisors award the 2018 Tree Pruning & Takedown contract to Jimmy's Tree & Landscape Contractors, LLC of Philadelphia, PA for the base bid amount of \$34,325.00, with add alternates listed under #1 of \$22,500.00, #2 of \$400.00, #3 of \$5,400.00 for a total of \$62,625.00 as per the recommendation from Dave Tomko with comments.

Mr. Snyder questioned if the township had previous history with the contractor. Mr. Tomko answered; Jimmy's Tree & Landscape Contractors were previously utilized for emergency take downs and listed on contracts.

MOTION was ADOPTED 4 to 0.

Asset Management & GIS Program:

Mr. Tomko reported; the goal of the program is to identify the township's asset management needs and find a program meeting the township's needs and easy to use within budget. Additionally, the road sufficiency analysis program was also considered to take the subjectivity of road inspections out of the process.

The asset management program assist in replacing human interface and place into a location where it's easier to manage and utilize in a number of different ways. The current permanent manager software database is used by the code and administrative departments for tracking zoning building permits, set management, and land development information. The current system relays on paper or electronic files to track information. As alternative, the township relies on professional consultants to provide information or to track records. The new paper less program will enable the township to move forward with better tracking recording keeping methods.

When implemented, the township will be able to consolidate permanent manager and asset management into one database with an integrated graphical payment management system. The system will also modernize and stream line the system storage system, to include mapping documents. For customer services purposes, the system will enable to retrieve information faster when residents contact the offices with questions.

Upon reviewing several software packages and speaking with vendors, the township narrowed down to two vendors. Pennoni & Associates and McMahan have a program named Tracer. C.S.

Davidson, Inc offers a program named CSDatum, where a permit manager program was recently acquired and combine both programs.

The Tracer program has a five year licensing agreement option at \$18,600.00. This will have a cost of approximately \$1,500.00 per year for the township. An upfront, prorated discount was provided for the licensing and will increase as the years go on. Additional charges include, \$10,000 for a data migration from the existing system. Customized reporting of \$18,000. The license will cost \$2,500.00 due to being outside the Tracer program. All components will have a total five year cost of \$183,800.00.

The CSDatum program will cost the township \$2,400.00 per year. A five year program will have a total cost of \$12,000.00. There is no cost for data migration and no customize reporting required. Additionally, no online licensing is needed, because it's not necessary to run their platform program.

Mrs. Lyons questioned; what is the definition of the \$183,800.00 number. Mr. Tomko answered; the number represents the comparison of two different software companies' packages. It also shows cost is an obvious factor.

Mr. Snyder questioned; how much is the permit manager component. Mr. Tomko answered; approximately \$1,600.00 per year. With the entire software package, it will cost approximately \$4,000.00 per year. Mr. Snyder noted; the permit manager component was managed by one person and the township may have been at risk. To assist, CSDatum purchased the permit manager piece.

Ms. Herring questioned; what is the reason why one program cost so much less than the other and where quotes received from other companies. Mr. Tomko answered; Pennoni & Associates provided a proposal. However, it wasn't within the township's criteria. There are other companies, but the best quotes were provided. With Tracer, there are many added extras to purchase on an ongoing basis. Mr. Snyder added; CSDatum are engineers who designed a product to make more productive. Mr. Tomko explained; no other companies were considered, because CSDatum is compatible with the permit manager and the logical choice. CSDatum developed the program for the MS4 reporting that the township's contractor can use to compile their inspection reports, while in the field. The system is cloud based and can be contained with unlimited users and unlimited storage. As confirmation, the Department of Environment Protection (DEP) reviewed the systems and in favor of the program.

Upon providing an outline of how CSDatum will assist with the MS4 permit process, Mr. Colello commented; if the township is unhappy with the service, the data can be transferred easily due to the year by year commitment.

Mr. Colello made a MOTION the Doylestown Township Board of Supervisors award the Asset Management & CIS Program to C.S. Davidson, LLC.

MOTION FAILED due to a lack of a second.

Mrs. Lyons commented that although she is in favor of the program, there are several issues with the contract. Noting; having jurisdiction not Bucks County, modifying or discontinuing either temporarily or permanently without notice, prices and services are subject to change upon thirty

day notice and CS Davidson will not be responsible for any service interruption or loss of business. Mrs. Lyons suggested the Board consider the contract based upon the revisions submitted by the Board. Mr. Garton clarified; the Board approve the contract subject to executing a contract acceptable to the Board of Supervisors. Another option is to table the matter.

The Doylestown Township Board of Supervisors agreed by consensus to have the Director of Operations move forward in providing additional information of the system and submit terms and amendments noted by the Board. Mr. Tomko requested to have changes submitted and contract executed by July, due to Surveyors; GHD scheduled to begin their MS4 permit evaluation.

RoadBotics Road Program:

Mr. Tomko explained; RoadBotics assets road conditions and identify damage using analytics and artificial intelligence. To rate the road system, pictures are taken every ten feet with a smart phone to asset the road conditions from level one to five. With the pictures, the graphical information system provides a useable database that is objective to develop the road paving program. The total cost of the program is \$5,775.00 for 77 centerline miles per scan, which equates to \$75.00 per mile. The amount is a one-time expenditure to have the township surveyed and will begin within sixty (60) days upon Board approval. The analysis to provide data will take approximately thirty (30) days. Mr. Tomko recommends the township adopt the procedure every three years. The data is presented under a standalone dashboard and is compatible with the CSDatum system.

Mrs. Lyons noted the Roadbotic Road Program contract has issues as with D.S. Davidson's and will not agree to execute the contract at this time. Issues, include, jurisdiction in Alleghany County, there is no liability for damages and allocation of liability. The contract is placing all the risk to the township.

Lower State Road Trail Project:

The Lower State Trail extends from Wells Road towards the Doylestown YMCA property. The project was recently completed and through Penonni & Associates' inspector in charge, the costs came in under budget. The project is managed by Penn Dot with Doylestown listed as a local sponsor. With the remaining balance of \$276,000.00. Ms. Mason and Mr. Tomko met with representatives at PennDot, Penonni & Associates and JD Morrissey to discuss how the extra funding can be utilized. The result is to repave the eastbound approach at New Britain Road at Lower State Road in the amount of \$86,000, install a pedestrian actuated flashing warning device at Lower State Road and Wells Road in the amount of \$60,000, and pave Lower State Road in the amount of \$83,000. Total amount of inspection will be \$46,706.20. However, if the township does not move forward with the projects, Penn Dot will close the job and the remaining balance of \$276,000.00 will be lost.

Mr. Tomko requested Board approval of Penonni & Associates inspection proposal, under a separate attachment in the amount of \$46,706.20. This will enable the project to run through the Penn Dot system through the agreement project.

Mr. Snyder referenced Mr. Tomko's May 31, 2018 memorandum and questioned; if the work has been completed. Mr. Tomko answered; a portion of the work has been completed to present a work order to provide estimates for the project. Ms. Mason added; the amount is part of a \$1.3 million TAP grant previously received for Lower State Road trail. The work completed was associated with the Lower State Road funds. The projects will be completed with additional funds, which is a part of the grant that can be expended with no out of pocket expense for the township.

Mr. Snyder clarified his question by indicating the budget was originally \$85,000.00. The project seems to be requesting an additionally \$46,000.00, which brings the project off by 50%. Mr Tomko explained: A project cannot be worked on without a PennDot inspector.

Mr. Garton clarified the motion as, to proceed with spending the balance of the TAP Grant, in the amount of \$276,000.00 and approve the inspection proposal submitted by Penonni & Associates in the amount of \$ \$46,706.20. If the project does not proceed, the township will not have a balance due.

Chief Logan questioned; was separate grant received for the installation of the actuated pedestrian flashing device. Mr. Tomko answered; an ARLE grant was previously awarded to create two pedestrian access warning devices. Due to the extra funds from the TAP grant, a request to complete the pedestrian access can be submitted. The ARLE project will then be re-scoped onto another project. The ARLE grant is a reimbursement program and 100% under infringement and construction.

Mr. Colello made a MOTION; seconded by Mr. Snyder the Doylestown Township Board of Supervisors approve the township move forward and spend the balance of the TAP Grant, in the amount of \$276,000.00 and approve the inspection proposal submitted by Penonni & Associates in the amount of \$ \$46,706.20. If the project does not proceed, the township will not have a balance due.

MOTION CARRIED 4 to 0.

Mr. Snyder made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors approve Penonni & Associates complete the engineering and permitting services for the actuated pedestrian flashing device in the amount of \$4,000.00.

MOTION was ADOPTED 4 to 0.

Mr. Snyder made a MOTION; seconded by Ms. Herring the Doylestown Township Board of Supervisors authorize the execution of a resolution to construct the application for traffic signal approval of the flashing warning device.

MOTION was ADOPTED 4 to 0.

E. Manager

Mrs. Lyons acknowledged Cub Scout Troop member; Josh, who is in attendance to work on his local government badge.

Manager Report:

Ms. Mason announced; the township was awarded \$985,000 in federal Transportation Alternative Set-Aside (TA Set-Aside) for Shady Retreat Road Trail. Additionally, the Department of Conservation and Natural Resources (DCNR) grant was received, which is being shared with Doylestown Borough under a joint project to review the Turk Road Trail feasibility study. At a recent Bike & Hike Committee meeting, creating a subcommittee to review the trail feasibility study was discussed. The committee is devised with a number of people from Doylestown Borough, the Township, Township-Boro team and working to meet with property owners on July 24th at the library.

Ms. Herring made a MOTION; seconded by Mr. Snyder the Doylestown Township Board of Supervisors appoint the following members to the Bike & Hike Sub-Committee, as representing Doylestown Borough; Lynn Goldman, Dick Patterson, Liz Wycoff and Alan Crack. Doylestown Township members are, Tom Kelso, Keith Fennimore, Roger Clark, Larry Gage, Katie Mayo, and a representative from Doylestown Country Club (to be named).

MOTION CARRIED 4 to 0.

Mr. Snyder questioned; how much is the township obligation towards the award of \$985,000. Ms. Mason answered; the township will be required to have the engineering and design work completed. The figure will be noted in the 2019 \2020 Doylestown Township budget.

F. Supervisors

Mr. Snyder reported; the Resident Feedback strategy survey has been designed for better communications and submitted for Board review. Mr. Snyder met with Planning Consultant; Judy Stern Goldstein and Ms. Mason to create a draft document and process on how to collect resident feedback. The process can be used through any committee with the intent to store the data and learn from information. The surveys will be short and practice a push strategy with keeping within two to three minutes.

Mr. Colello questioned; if there is an estimate of the cost. Mr. Snyder answered; cost has not been discussed. The current goal is to receive Board approval to move forward with the concept. Mrs. Lyons questioned; if staff time is being utilized and what is the cost. Mr. Snyder answered; the only staff time used was from Ms. Stern Goldstein and Ms. Mason and not factored into the concept. However, the goal will be to use little staff time as possible while still being productive.

Upon a discussion regarding staff time, the Doylestown Township Board of Supervisors agreed by consensus to have Mr. Snyder move forward in providing additional information on the Resident Feedback Strategy process, including costs.

Mr. Snyder encouraged any resident interested to attend the Budget Work sessions, which are very informative.

Mr. Snyder questioned; has enough been done to inform the public on the low rate of volunteers with fire companies. Ms. Mason answered; the Fire House Dinner is scheduled for Wednesday, June 6th and the issue should be coordinated with Doylestown Borough, Chalfont, Warrington and other municipalities with BCATO. Information has been broadcast and working with the fire departments is important. The statistics regarding volunteers in the fire service has decline

significantly in the last thirty years. It is an issue and one which the township needs to address. Mrs. Lyons added; BCATO is reviewing the best options on how to fund the program and many other ideas being considered.

Upon a discussion regarding notifying the public, Mr. Snyder requested Board consideration in publishing a notice in the Township's newsletter. The Board agreed. Mr. Snyder offered his services to create the notice before the deadline of August 10th.

Mr. Colello made a MOTION; seconded by Mrs. Lyons the Doylestown Township Board of Supervisors appoint W. Rodney Stone as a member of the Doylestown Township Municipal Authority (DTMA).

MOTION CARRIED with a vote of 4 o 0.

The DTMA recently sent out a survey to establish an interest in providing a water connection, where the cost is estimated at \$17,000 per property. Should there be a high interest from residents, the project will move forward.

The Planning Commission conducted several meeting with applicants; Toll Brothers regarding the Bray, Long, Schmidt Tract. The details of the proposed overlay ordinance continue to be reviewed for the best interest of the township. A recommendation is expected at the June 19, 2018 Board of Supervisors Regular meeting.

Mr. Colello informed the public; all residents' correspondences are received and reviewed by a Supervisor.

A letter will be forwarded to each homeowner concerning the Pebble Ridge \ Woodridge Sewer project detailing the start date at approximately the end of July or August, 2018. A timeline will be established and weekly updates will be posted on the township's website once the project begins.

Ms. Herring reported; the Park & Recreation Board is scheduled to attend the June 19, 2018 Board of Supervisors regular meeting to discuss the proposed Park & Recreation facility.

Ms. Herring attended a School Safety Meeting on June 1st with residents and informed; the school system has hired a company to complete an assessment to locate any weak points and provide security recommendations. Other changes include, kiosks which have been installed in every school, any visitor will have to swipe their driver's license at the kiosk before entering the school. The kiosk will complete an instant background check and provide a time stamped pass to gain entry. Security cameras have been updated and improved and medical kits on wheels have been purchased to provide faster care. The Sandy Hook Promise program was discussed to educate students on how to be more inclusive and educates adults in identifying children in crisis. An app has been launched to provide anonymous tips, which will be routed to local police department or school district. All programs are free of charge. The next meeting is scheduled in July.

Mrs. Lyons reported; Supervisor; Ryan Manion was accepted as a Leader Scholar to the George Bush institute in Dallas, Texas. The program will run for six months.

Mrs. Lyons made a MOTION; seconded by Mr. Snyder to appoint Christopher Maddish as a member of the Bicentennial Board.

MOTION CARRIED by a 4 to 0 vote.

Mrs. Lyons thanked the Special Council and all involved with acquiring a Pennvest loan. The Pennvest loan regarding the Pebble Ridge \ Woodridge Sewer project went to settlement, where approximately \$8.8 million will be received.

VI. UNFINISHED BUSINESS: NA

VII. NEW BUSINESS

A. Eagle Scout Proclamation – Alec Oates, Troop 71

Mr. Snyder made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors award Boy Scout Troop 71 member; Alec Oates the rank of Eagle Scout at the June 9, 2018 Court of Honor ceremony.

MOTION CARRIED 4 to 0.

B. Land Development Agreements

1. Quinlan Subdivision

Mr. Garton reported; the Quinlan Subdivision is an eight lot subdivision the Board previously approved. The subdivision development agreement reflects the approval and the township staff recommends approval as well.

Mr. Colello made a MOTION; seconded by Mr. Snyder the Doylestown Township Board of Supervisors approve the Development Agreement between the Township and Oxford Property Investments, LLC with regards to the Quinlan Subdivision of eight lots with comments.

Mr. Colello requested clarification regarding the notation of Penn Community Bank. Mr. Garton clarified; the minor change is per a request from Mr. Canales to be noted in escrow and placing the last revision date.

MOTION was ADOPTED 4 to 0.

On behalf of Better Living Homes; Mike Amaroso questioned; when will the documents need to be picked up. Mr. Garton answered; documents will be disbursed by township staff during the next couple of days.

2. Central Bucks School District - CBWest Athletic Field

Mr. Snyder made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors approve the Development Agreement between the Township and Central Bucks School District with regards to the Central Bucks High School West Athletic fields.

MOTION was ADOPTED 4 to 0.

C. Treasurer's Report – June 5, 2018

Mr. Colello made a MOTION; seconded by Mr. Snyder the Doylestown Township Board of Supervisors approve the June 5, 2018 Treasurer's Report.

MOTION was ADOPTED 4 to 0.

D. Bills List – May 17, 2018

Mr. Colello made a MOTION; seconded by Ms. Herring the Doylestown Township Board of Supervisors approve the May 17, 2018 Bill's List in the amount of \$373,193.14 with comments.

For the record, Mr. Colello noted; his reimbursement in the amount of \$184.31 for a PSATS expense.

MOTION was ADOPTED 4 to 0.

VIII. ANNOUNCEMENTS

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- H. Household Hazardous Waste Collection -Sat. June 23, 2018, Central Bucks South High School.

IX. ADJOURNMENT

Hearing no further business, the June 5, 2018 Doylestown Township Board of Supervisors Regular meeting was adjourned at 8:32pm.

Respectfully submitted by

Stephanie J. Mason
Secretary