



Board of Supervisors

REORGANIZATION Meeting

Minutes

425 Wells Road
Doylestown, PA 18901
<http://doylestownpa.org/>
www.facebook.com/doylestowntwp

Twitter: @DoylestownTwp
215-348-9915

Monday, January 7, 2019

4:00 PM

Public Meeting Room

I. 4:00 PM PUBLIC MEETING

Members of the Board of Supervisors in attendance included Barbara N. Lyons, Richard F. Colello, Ryan Manion, Ken Snyder and Jennifer 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; Geoffrey Attanasio.

A. Pledge to the flag

B. Visitors/Public Comment

C. Announcements:

1. The Board of Auditors will hold their Reorganization Meeting on Tuesday, January 8, 2019 at 7:00 PM.
2. The next meeting of the Board of Supervisors will be held on Tuesday, January 15, 2019 at 7:00 PM
3. Doylestown Township Administrative Offices will be closed on Monday, January 21, 2019 in observance 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 until February 10th.

II. REORGANIZATION

Organize the Board of Supervisors for 2019

Mrs. Lyons stepped down as Chairman and appointed Mr. Jeffrey P. Garton as Temporary Chairman and Ms. Stephanie J. Mason as Temporary Secretary. Mr. Garton called for nominations for the position of Chairman of Doylestown Township Board of Supervisors for the year 2019.

Chairman:

Mr. Colello mad a MOTION; seconded by Ms. Manion to nominate Mrs. Barbara N. Lyons to serve as Chairman.

Hearing no further nominations Mrs. Lyons was elected Chairman by a 5/0 vote.

Vice Chairman:

Mr. Garton called for nominations for the position of Vice Chairman of the Doylestown Township Board of Supervisors for the year 2019.

Mr. Snyder made a MOTION; seconded by Ms. Manion to nominate Mr. Richard Colello to serve as Vice Chairman .

Hearing no further nominations Mr. Colello was elected Vice Chairman by a 5/0 vote.

Mr. Garton stepped down as Temporary Chairman and Mrs. Lyons resumed the meeting.

Director of Public Safety:

Mrs. Lyons called for nominations for the position of Director of Public Safety.

Mr. Colello made a MOTION; seconded by Mr. Snyder to nominate Mrs. Barbara N. Lyons as Director of Public Safety.

Hearing no further nominations Mrs. Lyons was elected Director of Public Safety.

Approval of Minutes – December 18, 2018

Ms. Herring made a MOTION; seconded by Mr. Colello that the December 18, 2018 Board of Supervisors Regular meeting minutes be approved.

MOTION WAS ADOPTED 5 to 0.

Proposed Guidelines for Supervisors, Public Meetings, and Chairperson: 2019

Ms. Herring made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors approve the 2019 Proposed Guidelines for Supervisors, Public Meetings and Chairperson in accordance with the 65 Pa.C.S.A., Section 701, et seq. known as the “Sunshine Act” and Robert’s Rules of Order providing parliamentary procedure for the conduct of meetings. (Exhibit A)

MOTION was ADOPTED 5 TO 0.

Designate Board’s areas of responsibility for 2019

Mr. Snyder made a suggestion that the definition for liaison be modified.

Ms. Manion made a MOTION; seconded by Ms. Herring to have the definition read as follows:

Liaison defined: The Supervisor serves as liaison to a Township Board, Commission or Committee (B/C/C) as a representative of the Board of Supervisors and as a voice for the B/C/C before the Board of Supervisors. The liaison has no vote on the B/C/C, nor should the liaison try to influence action or inaction the B/C/C might recommend to the Board of Supervisors.

Ms. Herring mad a MOTION; seconded by Ms. Manion that the following Board of Supervisors members would serve as liaison to the following Boards and Commissions:

Agricultural Security Advisory Board	Jennifer Herring
Bike/Hike Committee	Ryan Manion
Dog Park Advisory Committee	Barbara Lyons
Doylestown Twp. Municipal Authority	Richard Colello
Environmental Advisory Council	Jennifer Herring
Friends of Kids Castle Committee	Ryan Manion
Parks & Recreation Board	Jennifer Herring
Pension Advisory Committee	Ken Snyder
Personnel/Administration	Barbara Lyons
Planning Commission	Richard Colello
Public Safety	Barbara Lyons
Public Water & Sewer Advisory Board	Ryan Manion
Roads & Bridges	Ken Snyder
Telecommunications Advisory Board	Jennifer Herring
Traffic Advisory Committee	Ken Snyder
Ways & Means Committee	Ken Snyder

In addition to the above,

Building Committee will be Ken Snyder and Barbara Lyons.

The Park Recreation & Open Space Comprehensive Plan Committee will be Jennifer Herring.

MOTION CARRIED by a vote of 5 to 0.

Township Appointments – 2019

Mr. Snyder made a MOTION; seconded by Ms. Herring the Doylestown Township Board of Supervisors approve the 2019 Township appointments as:

1. Manager/Secretary/Treasurer/Zoning Officer	Stephanie Mason
2. Police Chief	Dean Logan
3. Police Lieutenant	Matt O'Connor
4. Code Enforcement Director / Asst. Zoning Officer/ Emergency Management Coordinator	Sinclair Salisbury
5. Executive Director, DTMA	Keith Hass
6. Director of Operations	Dave Tomko
7. Director of Parks & Recreation	Karen A. Sweeney
8. Finance Officer	Kenneth Wallace
9. Fire Marshal	Fredrick Schea
10. Parks Superintendent	Vacant
11. Road Superintendent	Paul Garr
12. Water Superintendent	Scott Miele

13. Open Records Officers	(Admin.) (Police)	Jacqueline Rowand Lt. Matt O'Connor
14. Tax Hearing Officer		Stephanie J. Mason
15. Solicitor		Jeffrey P. Garton <i>Begley, Carlin & Mandio</i>
16. Engineer		Geoffrey J. Attanasio, P.E. <i>Boucher & James</i>
17. Planning Consultant		Judy Stern Goldstein <i>Boucher & James</i>
18. Bike Hike Engineer		Chris Stanford <i>Baker Engineering</i>
19. Traffic Engineer		Matthew Johnston <i>Pennoni & Associates</i>

Appointments to Boards and Commissions for 2019

Ms. Manion made a MOTION; seconded by Ms. Herring the Doylestown Township Board of Supervisors appoint the following members to the Boards and Commissions:

Arborist (1 yr. term)	Robert McMullin
Agriculture Security Area Advisory Council (1 yr. term)	Jeffrey Fehr Marge Kohl Jordon Yeager <i>2 Appointment Needed</i>
Bike and Hike Committee (3 yr. term)	Thomas Kelso
Dog Park Advisory Committee (3 yr. term)	Kathy Brown Andrew Miller
Doylestown Twp. Municipal Authority (5 yr. term)	Richard Bach
EAC/Shade Tree Commission (3 yr. term)	Jeannine Mitchell Anne Woodbury
Chairperson Appointment (See attached memo)	Jeannine Mitchell
Friends of Kids Castle (3 yr. term)	Jon Biederman <i>3 Appointments Needed</i>
HARB (4 yr. term)	Harry Mondoil
Park and Recreation (5 yr. term)	Robert Salanik <i>1 Appointment Needed</i>

	See attached resignation – J. Solkov
Pension Advisory Committee (1 yr. term)	Sinclair Salisbury –non-uniformed
(3 yr. term)	Tim Reihl - uniformed
Non-Voting Members (1 yr. term)	Greg Schuster
	Stephanie Mason
	Ken Wallace
Planning Commission (4 yr. term)	Judy Hendrixson <i>1 Appointment Needed</i>
Public Water & Sewer Advisory Board (3 yr. terms)	W. Rodney Stone Gary Munkelt <i>1 Appointment Needed</i>
Telecommunications Advisory Board (3 yr. term)	David Laustsen
Traffic Advisory Committee (3 yr. term)	Carol Shugars
Vacancy Board (1yr. term)	Wallace Pattyson
Ways and Means (3yr. term)	Brenda Bray Robert Salanik
Zoning Hearing Board (3 yr. term)	Samuel Costanzo

MOTION CARRIED 5 TO 0.

Ms. Herring made a MOTION; seconded by Mr. Colello to ratify the Environmental Advisory Council's recommendation to appoint Jeannine Mitchell as Chairman of the Environmental Advisory Council.

MOTION CARRIED 5 to 0.

Set 2019 Administrative Office Hours and Meeting Dates

Mr. Snyder made a MOTION; seconded by Ms. Manion to approve the administrative office hours and meeting date as follows:

Administrative Office Hours: Monday – Friday 8:30AM – 4:30PM

Board of Supervisors – 1/15 @7:00pm, 2/5 @5:00pm, 2/19@7:00pm, 3/5@5:00pm, 3/19@7:00pm, 4/2@5:00pm, 5/7@7:00pm, 6/4@5:00pm, 6/18@5:00pm, 7/16@7:00pm, 8/20@7:00pm, 9/17@5:00pm, 10/1@5:00pm, 10/15@5:00pm, 11/19@7:00pm, 12/3@5:00pm, 12/17@7:00pm

Budget Work Sessions – 4/2 @ 3:00pm, 6/18 @ 3:00pm, 9/17 @ 3:00pm, 10/1 @ 3:00pm, 10/15 @ 3:00pm

Agricultural Security Advisory Committee – scheduled as needed

Bike and Hike Committee –meetings held at 8:00am – 1/15, 2/19, 3/19, 4/23, May - no mtg, 6/18, 7/16, 8/20, 9/17, 10/15, 11/19, 12/17

Dog Park Advisory Committee – meetings held at 5:00pm – 1/14, 2/4, 3/4, 4/1, 5/6, 6/10, July - no mtg, 8/5, 8/26, 10/7, 11/4, Dec. - no mtg.

Environmental Advisory Council – meetings held at 7:00pm - 1/8, 2/12, 3/12, 4/9, 5/14, 6/11, 7/9, 8/13, 9/10, 10/7, 11/12, 12/10

Friends of Kids Castle Committee – meetings held at 12:30pm – 1/28, 4/22, 7/22, 10/28

Historical Architectural Review Board – scheduled as needed

Municipal Authority – meetings held at 3:30pm – 1/17, 2/21, 3/21, 4/18, 5/16, 6/13, 7/18, 8/15, 9/19, 10/17, 11/21, 12/19

Park & Recreation Board – meetings held at 5:30pm – 1/8, 2/12, 3/12, 4/9, 5/14, 6/11, 7/9, Aug. - no mtg, 9/10, 10/9, 11/12, Dec. - no mtg

Pension Advisory Committee – meetings held @ 4:30pm – 1/14, 2/11, 3/11, 4/8, 5/13, 6/10, 7/8, 8/12, 9/9, 10/21, 11/18, Dec. - no mtg

Planning Commission –meetings held at 7:00pm –1/28, 2/25, 3/25, 4/22, 5/28, 6/24, 7/22, 8/26, 9/23, 10/28, 11/25, 12/18

Public Water & Sewer Advisory Board – meetings held at 5:30pm - 1/17, 2/21, 3/21, 4/18, 5/16, 6/13, 7/18, 8/15, 9/19, 10/17, 11/21, 12/19

Telecommunications Advisory Board – meetings held at 6:30pm – 1/14, 2/11, 3/11, 4/8, 5/13, 6/10, 7/8, 8/12, 9/9, 10/21, 11/18, 12/9

Traffic Advisory Committee – meetings held at 7:00pm –2/13, 4/10, 6/12, 8/14, 10/9, 12/11

UCC Board of Appeals – scheduled as needed

Vacancy Board – scheduled as needed

Ways and Means Committee – meetings held at 7:00pm – 1/23, 2/27, 3/27, 4/24, 5/22, 6/26, 7/24, 8/28, 9/25, 10/23, Nov. - no mtg., 12/11

Zoning Hearing Board – Scheduled as needed

MOTION CARRIED 4 TO 1 with Ms. Herring voting nay do to the times of the Board of Supervisors meetings.

Designation of Depository: Any official depository in the Commonwealth of Pennsylvania

Ms. Manion made a MOTION; seconded by Mr. Snyder the Doylestown Township Board of Supervisors approve the 2019 Designation of Depository as any official depository bank in the Commonwealth of Pennsylvania.

MOTION CARRIED 5 to 0

Appoint Bucks County Tax Collection Committee Representatives

Ms. Manion made a MOTION; seconded by Ms. Herring the Doylestown Township Board of Supervisors appoint the Bucks county Tax Collection Committee representatives as...

Stephanie J. Mason - Representative
Kenneth Wallace - Alternate
Barbara N. Lyons – 2nd Alternate

MOTION CARRIED 5 to 0.

Certify delegates to State Annual Convention and establish one voting delegate:

The Board by consensus agreed that the following people would be delegates to the Pennsylvania State Association of Township Supervisors Convention.

Mr. Colello made a MOTION; seconded by Ms. Herring to appoint Mr. Snyder to be the voting delegate. Mr. Snyder declined.

Mr. Snyder made a MOTION to appoint Ms. Manion. Mrs. Lyons inquired if Ms. Manion would accept and she declined. Mrs. Lyons inquired if Ms. Herring would serve as voting delegate. Ms. Herring declined. Mrs. Lyons inquired if Mr. Colello would serve as voting delegate. Mr. Colello indicated that he is not planning to attend PSATS. He then inquired if Ms. Mason could be a voting delegate. Mrs. Lyons made a MOTION; seconded by Mr. Snyder to appoint Ms. Mason as the voting delegate. Mrs. Lyons suggested that Ms. Mason confirm with PSATS that she can be the voting delegate and if not to come back to the Board.

Barbara N. Lyons - Delegate
Richard Colello - Delegate
Kenneth Snyder – Delegate
Ryan Manion – Delegate
Jennifer Herring – Delegate
Stephanie J. Mason – Voting Delegate

MOTION CARRIED 5 TO 0.

Resolution #2089 – Amendment to Fee Schedule

Mrs. Lyons indicated that items in yellow are new. She also suggested that language be added under the court use to read that courts are to be used for their intended purpose. If not used accordingly user may be banned from further use of the courts. Mrs. Lyons further explained that inappropriate use of the courts for soccer was being done.

Ms. Sweeney, Parks and Recreation Director addressed the situation indicating that courts are designed for court play. She further indicated that different types of balls like soccer versus tennis have a different type of marring affect. This marring impacts the wearing of the courts. In addition whole teams have come in to use the courts in appropriately resulting in other uses not to be able to use the courts. This is in the rules and we've had little issue until recently, when this adult group began using the courts brining in goals as well. Mrs. Lyons recommended adding the section to the fee schedule

She also responded to Mr. Snyder's inquiry about how she determines the fees for the fee schedule. Ms. Sweeney indicated that she does a number things like checking with her colleagues as to what they're are charging, what's going on in the area, as well as where is the break point as to when people won't pay for programs etc. We're working to not lose participants and trying to pick some up.

Chief Logan made a comment about the fee schedule in regards to adding intended use. He indicated that it won't assist the Police with enforcement. Mr. Garton commented that it's a Code Provision as well. Chief Logan believes that the Ordinance needs to be reworded and believes it's ambiguous. It's an enforcement nightmare. Mr. Garton suggested it be reviewed.

Mrs. Lyons indicated that the wording should still be in the fee schedule. Ms. Sweeney indicated that the wording is included for points of clarity.

Ms. Herring made a MOTION; seconded by Ms. Manion to approve Resolution 2089 the fee scheduled as amended for 2019.

MOTION CARRIED 5 to 0.

Resolution # 2090 – 2019 Compensation / Professional Services

Mr. Snyder made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors adopt and approve Resolution #2090 as the 2019 Compensation and Professional Service fee schedule.

MOTION CARRIED 5 to 0.

Set Current IRS Mileage Rate - effective January 1, 2019

Ms. Herring made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors approve and set he 2019 Internal Revenue Service Mileage Rate at \$.58 per mile, effective January 1, 2019.

MOTION CARRIED 5 to 0.

Designation of Official 2019 Township Holidays - Township Building Closed

Ms. Manion made a MOTION; seconded by Ms. Herring the Doylestown Township Board of Supervisors designates the 2019 Official Holiday schedule and close the Township Building as follows:

New Year's Day (observance)

January 1 - Tuesday

Dr. Martin Luther King, Jr. Day	January 21 - Monday
President's Day (Washington's Birthday)	February 18 - Monday
Good Friday	April 19 - Friday
Primary Election Day	May 21 - Tuesday
Memorial Day	May 27 - Monday
Independence Day	July 4 - Thursday
Labor Day	September 2 - Monday
Columbus Day	October 14 - Monday
General Election Day	November 5 - Tuesday
Veterans' Day (observance)	November 11 - Monday
Thanksgiving	November 28 - Thursday
Day after Thanksgiving	November 29 - Friday
Christmas	December 25 - Wednesday
New Year 2020	January 1 - Wednesday

MOTION CARRIED 5 to 0.

Police Affairs Committee

Ms. Herring made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors appoint the 2019 Police Affairs Committee as:

Barbara N. Lyons; Director of Public Safety
 Ken Snyder; Board Member
 Ryan Manion; Board Member

MOTION CARRIED 5 to 0.

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

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

MOTION CARRIED 5 to 0.

III. NEW BUSINESS - NA

IV. ANNOUNCEMENTS

- A. The Board of Auditors will hold their Reorganization Meeting on Tuesday, January 8, 2019 at 7:00 PM.
- B. The next meeting of the Board of Supervisors will be held on Tuesday, January 15, 2019 at 7:00 PM
- C. Doylestown Township Administrative Offices will be closed on Monday, January 21, 2019 in observance of Martin Luther King's Birthday.
- D. Christmas Tree Drop-Off - Trees can be dropped off at the New Britain Road entrance of Central Park anytime until February 10th.

V. ADJOURNMENT

Hearing no further business Mrs. Lyons adjourned the meeting at 4:24 p.m.

Respectfully submitted by,

Stephanie J. Mason
Township Secretary

EXHIBIT A*Guidelines for Supervisors:*

1. 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
2. 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.
3. 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 require 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 require 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. Liaisons unable to attend their meetings will make every attempt to contact their fellow Supervisors for a replacement, so all committees will have a Supervisor in attendance if possible.
- g. 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 Board, Bike/Hike Committee, Doylestown Dog Park Advisory Committee, Environmental Advisory Council, Friends of Kids Castle, Municipal Authority, Parks and Recreation Board, Pension Advisory Committee, Personnel and Administration, Planning Commission, Public Safety, Public Water & Sewer Advisory Board, Roads and Bridges, Telecommunications Advisory Board, Traffic Advisory Committee and the 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

Guidelines for Chairperson- 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.