



# Board of Supervisors

## Regular Meeting

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

~ Minutes ~

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Tuesday, January 21, 2020

7:00 PM

Community Meeting Room

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### I. 7:00 PM REGULAR MEETING

Members of the Board of Supervisors in attendance included Chairperson Barbara N. Lyons, Vice Chairperson Ryan Manion, with Supervisors; Jennifer V. Herring, Nancy Santacecilia and Dan Wood.

Township Staff in attendance included Township Manager Stephanie J. Mason, Township Solicitor Jeffrey P. Garton and Chief of Police A. Dean Logan.

Absent Township Staff included Director of Operations Dave Tomko and Township Engineer Geoffrey J. Attanasio.

#### A. Pledge to the flag

#### B. Presentation

##### 1. Park & Recreation Board and Ways & Means Committee – Proposed Recreation / Community Building

Doylestown Township Park and Recreation Board and the Ways and Means Committee presented a proposal for a new Park and Recreation Community Center. John Bray, of the Park and Recreation Board, explained that the Township lost their indoor activity space due to the expansion of the new Township building. The building plans to replace the activity center would have concluded with costs above return. The Park and Recreation Board suggest building a large Recreation / Community Building off of New Britain Road.

Chairperson Brenda Bray, of the Ways and Means Committee, presented conservative amounts for revenue assumptions, expenditure assumptions, projected revenue, projected expenses, projected operating profits and losses, and reviewed next steps in the planning process.

Ms. Lyons and Ms. Manion stated they agreed with the presentation and like the project. Ms. Manion suggested reviewing operating times listed and increase estimated sponsorship revenue. Ms. Bray replied that they were staying conservative in their estimates. Ms. Herring inquired what the soft cost would be and was concerned about being understaffed. Ms. Bray noted she recently received the amount of 15%-25% and noted that there is an amount for contingency that may be used to hire additional staff. Ms. Santacecilia noted she supports the project. Mr. Wood inquired why the cost of the building increased from the previous plans, how facilities would be determined, and if naming rights are a common practice for the Township. Mr. Bray replied that the increased cost would be for the addition of the gym to increase community value and return. He noted facilities were loosely planned until the designer is hired

to make best use of the space. Ms. Lyons answered that naming rights are a common practice for the Park and Recreation facilities. Ms. Herring inquired if it would be a possible shelter location for emergencies. Mr. Bray agreed that it could be if costs stay modest to modify. Ms. Bray noted that fifty nine parking spots would be included in the plans. Karen Forbes, resident of Doylestown Township, inquired about insurance and liability. Ms. Lyons responded that the procedures and coverage is currently in place and would carry over to the new building.

Ms. Lyons suggested the Park and Recreation Board vote and if the majority votes yes they can start planning and consult Township staff to authorize RFP's.

Ms. Manion MOTIONED; seconded by Ms. Santacecilia to approve the planning of the Proposed Park and Recreation / Community Building on the contingency that the majority rules for the Park and Recreation Board vote. MOTION passed 5-0.

Ms. Bray clarified that the staff should begin work on the RFP and that Ways and Means should pursue long term financing. The Board concurred.

C. Visitors/Public Comments

**II. ANNOUNCEMENTS**

- A. The next meeting of the Board of Supervisors is scheduled for Tuesday, February 4, 2020 at 5:00 PM
- B. Movie, Ski Resort and Philadelphia Flower Show tickets are available through the Township at discounted prices. For more info contact our Administration Offices or online
- C. Christmas Tree Drop-Off - Trees can be dropped off at the New Britain Road entrance of Central Park until January 31st
- D. Doylestown Twp. Park and Recreation in partnership with Premier World Discovery is offering two trips in 2020;
  - 1. Paris in the Spring, Burgundy & Provence River Cruise– April 13, 2020–11 day trip
  - 2. Rome - Country Roads of Tuscany – September 13, 2020 – 9-day trip.

**III. MINUTES APPROVAL – Reorganization Meeting – January 6, 2020**

Ms. Herring MOTIONED; seconded by Mr. Wood to approve the minutes. MOTION passed 5-0.

**IV. CORRESPONDENCES –**

A. Central Bucks Emergency Medical Services – Request for appointees

Ms. Mason stated she could attend. Ms. Herring volunteered as an alternate. The Board of Supervisors agreed.

**V. REPORTS**

- A. Solicitor
- B. Police Chief
- C. Township Engineer
- D. Manager
- E. Director of Operations

Ms. Mason explained that PennDOT granted Doylestown Township with the Automated Red Light Enforcement grant in October of 2018. The Township proceeded in May of 2019 with the design phase of the project. She recommended the Board of Supervisors approve and execute an application for Traffic Signal Approval.

Ms. Herring MOTIONED to approve the application for Traffic Signal Approval; Ms. Manion seconded. MOTION passed 5-0.

- F. Supervisors

Mr. Wood reported that Vice Chairman Don Richardson, of the Environmental Advisory Council, recently passed away. He also thanked the Township road crews for the snow clean up over the weekend.

Ms. Manion reported that Kids Castle renovations were successful and there is one last upgrade in process. She has come across all positive feedback in person and through social media.

Ms. Santacecilia noted that the Telecommunications Advisory Board is researching the Townships digital footprint and the Dog Park is currently upgrading the current system.

Ms. Herring attended the Pension Advisory Board meeting and indicated what a skilled group of residents we have on our committees.

**VI. NEW BUSINESS**

- A. Training Request

Ms. Sweeney, Director of Parks & Recreation requested to attend the Annual Pennsylvania Park and Recreation Society Conference. She also requested Ms. Finley, Program Coordinator of Parks & Recreation to attend the conference.

Mr. Schea, Fire Marshal/Facilities Manager requested to attend the NJIAAI AGM Conference.

Mr. Schea, Fire Marshal/Facilities Manager requested to attend the National Facilities Management & Technology Conference. He also requested Mr. Dando, Facilities Maintenance to attend the conference.

Ms. Manion MOTIONED to approve all the listed training requests; Mr. Wood seconded. MOTION passed 5-0.

Ms. Manion MOTIONED to approve the Bills List; Ms. Santacecilia seconded. MOTION passed 5-0.

B. Keystone Municipal Services Agreement

Ms. Manion MOTIONED to approve the Keystone Municipal Services Agreement for 2020; Ms. Herring seconded. MOTION passed 5-0.

C. Pebble Ridge / Woodridge Sewer Project Payment Request #8 Bucks County Water & Sewer Authority

Ms. Mason noted the subcommittee recommended approval.

Mr. Wood MOTIONED to approve contractor payment number eight in the amount of \$193,012.72; Ms. Herring seconded. MOTION passed 5-0.

D. Resolution 2186 Professional Services

Ms. Manion MOTIONED to approve resolution #2186 for the payment of salaries and compensation of the Township Traffic Engineer; Ms. Santacecilia seconded. MOTION passed 5-0.

E. Designer House – Special Event Fee Waiver Request

Ms. Manion MOTIONED to approve the Special Event Fee Waiver Request; Ms. Herring seconded. MOTION passed 5-0.

F. Request for Sewer Hookup – 1960 S Easton Road

Ms. Herring MOTIONED to approve the request to hook up to public sewers. Ms. Manion seconded. MOTION passed 5-0.

G. Treasurer's Report – Not Available at this time

Not Available at this time due to server issues. This will be reviewed at the next meeting.

H. Bills Lists – Ms. Manion MOTIONED to approve the January 21, 2020 Bills List in the amount of \$625,088.85; Ms. Santacecilia seconded. MOTION passed 5 - 0

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**VIII. ADJOURNMENT**

Meeting adjourned by Ms. Lyons at 7: 51 PM.

Respectfully submitted by

Stephanie J. Mason

Secretary