



Board of Supervisors

Regular Meeting

Minutes

425 Wells Road
Doylestown, PA 18901
215-348-9915
<http://doylestownpa.org>

Follow us on social media!    

Tuesday, July 15, 2025

7:00 PM

Community Meeting Room

Board Members in attendance: Jennifer V. Herring, Chairman; Barbara N. Lyons, Vice Chairman; Dan Wood and Judy Dixon.
Absent: Nancy Santacecilia

Township Staff in attendance: Stephanie J. Mason, Township Manager; Dave Tomko, Director of Operations; Andrea Mergner, Assistant Township Manager; Chief Charles Zeigler; Matt Johnston, Township Traffic Engineer and Michael Clarke, Solicitor.

7:00 PM REGULAR MEETING

Pledge to the flag

Ms. Herring welcomed everyone to the meeting, she stated that the meeting will start with some appointments.

Promotion and Appointment of Police Officers

On motion of Ms. Lyons, seconded by Ms. Dixon, the Board approved the promotion of Jared Courts to Patrol Sergeant. The motion carried 4 – 0.

On motion of Ms. Lyons, seconded by Mr. Wood, the Board approved the appointment of Sean Healy to Police Officer. The motion carried 4 – 0.

Ms. Herring proceeded to swear in Jared Courts as Patrol Sergeant for Doylestown Township Police Department.

Ms. Herring proceeded to swear in Sean Healy as a Police Officer for the Doylestown Township Police Department.

Ms. Lyons stated that it was great to see former Chiefs White, Logan and the representatives from other municipalities in attendance.

Presentations

Boards and Commissions Yearly Reports

Zoning Hearing Board – Mr. Lahr reported that there were 20 hearings in 2024, eight for Accessory Family Apartments, in 2023 we had 23 hearings, six for Accessory Family Apartments. There seems to be a trend in the Township. There have only been a couple of appeals in the last couple of years that are still in the appeals process.

Veterans Advisory Committee – Mr. Suessenguth presented the review of 2024 for the Veterans Advisory Committee. Meetings are the fourth Thursday of every other month at 4PM. They hosted Bucks County Veterans Affairs and Delaware Valley University for plans and ideas to help local veterans. Operations External Gratitude groups from churches, scouts and schools made handwritten cards that were distributed to local vets. For \$25 you can buy one inch of the new Community Recreation Center Flag Pole to honor or memorialize a veteran from your family or community. They are continuing to work on American Flag Retirement container, the VAC participated in the Memorial Day Parade, the Roundabout will be dedicated to our Gold and Blue Star Families. Planning to host a Veterans Outreach in the fall, information for veterans concerning benefits from the County & State.

Mr. Wood inquired if residents want to donate to the flag pole what is the best way if they can't make it to one of the concerts? Mr. Suessenguth stated that there is a place on the Township website, a QR Code. Ms. Mason followed up with that how to donate is in the E-News every Friday as well. Ms. Lyons stated that each inch is \$25, you can buy as many as you want. Mr. Suessenguth stated that they are hoping to sell all 240 inches of the 20' flag pole to raise the money to pay for the pole and possibly a little extra to honor veterans with another project.

Park & Recreation Board – Blythe Kelley – this is her third year as chair, 13 years on the Board. This year the majority of their time has been focused on the park's improvement project, wayfinding sign project user friendly map of Central Park showing amenities and locations along with trail locations, connections and links, planning this year's events and setting new goals. The Board primary purpose is to support our parks and recreation department. The last few years our primary goal to fundraise for our park improvement project. It was a pleasure to tour the new Community Recreation Center seeing their longtime vision become a reality with a soft opening in August and ribbon cutting on September 7th. Planning, volunteering and fundraising for all parks continues, summer concert series with live music, beer garden and food trucks. She shared the events they are planning for 2025: Fido Float at Fanny Chapman, Annual Golf Outing at Commonwealth National Golf Course, Decemberfest, Mrs. Claus Jammy Jam & Santa event, Second annual Inside Open Golf Classic at Main Swing in March 2026. They are looking forward to continuing their partnership with EAC. They formed a new plan review subcommittee for preliminary review of future plans for review and made recommendations regarding park & rec related concerns. New event sign near the C & N Amphitheater, listing all of our Township's parks, fields, pavilions and amenities, along with the 2025 concert series schedule. The Park & Rec Board is using funds for a new concrete cornhole game area in Central Park to be installed shortly. She acknowledged the Township Parks & Recreation Maintenance Staff, doing a great job keeping the parks safe and beautiful. She thanked everyone for their support.

Planning Commission – Judy Hendrixson - stated that the Planning Commission will continue to support ongoing and new projects working closely with the community, Boards & Commissions and Bucks County Planning Commission. Encouraging more efficient energy use, environmental considerations, denser and more varied housing development linked to our aging demographic, open spaces and continued expansion of our Bike/Hike network. Interfacing with Code Enforcement and various areas we need to clarify and clean up our zoning ordinance. This past year they have reviewed the Fir Line Properties, LLC, 50 acres (11 lots), recommended preliminary plan approval with the applicant agreeing to meet all requirements and a maintenance plan for open areas. 1796 S Easton Road, proposed redevelopment plan, car wash, challenges due to proximity of Neshaminy Creek at the rear of the site, recommended Preliminary/Final approval. 3775 Bristol Road Preliminary Land Development (3 lots), approval recommended with waivers and additional landscape buffering. Doylestown Hill, three parcels on Turk Rd, discussed comments and compliance with the Edison Village Comprehensive Plan. The project has been tabled awaiting further information. Barn Plaza Theater Redevelopment – Sketch Plan for a three-building retail development, after meeting and a site visit, they recommended Preliminary/Final approval. Sketch Plan presented for Sandy Ridge (seven single family lots – cul-de-sac) discussions continuing. 33 Neill Drive, before the Planning Commission last year, final result recommendation to amend the zoning ordinance to allow for Village Carriage Home Use. Before the Planning Commission for preliminary/final approval, after revisions the project is ongoing. 651 North Shady Retreat Road – Sketch Plan for 12 units a B4 development of new homes and preservation of historic home (cul-de-sac). The Planning Commission held a work session with the Bucks County Planning Commission to discuss the results of the RFI sent out by the County. There were several ideas. Bucks County Planning agreed to include the Doylestown Township Planning Commission in their process moving forward. They met with Bucks County Planning Commission regarding their Almshouse Reimagined Project, discussing options for redevelopment of County Property. Emphasis on obtainable housing, traffic circulation and potential uses for the property. Discussions are ongoing.

Pension Advisory Committee – **Ed Denton** – showed the Board the great progress made, they have received compliments from both our Investment Advisor and Actuary. Strengthening the employee pension plan over the last seven years gradually lowering the discount rate and making the extra payments. In 2016 & 2018 we were at 65% funded and in 2024 we are 88% funded. Hoping this trend will continue. New objectives evaluate whether to ‘de-risk’ the Non-Uniform Pension Plan Investment Portfolio, which was closed in 2012 to new members, creating a more predictable and less volatile returns. Drafting a new investment policy statement for both the Police and Non-Uniformed employees. They will continue to monitor the performance of each of the Township Employee Pension Plans, continue to meet semi-annually with the Township investment advisor and actuary to conduct in-depth reviews of the financial condition of each plan, provide a status report which monitors key metrics associated with each plan and continue to work with the Township on recommendations for the annual contributions into the pension plans.

Human Relations Commission – **Jacqueline Kennedy** – thanked the Board for creating the Human Relations Commission. She stated that the commission was formed to make Doylestown a welcoming community. The purpose is to build community and cultivate respectful, cohesive environment for those who visit, live and work in the community. We aspire to honor each person’s humanity and right to be treated with dignity, deter unlawful discrimination and harassment, safeguard equal opportunities, inclusion and justice. They will offer events and education and provide access to resources for conflict resolution. As a new commission they are still in the process of building what they will do going forward. They have created their webpage with their purpose and providing relevant information, attended training, became involved in community activities and they intend to start planning an educational seminar. They will be at National Night Out with flyers and how to contact us. They are working to bring the community together.

Telecommunications Advisory Board – **Ed Ebenbach** – stated that their original mission was to provide advice to the Township on matters of cable franchises, their mission has evolved to providing advice and production skills in media communications in support of township activities and events. He showed that a three page How To Guide on how to do a media communications program, prepared by Mr. Bakun, which is available to all other groups who wish to use it. Ms. Shuporthyaka is a collaborator and producer on videos, such as the Shady Retreat Trail video with Bike/Hike. Ms. Laustsen is an editor and the voice of many of the videos, concert promo videos. Mr. Zapolski, a talented videographer, worked on a video for the pond restoration and garden party with the EAC. Mr. Ebenbach encourages everyone to go to our website or YouTube to view all the videos. For 2025 they will be producing a promotional video for the new Community Recreation Center, sports courts and permanent bathrooms. The current plan for the video is to run about three to five minutes, hoping to begin in late summer. They will continue to maintain and operate the production, DTV, streaming and broadcasting facilities. He thanked the Board and staff for their support.

Ms. Herring emphasized that all of our volunteers are phenomenal, all volunteers on these Boards and Commission is dedicating their time to better our community. She thanked them for all of their participation.

Public Comments Agenda Items Only

No Comments. Ms. Herring welcomed the Scout that was in attendance.

ANNOUNCEMENTS

- A. The next regular meeting of the Board of Supervisors will be held on Tuesday, August 19, 2025 at 7:00 PM.
- B. Doylestown Township will be accepting nominations for our **Unsung Hero Award** until 4:30pm on July 25, 2025. Check out E-news for qualifications and instructions. You may email nominations to info@doylestownpa.org. Please put Unsung Hero Award in the subject line.

- C. The Thompson Performing Arts Series at the C & N Amphitheater continues this Wednesday, July 16th at 7pm with River of Dreams. Please go to www.doylestownrec.org for the complete 2025 line up.
- D. Doylestown Township Police – National Night Out – August 5th from 4PM to 8PM. Central Park (Rain date: August 9th) – FREE. For more info www.doylestownpa.org
- E. Keep up to date with Township News / Events – sign up for E-news at www.doylestownpa.org. E-News is sent out every Friday at 4:00PM.

MINUTES APPROVAL: On motion of Ms. Lyons, seconded by Ms. Dixon, the Board approved the minutes of June 17, 2025 minutes. The motion carried 4 – 0.

CORRESPONDENCE

None

REPORTS

Solicitor

Authorization of Advertise Amending the Provisions of Chapter 119 – “PARKS AND RECREATION AREAS, SECTION 10 DRUGS AND ALCOHOL.”

Mr. Clarke stated that the Board has requested time for further review, he asked the Board table this item for further review.

On motion of Ms. Lyons, seconded by Ms. Dixon, the Board agreed to table Amending the Provisions of Chapter 119. The motion carried 4 – 0.

Township Engineer

Nothing to report.

Police Chief

Chief Zeigler wanted to remind everyone that National Night Out is a family event that is fun for everyone. Be sure to be here at Central Park on August 5th from 4pm to 8pm.

Dir. of Operations

2025 -2026 Fuel Bid – Award Recommendation

Northampton Township on behalf of Bucks County Consortium Members received bids for various fuels to be purchased by the Township for the contract year August 1, 2025 through July 31, 2026. Per that contract we intend to purchase regular unleaded gas and ultra-low sulfur diesel. He is asking the Board to accept Pilot Thomas Logistics’ bid for unleaded regular gas at the market fluctuation price per gallon plus delivery cost of \$0.130 per gallon and Ultra-low Sulfur Diesel Fuel at market fluctuation price per gallon plus delivery cost of \$0.233 per gallon.

On motion of Ms. Lyons, seconded by Ms. Dixon, the Board approved the Pilot Thomas Logistics, for the 2025 2026 contract year for supply and delivery of: Unleaded Regular Gas at market fluctuation pricing per gallon plus delivery cost of \$0.130 per gallon plus, and Ultra-Low Sulfur Diesel Fuel at market fluctuation pricing per gallon plus delivery cost of \$0.233 per gallon. The motion carried 4 – 0.

Community Recreation Center & Central Park Rest Rooms

Skepton Change Order

Mr. Tomko stated that he has not received the necessary documents and is asking the Board to table this item until a later date.

On motion of Ms. Lyons, seconded by Mr. Wood, the Board agreed to table the Skepton Change Order until a later date. The motion carried 4 – 0.

US Solutions Change Order #6 – Award Recommendation

This is for a transformer to provide voltage coming out of the Community Recreation Center at 240 volts to be converted to 208 voltage. This is to feed the current Public Works and DTMA buildings. The generator in that location is older and can't be switched over from 240 to 208. US Solutions and MKSD we had to consider change order to install the transformer. Total cost \$23,409.85, which covers materials, installation and labor.

Ms. Dixon inquired is this something that has to be done and has nothing to do with the new Community Recreation Center, correct? Mr. Tomko replied yes, this has to be done because otherwise we can't run the backup generator, it will also affect mechanicals in the building. It is due to the change in the voltage that came out of the CRC that these two buildings connect.

On motion of Ms. Lyons, seconded by Ms. Dixon, the Board approved US Solutions Change Order #6 in the amount of \$23,409.85.

Graphic Imaging – CRC Building Interior Signage Proposal

Mr. Tomko stated that Mr. Schea, our Facilities Manager, has been working along with staff and the Capital Campaign Committee to finalize the donor wall signage requirements as well as compliant room signage needed. Graphic Imaging, Pipersville PA has provided a proposal for the signage for a total of \$8,424.00.

On motion of Ms. Lyons, seconded by Ms. Dixon, the Board approved the purchase of Community Recreation Center interior signage from Graphic Imaging totaling \$8,424.00. The motion carried 4 – 0.

Community Recreation Center – Lyons Recreation - Change Order #1

Mr. Tomko stated that this item is regarding the Bocci Courts. Previously you approved Lyons Recreational to supply and install artificial turf for the Bocci Courts. The original plan called for a concrete slab under the turf, this was not necessary and will be a significant savings, the change order for that will be coming next month. Lyons Recreational will supply and install the stone subbase for the astro turf. He is asking the Board to approve Change Order #1 in the amount of \$7,800.00.

On motion of Ms. Lyons, seconded by Ms. Dixon, the Board approved Lyons Recreation Change Order #1 to supply and install 4-inch stone subbase material totaling \$7,800.00. The motion carried 4 – 0.

Assistant Township Manager**Boards and Commissions Volunteer Handbook – Update**

Ms. Mergner stated that there are some minor edits to clarify information for the Boards and Commissions. She stated that each Board and Commission member will sign to acknowledge receipt and that they have read the handbook at reorganization.

Ms. Herring mentioned that they received an email from Supervisor Santacecilia who couldn't be here today with some comments. She just wanted to acknowledge that we had received that, and the Board has been given that email for review.

On motion of Ms. Lyons, seconded by Ms. Dixon, the Board approved the changes to the Boards and Commissions Volunteer Handbook. The motion carried 4 – 0.

Township Manager

Ms. Mason stated that ACT 17 was signed into law by Governor Shapiro on June 30th. We received notification in early July that the western and eastern roundabouts will be named in honor of our Blue Star and Gold Star families. In addition, we were surprised to learn that a portion of Ferry Road from the intersection of Limekiln to Swamp Road is going to be dedicated in memory of former Judge Barry McAndrews with a Memorial Highway designation. We are fortunate to have two sections of our Township roadways identified in ACT 17. We will work with our Veterans Advisory Committee to have a celebration for the unveiling.

Supervisors

Mr. Wood – Nothing to report.

Ms. Lyons – The Ribbon Cutting and Open House for the Community Recreation Center and Park Improvements, will be Sunday, September 7, 2025 from 1pm to 4pm, there will be food, and she is asking the Board for special permission to serve wine or prosecco at this event, she needs the Boards consent. The Board consented to the request. Ms. Lyons gave a shout out to Piccolo Trattoria who has offered a substantial discount and an amount of food for this event. Sunday, September 7th from 1 – 4pm, she hopes everyone can come, it is going to be fabulous.

Ms. Dixon – The EAC has an event on August 21st, a presentation on Bird Safe Doylestown regarding bird migration seasons in the spring and fall. At these times the birds can't see the windows in taller buildings and fly into them and die. Trying to find ways to prevent this perhaps something on the windows. She believes this event will be in person and via zoom, stay tuned for more info. Stefan Kirkus, a biologist with the Pennsylvania Game Commission, scouted out along with Township Staff to look for Purple Martin Nesting House and Chimney Swift Tower that they gave to the Township that will be placed in a field. Both of these birds are in decline; Purple Martins rely solely on human made structures for nesting and they like to be near humans.

Bike/Hike is looking for the E-Bike ordinance to be put in place, it is with the solicitor now. Hopefully that can be reviewed, Supervisor Santacecilia has an interest in seeing this moving forward for the safety of pedestrians on the trails. They reviewed the update on the latest trail on Green Street and Pebble Hill. Doylestown Borough is moving forward with a plan to develop a bike/hike lane/trail from the Boy Scouts towards Pebble Hill Road.

Ms. Herring – stated that prior to the start of this meeting the Board held interviews for the vacant position on Zoning Hearing Board. They met with some incredible candidates. She is pleased to move to appoint Mr. Rick Gaver, former supervisor, Zoning Hearing Board member, to be appointed to the Zoning Hearing Board.

On motion of Ms. Herring, seconded by Ms. Lyons, the Board approved the appointment of Rick Gaver to the Zoning Hearing Board. The motion carried 4 – 0.

UNFINISHED BUSINESS

None

NEW BUSINESS

Mission Square 457b Retirement Plan Changes

Mr. Wallace, Finance Director, stated that this was mandated by congressional legislation. The Federal government wanted 457 Plans to open up this additional feature for our employees where they would be able to make Roth contributions to their 457b plan. We need the Boards approval to move this feature along, he will contact Mission Square that the Board approved to implemented on January 1, 2026. Coordinating with the payroll department starting next year if an employee wants, they can make tax contributions to their Roth plan. When they retire this Roth plan is available, their distributions won't be taxable at that time. He is looking for the Boards approval to open this feature up to our 457 plans.

On motion of Ms. Lyons, seconded by Ms. Dixon, the Board approved the Mission Square 457b Retirement Plan changes. The motion carried 4 – 0.

Resolution #2729 Support House Bill 1152 – EMS Reimbursements

Ms. Lyons stated that what typically happens is an ambulance will be called, the insurance will be billed but payment is sent to the person who received the services and not to the service provider. What is happening is they do not reimburse the EMS facility, they keep it, and the EMS facility has to chase that money. This bill will have the insurance go directly to the EMS service provider. This resolution will be sent to BCATO along with others and all be grouped together for presentation at the next Pennsylvania Associations of Township Supervisors Meeting. It may also be sent to our representatives to have it in the works.

On motion of Ms. Herring, seconded by Mr. Wood, the Board approved Resolution #2729 Support House Bill 1152 – EMS Reimbursements. The motion carried 4 – 0.

Temporary Bike/Hike Construction Easement – Morgan Hill

Ms. Mason reminded the Board that we awarded the New Britain Road Trail to Cornell at your last meeting. We have been working with the HOA for Morgan Hill for a temporary construction easement and maintenance agreement. The documents are here, shared with the HOA. She is asking the Board to authorize the execution once we receive it back from Morgan Hill's HOA once the appropriate officers have signed it, so we can continue this moving along. We have a grant for this project and anticipate work to begin in September.

On motion of Ms. Lyons, seconded by Ms. Dixon, the Board authorized the execution of the documents once received back from Morgan Hill's HOA with the appropriate signatures. The motion carried 4 – 0.

Zoning Hearing Board

Baia – 1850 Turk Road – TP# 09-017-012 – Request Multiple Variances

Ms. Mason asked for the Township Solicitor's office to attend the hearing in favor of the applicant. This is a very complicated situation. The application is made for a property that this Township approved a subdivision for well over 20 years ago for a shared driveway easement. The owner of the property recently passed, their family has sold both the existing home and the subdivided property. The new owner of the home is not granting shared driveway access, even though it was on the land development plan. They are seeking variances because they have no other way to access their property, she believes it is appropriate for us to be there in support, so we do not end up with landlocked property and problems in the future.

On motion of Ms. Lyons, seconded by Mr. Wood, the Board authorized the Township Solicitor to represent the Township as a party in interest at this Zoning Hearing Board. The motion carried 4 – 0.

Ms. Herring added that we emphasize that we would like to retain as many trees as possible and if at all possible, work with the current homeowners.

Treasurers Report – July 15, 2025 – On motion of Ms. Lyons, seconded by Dixon, the Board approved the Treasurers Report. The motion carried 4 – 0.

Bills List – July 15, 2025 – On motion of Ms. Lyons, seconded by Mr. Wood, the Bills List in the amount of \$1,990,066.60 was approved. The motion carried 4 – 0.

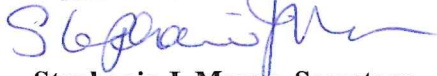
Public Comment – All Items

None

ADJOURNMENT

The meeting adjourned at 8:20PM

Respectfully submitted,



Stephanie J. Mason, Secretary