



Board of Supervisors

Regular Meeting

Minutes

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

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Tuesday, October 21, 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; Sean Torpey, Township Engineer and Michael Clarke, Solicitor.

7:00 PM REGULAR MEETING

Pledge to the flag

Ms. Herring welcomed everyone to the meeting, she stated that prior to the start of this meeting there was a Budget Work Session and an Executives Session regarding Matters of Litigation and Personnel Matters.

Presentations

2024 Township Audit from Zelenkofske Axelrod, LLC

Tim Mirra presented the Doylestown Township 2024 Audit, he stated that the financial statements are fairly presented, in all material aspects, in accordance with accounting principles generally accepted in the United States of America.

No deficiencies were found in the Township's control process. For transparency & disclosure he went over the new accounting principles adopted by the Township in 2024. The Township's Financial Results – Net Position is \$28.8 million in Net Investment Capital Assets, \$2.0 million Restricted and \$13.0 million unrestricted. Governmental Funds – Fund Balance \$15.7 million, Non spendable \$158 thousand, Restricted \$2.1 million, Assigned \$7.0 million and Unassigned \$5.5 million. General Fund Balance \$5.7 million slight decrease from 2023, Total Revenue \$12.1 million, Total Expenditures \$10.7 million, Excess Revenues over Expenditures \$1.4 million and Net Change in Fund Balance (\$.1 million).

New GASB Statements in 2025 & 2026 #102-Certain Risk Disclosures; #103- Financial Reporting Model Improvements & 104-Disclosure of Certain Capital Assets. ZA will assist the Finance Department with the adoption in accordance with the standards.

Township Pension Trust Funds for Police and Non-Uniformed employees both saw gains, trending in the right direction.

The Board had no questions, Ms. Herring thanked the Township Finance Department, who keep our books perfect, she also congratulated the Township for doing such a good job with our finances, leading to this great report.

Public Comments Agenda Items Only

None

ANNOUNCEMENTS

- A. The next regular meeting of the Board of Supervisors will be held on Tuesday, November 18, 2025 at 7:00PM
- B. November is National Veterans and Military Families Month

- C. The Doylestown Township Administration Office will be closed on Tuesday, November 4, 2025 in observance for Election Day and Tuesday, November 11, 2025 in observance of Veteran's Day.
- D. The Doylestown Township Police Department is hosting a free community event on Wednesday, November 5 from 6:00 – 7:30 PM at the Township building. The event will focus on safe and enjoyable biking throughout Doylestown Township.
- E. The Chapman Road Bridge will undergo repairs beginning October 27, 2025, with work expected to be completed by June 30, 2026. During this period, Chapman Road will be closed to all traffic 24 hours a day. A full detour will be in place directing motorists to use Pine Run Road to Limekiln Road and Ferry Road. Visit the Township website for updates.
- F. 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. Lyons, seconded by Ms. Dixon, the minutes of September 16, 2025 were approved with one change, on the bottom of page 2 & top of page 3, regarding Fireworks Time Change, Ms. Herring went on to say that she read the ordinance and that day was not in violation. With that change the motion carried 4 – 0.

On motion of Ms. Lyons, seconded by Ms. Dixon, the Board approved the minutes from the October 9, 2025 Budget Work Session. The motion carried 4 – 0.

CORRESPONDENCEBC Cares – Pumpkinfest – Special Event Permit Fee Waiver Request

On motion of Ms. Lyons, seconded by Ms. Dixon, the Board approved the fee waiver request in the amount of \$150 for BC Cares Pumpkinfest. The motion carried 4 – 0.

Friends of Library Fundraising – Fee Waiver Request

On motion of Ms. Lyons, seconded by Ms. Dixon, the Board approved the fee waiver request in the amount of \$680 for Friends of Library Fundraising for Community Recreation Center use. The motion carried 4 – 0.

Temple Judea – Rummage Sale – Sign Permit Fee Waiver Request

On motion of Ms. Lyons, seconded by Ms. Dixon, the Board approved the fee waiver request in the amount of \$80 for Temple Judea Rummage Sale. The motion carried 4 – 0.

REPORTSSolicitor

Nothing to report.

Township Engineer

Nothing to report.

Police Chief

Chief Zeigler stated there will be a Medication Take Back Day, Saturday, October 25th from 10AM to 2PM. Locations to drop off medication are Doylestown Hospital (595 W State Street) and Weis Market (73 Old Dublin Pike, Mercer Square Shopping Center).

Dir. of Operations2025 Road Program – Change Order #3

Mr. Torpey stated that Change Order #3 for the 2025 Road Program in the amount of \$7,050.00 for additional striping and markings using hot thermoplastic for trail crossing locations and yield locations. He asked the Board to approve Change Order #3.

On motion of Ms. Lyons, seconded by Ms. Dixon, the Board approved Pennoni 2025 Road Program Change Order #3 for additional pavement markings added to Sandy Retreat Road, North Shady Retreat Road & Butler Avenue in the amount of \$7,050.00. The motion carried 4 – 0.

2025 Tree Pruning & Take Down (Fall & Winter) – Award Recommendation

Mr. Tomko stated that there was some more work to do on the tree program, it was advertised and asked for bids on Penn Bid, they received four bids, Sky High Services was low bidder at \$11,100.00. He asked for the Boards approval.

On motion of Ms. Lyons, seconded by Ms. Dixon, the Board awarded the 2025 Tree Pruning & Takedown (Fall & Winter) to Sky High Services in the amount of \$11,100.00. The motion carried 4 – 0.

2025-26 Snow Plow Bid – Award Recommendation

Mr. Tomko stated that this is for snow plowing only, not salting. Advertised on Penn Bid, three contractors submitted for this year. He is asking the Board to approve all three contractors to be utilized for snow removal for 2025 into 2026.

On motion of Ms. Dixon, seconded by Ms. Lyons, the Board awarded the 2025-2026 Rental of Snow Removal Equipment w/operator contract to the following companies:

- B & E Karts, LL – hourly rate \$165.00 per vehicle
- James & Family Enterprises, LLC – hourly rate \$285.00 per vehicle
- Effluent Retrieval Services, Inc – hourly rate \$175.00 per vehicle

The motion carried 4 – 0.

New Britain Road B&H Trail – AH Cornell & Sons - Change Order

Mr. Tomko stated that previously the Board awarded the contract to AH Cornell & Sons, we have two change orders from Baker Engineers. Change order #1 is for additional truncated domes for the ADA ramps totaling \$3,199.97. Second change order is for labor and equipment to mill and pave New Britain Road from the backside of Central Park to the overpass over 611 just past Rolling Hill Blvd. totaling \$75,514.50. He asked the board for approval. Approximately \$7,000.00 will be paid out of our road program for the section of New Britain Road.

On motion of Ms. Lyons, seconded by Ms. Dixon, the Board approved AH Cornell & Sons Change Order #1 in the amount of \$3,199.97. The motion carried 4 – 0.

On motion of Ms. Lyons, seconded by Ms. Dixon, the Board approved AH Cornell & Sons Change Order #2 in the amount of \$75,514.50. The motion carried 4 – 0.

Community Recreation Center & Park Improvements

Skepton – Site Change Order #16

Mr. Tomko stated that this change order has been coming for the last couple of months, it includes site revisions, some additions and deductions are part of this change order, these items along with the installation and supply of wall base in the CRC total \$57,937.39. He asked the Board for approval of change order #16.

On motion of Ms. Lyons, seconded by Ms. Dixon, the Board approved Skepton Construction Change Order #16 for installation of wall base & site revisions totaling \$57,937.39.

US Solutions – Court Lighting Change Order #9

Mr. Tomko stated that Change Order #9 is for the Courts lighting upgrade from 100amps to 200amps service and all the associated equipment and labor. He is asking for the Boards approval of US Solutions, Change Order #9 Court Lighting in the amount of \$36,428.01.

On motion of Ms. Lyons, seconded by Mr. Wood, the Board approved US Solutions Chage Order #9, for upgrade of the court & rest room site lighting electrical service totaling \$36,428.01. The motion carried 4 – 0.

Courts & Comfort Cottage Cameras

Mr. Tomko stated this security camera proposal for providing cameras for the courts & comfort cottage. Mr. Schea contacted KIT Communications who are a Co-Stars vendor, we have used them for all of our off-site cameras throughout the park system. The cost of \$22,126.16 will include 14 cameras which will be utilized on the courts and the new bathrooms. He asked the Board for approval.

On motion of Ms. Lyons, seconded by Ms. Dixon, the Board approved KIT Communications proposal to supply Rhombus security cameras, hardware & license for the Community Recreation Center Courts & Central Park Comfort Cottage totaling \$22,126.16. The motion carried 4 – 0.

Patio Fencing Proposal

Mr. Tomko stated that this is related to the patio adjacent to the building outside. This request is from the Parks & Recreation Department to fence off that patio for their purposes and use. Mr. Schea received a proposal from ProMax Fence Systems, Co Stars vendor, we used this vendor previously for the police secured lot entry & exit gates and also for the dog park. The proposal is for 4' high fencing around the patio, there will be no gates. Total for the 48' linear feet of fencing is \$10,689.00. He asked the Board for approval.

On motion of Ms. Lyons, seconded by Ms. Dixon, the Board approved the proposal from Pro Max Fence Systems to supply and install fencing on the Community Recreation Center patio totaling \$10,689.00. The motion carried 4 – 0.

Bocce Courts Composite Timber – Proposal Acknowledgement

Mr. Tomko asked for the Boards acknowledgement of this item for the Bocce Courts. To help with costs we are going with composite timber for the border of the Bocce Courts instead of the proposed concrete border, first proposal was well over \$38,000. We found some additional companies, he asked Supervisors Herring & Lyons to approve the ACT Composite Timber proposal to have Ms. Mason execute that proposal in the amount of \$19,689.00 to order the materials so we can get it delivered and not delay the process. He asked the Board to acknowledge the process and followed our procedures.

The Board acknowledged the execution of the ACT Composite Timbers quote as approved by Supervisor Herring & Supervisor Lyons and signed by Ms. Mason, Township Manager, on October 10th in the amount of \$19,689.00.

Mr. Wood inquired about a date when the courts will be completed. Mr. Tomko stated that there is no exact date at this time, the lumber will be here mid-November possibly the courts completed in totality around Thanksgiving.

Assistant Township Manager

Bucks Beautiful Fall Grant Program

Ms. Mergner wanted to inform the Board that the Township received an award from Bucks Beautiful to purchase native trees for the Sandy Ridge / Ash Way Basin. Heidi Schiver, EAC Chair, has led the effort to remove invasive species with the help of Chris Mason and his team. We are at the point to replant and begin rebuilding the habitat. This basin was recognized as a watershed friendly certified property by Penn State.

Natural Gas Supplier Procurement

She shared information about our natural gas supplier procurement, our current contract expires in April of 2026. Our energy broker suggested that we start looking to procure our rate. Her memo of

October 17th the rate was 5.753, today there was a little increase to 5.81. She is asking the Board to authorize herself and Ms. Mason sign a contract with the natural gas provider providing the rate is equal to or less than 5.85.

On motion of Ms. Lyons, seconded by Ms. Dixon, the Board authorized Ms. Mergner & Ms. Mason to sign the contract providing the rate is equal to or less than 5.85. The motion carried 4 – 0.

Township Manager

Nothing to report.

Supervisors

Ms. Dixon – stated that she and Mr. Kelso attended the Montgomery and Bucks County Trail Summit. The summit was between the two counties and Philadelphia. Mr. Kelso presented for Doylestown Township, the main question was how Doylestown Township managed to create 31 miles of trails. We are the North Star for building trails.

Bike/Hike – this morning's meeting was spent reviewing the E-Bike Ordinance, which we will discuss later. Sgt. Courts spoke about the upcoming Bike Safety and Trail Etiquette Program on November 5th. She hopes lots of people come out, we are all concerned about safety, safety on the trails, safety of people using the trails, making sure kids riding bikes are also safe.

EAC – they welcomed the two new members that the Board appointed. They are still working on various projects, bird migration awareness, promotion of native plants, and the dark sky program. The EAC is looking to address the surge in deer population, they ruin native plants and people's gardens.

PWSAB – the 537 Plan was presented, went to DEP earlier this year, they had some revisions which were submitted. Hopefully, we will have approval quite soon. They are also working on private well testing, we have a grant for that, the plan on how samples will be taken will be brought to the Board for approval early next year.

Ms. Lyons – stated that the Park & Recreation Board had a successful Golf Outing at the Commonwealth Club, she believes they netted about \$35,000.

VAC - is planning activities with other veterans' groups in the area. Check out E-News, November 11th is Veterans Day, hug a veteran, send a card, say Thank you.

Mr. Wood – stated that at the last Planning Commission they received a lot of information from Mr. Zaveta regarding Hart Property, reiterating some of the things the Board has already heard regarding the plans for the property. He has had additional meetings with residents and a number of residents living nearby the property were there to express their support in favor. It is continuing to move forward, there will not be a regular Planning Commission meeting next Monday, however, the Planning Commission will be going on a field trip to the Hart Property to take a look at the property.

This past weekend he attended a summit sponsored by BCATO (Bucks County Association of Township Officials). There was a session with several ambulance services, talking about issues they face regarding funding, personnel and what we can do as elected officials to help. Their biggest issue is retaining personnel. Sobering to hear that they are paying the paramedics \$60 to \$80 thousand dollars and it is not enough for them to live in the regions they serve without taking on a second job throughout Bucks County. We need to look at ways to help them in the future and keeping up communication with our ambulance squadrons.

Ms. Herring – Started by informing the public that we have had four public budget work sessions this year, our last one right before this meeting. They are filled with wonderful news, open to the public and televised. They can be watched on our Facebook page or YouTube. Some good news is that our 2025 revenues over expenses exceeded \$1.5 million dollars, we can cover all of our debt, paying down our debt, our pensions are fully funded with very conservative assumptions, and we are doing very well this year. We have a very clean audit from the auditors. We had a clean three year audit of our State Liquid Fuels money as well. Financially we are doing very well.

Fees in Lieu of Open Space – Fees in lieu of Open Space, Parks & Recreation and Trail is a dollar amount paid to the Township when a new development is proposed where there is no open space, park & recreation area or trails we can agree to have them pay us a dollar amount which is used for other purposes. She feels this should be looked into to see if this can be increased or at least analyze it to see if we're in the correct range. She wanted to see if there was agreement with the Board to ask Gilmore to do an analysis of our fees in lieu of Open Space to see if we are in the right ballpark. She has done some research, some municipalities do a percentage of the appraised subdivision. Instead of a flat \$1,800 a unit, they say 10% of the appraised value pre subdivision.

On motion of Ms. Lyons, seconded by Ms. Dixon, the Board agreed to have Gilmore & Associates do an analysis of Fees in Lieu of in the area. The motion carried 4 – 0.

PA 250 Doylestown Historical Society – she stated that she attended the PA 250 Celebration in Doylestown Borough this weekend. They had Town Criers and a Ben Franklin reenactor, it was wonderful event. They asked the Township to participate and partner in future events with them to celebrate the PA250, since the Board voted to support PA250, she thinks it would be a wonderful partnership. She is asking for the Board approval to partner with Doylestown Borough. The Board supported joining the Borough for these celebrations.

Ms. Herring stated that earlier this year we voted to ask the state to allow municipalities of offer rebates to seniors and people with disabilities with their taxes. We managed to pass it here in Doylestown Township. We were the first township in the state to do so, it was then moved over to the county association where they pushed to move that forward as well and our state association. It was a success. Next, we have to talk to our state representatives to make sure they hear that this is something we would like to do. We would like to give relief to seniors in a certain income bracket and people with disabilities in certain income brackets. She just wanted to update everybody, and she will continue with discussions on that topic so we can help our most vulnerable people in the township.

UNFINISHED BUSINESS

None

NEW BUSINESS

Land Development

Doylestown Hill Final Land Development Plan – TP 09-017-042, 09-017-044 & 09-017-045

Mr. Clarke stated that the Board has the draft approval letter for final approval. Preliminary approval has already been granted. There have been no changes to any of the conditions including standard conditions, no changes to waiver requests from preliminary approval. He wanted to bring one issue to the Boards' attention, on the proposed plans they are required to get an easement from a neighboring property owner for sewer, if the easement is not granted, they will have to come back and amend their plans, this will not impact anything this evening. He asked if there are any questions.

Ms. Dixon inquired if it will be hard to get the sewer easement. Mr. Shafkowitz stated that if they do not get the sewer easement, the revised plans show the sewer line in the street.

On motion of Mr. Wood, seconded by Ms. Lyons, the Board approved the Doylestown Hill Final Land Development Plan and Conditions of Approval. The motion carried 4 – 0.

3775 Bristol Road Final Land Development Plan – 09-007-007

Mr. Clarke stated that the Board has the draft approval letter for final approval. There have been no changes to any of the conditions including standard conditions, no changes to waiver requests from preliminary approval.

Chelsea Crocker Jackman, attorney for applicants, stated that they are here for Final Land Development approval they received preliminary approval a couple of months ago. The project is still generally the same as the last time they were before the Board, a three unit subdivision, demolition of

the existing improvement, the lots are generally compliant, the Zoning Hearing Board granted relief to move the water main extension into the front yard, to not cause issues with the roadway, trail extension or street trees. All previous public improvements are still being proposed, trail extensions along both Bristol Road and Upper State Road, and a new Doylestown Welcome sign to replace the existing sign and landscaping and improvements to authority infrastructure near the corner. Four waivers are still being requested all will comply with the exception of #2 in the SC Engineer letter, requested that the water main easement in favor of North Wales Water Authority is that it abuts the public right of way along Bristol Road. We would like the easement to be located beyond the street trees and trail because the trees could potentially interfere with the main or for there to eventually be a need to disrupt the trails to maintain the main.

On motion of Ms. Lyons, seconded by Mr. Wood, the Board approved the 3775 Bristol Road Final Land Development Plan and Conditions of Approval. The motion carried 4 – 0.

1796 S. Easton Road (Car Wash) – TP#09-019-002, 09-019-003, 09-019-004 - Development Agreement & Stormwater Management Agreement

Mr. Clarke stated that before you the land development agreement and storm water management agreement, these have been executed by the applicant, they are ready for your consideration. If approved, they will be executed and recorded.

On motion of Ms. Lyons, seconded by Mr. Wood, the Board approved 1796 S. Easton Road Development Agreement. The motion carried 4 – 0.

On motion of Ms. Lyons, seconded by Mr. Wood, the Board approved 1796 S. Easton Road Stormwater Management Agreement. The motion carried 4 – 0.

23 Fox Hill Road – Request Sewer Connection

Ms. Mason started this existing property needs to be connected to the existing public sewer line. She is requesting the Boards approval to sign the appropriate paperwork.

On motion of Ms. Lyons, seconded by Ms. Dixon, the Board approved the sewer connection for 23 Fox Hill Road. The motion carried 4 – 0.

1861 Lower State Road – Monster Tree – Proposed Stipulation

On motion of Ms. Lyons, seconded by Ms. Dixon, the Board approved the 1861 Lower State Road, Monster Tree Proposed Stipulation of Settlement. The motion carried 4 – 0.

DTMA NW-3&4 PFAS Treatment Facility - Sewage Planning Mailer

Ms. Mason stated that this item is for the Doylestown Township Municipal Authority, they are continuing the work with PFAS with Wells 3 & 4, they require a Planning Module for the water to be processed through the sewage system. We have the planning module waiver as we did for Doylestown Hunt, these are located in Charing Cross. She is looking for the Boards authorization so this can be submitted.

On motion of Ms. Lyons, seconded by Ms. Dixon, the Board approved the DTMA NW 3 & 4 PFAS Treatment Facility Sewage Planning Module. The motion carried 4 – 0

2025 Fee Schedule Amendment – Park & Recreation

Ms. Mason stated that there are several items in the fee schedule, that relates to the current operation of the Community Recreation Center that the Park & Recreation Department be amended. They are finding that people are renting and utilizing facilities and the fees in certain areas will need to be adjusted, with some going down and some going up, and they would like to add fees for set-up/take down of tables and chairs.

On motion of Ms. Lyons, seconded by Ms. Dixon, the Board approved the 2025 Fee Schedule Amendment for Park & Recreation, with a clarification of hourly rate. The motion carried 4 – 0.

E-Bike Draft Ordinance

Ms. Naughton stated that the draft of a potential E-bike ordinance is before the Board tonight for discussion. We have met with the Bike/Hike Committee and Chief Zeigler, they took into consideration the changes they would like to see, how to handle penalties and violations, following Pennsylvania State Laws. If the Board has no other changes, they will make the changes from Bike/Hike Committee & the Chief and bring this back to the Board in November for authorization to advertise.

On motion of Ms. Lyons, seconded by Mr. Wood, the Board approved the redrafting of the ordinance to incorporate comments received from the Board and various committees. This will be redrafted to include comments by Bike/Hike Committee, the Chief and the Board and presented to the Board at their November 16th meeting at which time they will decide whether to authorize advertisement for adoption at their December 28th meeting. The motion carried 4 – 0.

Zoning Hearing Board

Bartle – 8 South Woods Lane – 09-025-123 - Request Special Exception for H-1 Home Based Business

The application was sent to the Zoning Hearing Board without opposition by the Township.

Treasurers Report – October 21, 2025 – On motion of Ms. Lyons, seconded by Ms. Dixon, the Board approved the Treasurers Report. The motion carried 4 – 0.

Bills List – October 21, 2025 – On motion of Ms. Lyons, seconded by Ms. Dixon, the Board approved the Bills List in the amount of \$2,012,679.39. The motion carried 4 – 0.

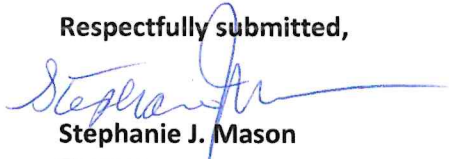
Public Comment – All Items

None

ADJOURNMENT

The meeting adjourned at 7:55pm.

Respectfully submitted,



Stephanie J. Mason
Secretary