



Board of Supervisors

REORGANIZATION

~ Minutes ~

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Doylestown, PA 18901
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215-348-9915

Monday, January 5, 2026

Community Meeting Room

Board Members in attendance: Jennifer V. Herring, Dan Wood, Judy Dixon and Christina Maida.

Via Zoom: Barbara N. Lyons

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

6:00 PM PUBLIC MEETING

Ms. Herring welcomed everyone to the Reorganization Meeting of the Board of Supervisors, she thanked everyone for coming out today and thanked the newly elected members for their future contributions to the Township.

Swearing in Ceremony

Ms. Herring welcomed The Honorable Judge Jordan B. Yeager to officiate the swearing in of Dan Wood, Supervisor; Christina Maida, Supervisor; Sara Frister, Tax Collector and Philip Coggsall, Auditor. Ms. Herring congratulated the newly elected officials. Photos were taken of the newly sworn in officials with their families. Mr. Wood and Ms. Maida joined the Board at the dais.

Pledge to the flag

Public Comment Agenda Items Only

No Comments

Announcements:

1. The Board of Auditors will hold their Reorganization Meeting on Tuesday, January 6, 2026 at 3:00 PM.
2. The next regular meeting of the Board of Supervisors will be held on Tuesday, January 20, 2026 at 7:00 PM.
3. The Township Administrative Offices will be closed on Monday, January 19, 2026 in observance of Martin Luther King, Jr. Day.
4. Christmas Tree Drop-Off - Trees can be dropped off at the New Britain Road entrance of Central Park anytime until January 31st.
5. 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.

REORGANIZATION

A. Organize the Board of Supervisors for 2026

Ms. Herring made the motion for Ms. Naughton, Solicitor to serve as temporary Chairman, seconded by Ms. Lyons. The motion carried 5 – 0. Motion of Ms. Dixon, seconded by Mr. Wood for Ms. Mason to serve as temporary Secretary, the motion carried 5 – 0.

Ms. Naughton asked for nominations for Chairman for the 2026 calendar year.

Ms. Lyons nominated Ms. Herring to serve as Chairman, seconded by Ms. Dixon the motion carried 5 – 0.

Ms. Herring nominated Ms. Lyons to serve as Vice Chairman, seconded by Ms. Maida the motion carried 5 – 0.

Ms. Lyons nominated Ms. Herring to serve a Director of Public Safety, seconded by Mr. Wood the motion carried 5 – 0.

B. Approval of Minutes – December 16, 2025

On motion of Ms. Lyons, seconded by Mr. Wood, the Board approved the minutes of the December 16, 2025 Board of Supervisors meeting. The motion carried 3 – 0 – 2 with Ms. Dixon and Ms. Maida abstaining.

C. Proposed Guidelines for Supervisors, Public Meetings, and Chairperson: 2026

On motion of Ms. Lyons, seconded by Ms. Maida, the Board approved the Guidelines for Supervisors, Public Meeting and Chairperson for 2026. The motion carried 5 – 0.

Developed in accordance with 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. These Proposed Guidelines incorporate the Supervisors Guidelines approved for 2025 (Board of Supervisors Reorganization Meeting, January 6, 2025).

Guidelines for Supervisors:

I. Rights and Responsibilities of Members:

- Receive notice of meetings
- Attend meetings
- Make 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

II. 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.

III. 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 to other administrative staff or 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
 - Capital Campaign Committee
 - Doylestown Twp. Municipal Authority
 - Environmental Advisory Council
 - Finance Committee
 - Friends of Kids Castle
 - Human Relations Commission
 - Local Traffic Advisory Committee
 - 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
 - Veterans Advisory Committee

Guidelines for Public Participation in Board Meetings:

- Prior to addressing the board, all speakers should state their name, municipality 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 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
- Consider referring complex issues to committees for additional information
- End all meetings by 10:00 p.m.

D. Designate Board's areas of responsibility for 2026

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.

On motion of Ms. Lyons, seconded by Mr. Wood, the Board liaisons for Boards and Commissions is as follows. The motion carried 5 – 0.

2026

1.	Agricultural Security Advisory Board	Dan Wood will remain as liaison
2.	Bike/Hike Committee	Judy Dixon will remain as liaison
3.	Capital Campaign Committee	Judy Dixon will remain as liaison
4.	Doylestown Twp. Municipal Authority	Barbara Lyons will remain as liaison
5.	Environmental Advisory Council	Judy Dixon will remain as liaison
6.	Finance Committee	Christina Maida will replace Ms. Herring as liaison
7.	Friends of Kids Castle	Dan Wood will remain as liaison
8.	Human Relations Commission	Jennifer Herring will remain as liaison
9.	Local Traffic Advisory Committee	Dan Wood will remain as liaison
10.	Parks & Recreation Board	Barbara Lyons will remain as liaison

11.	Pension Advisory Committee	Christina Maida will replace Ms. Herring as liaison
12.	Personnel/Administration	Jennifer Herring will remain as liaison
13.	Planning Commission	Dan Wood will remain as liaison
14.	Public Water & Sewer Advisory Board	Judy Dixon will remain as liaison
15.	Roads & Bridges	Dan Wood will remain as liaison
16.	Telecommunications Advisory Board	Barbara Lyons will remain as liaison
17.	Veterans Advisory Committee	Barbara Lyons will remain as liaison

E. Township Appointments – 2026

On motion of Ms. Lyons, seconded by Ms. Dixon, the Board approved the following Township appointments for 2026. The motion carried 5 – 0.

1.	Manager/Secretary/Treasurer/Zoning Officer	Stephanie Mason
2.	Police Chief	Charles Zeigler
3.	Police Lieutenant	Jessica Whiteside
4.	Asst. Township Manager	Andrea Mergner
5.	Code Enforcement Director / Deputy Zoning Officer/Emergency Management Coordinator	Sinclair Salisbury
6.	Executive Director, DTMA	Brent Eaton
7.	Director of Operations	Dave Tomko
8.	Director of Parks & Recreation	Karen A. Sweeney
9.	Finance Officer	Kenneth Wallace
10.	Fire Marshal	Fredrick Schea
11.	Parks Superintendent	Chris Mason
12.	Roads Superintendent	Paul Garr
13.	Water Superintendent	Mark Matakonis
14.	Open Records Officers (Admin) (Police)	Margaret M. Trageser Lt. Jessica Whiteside
15.	Tax Hearing Officer	Stephanie J. Mason
16.	Solicitor	<u>2026</u> Michael Clarke Clarke Gallagher Barbiero Amuso & Glassman
17.	Zoning Hearing Board Solicitor	<u>2026</u> Thomas Panzer High Swartz LLC
18.	Township Engineer	<u>2026</u> Sean R. Torpey, PE Pennoni Assoc. Inc
19.	Planning Consultant	<u>2026</u> Judy Stern Goldstein, RLA, ASLA Gilmore Assoc.
20.	Bike Hike Engineer	<u>2026</u> Chris Stanford, PE Baker Engineering
21.	Traffic Engineer	<u>2026</u> Matthew Johnston, PE Pennoni Assoc.Inc

F. Appointments to Boards and Commissions for 2026

On motion of Mr. Wood, seconded by Ms. Lyons, the Board approved the following list of residents who have indicated they are interested in being appointed/reappointed to the following Boards. The motion carried 5 – 0.

1.	Arborist (1 yr. term)	Robert McMullin
2.	Agriculture Security Area Advisory Council (1 yr. term)	Jeffrey Fehr Marge Kohl <i>3 Appointments Needed</i>
3.	Bike / Hike Committee (3 yr. term)	Judy Hendrixson <i>1 Appointment Needed (twp)</i>
4.	EAC/Shade Tree Commission (3 yr. term) Chairperson's Appointment (See attached memo)	Eric Neal Gianina Nixon Chad Clem
5.	Finance Committee (3 yr. term)	<i>Jason Showmaker</i> <i>1 Appointment Needed</i>
6.	Friends of Kids Castle Committee	<i>1 Appointment Needed</i>
7.	Historical Architectural Review Board	Dori Vicente Kevin Harrigan <i>2 Appointments Needed</i>
8.	Human Relations Commission	<i>1 Appointment Needed</i>
9.	Park and Recreation (5 yr. term)	Donald Borden Paul DiNella <i>1 Appointment Needed</i>
10.	Pension Advisory Committee (3yr. term) Non-Voting Members (1 yr. term)	Ed Richardson Thomas Burke Sinclair Salisbury Bill Mokriski Stephanie Mason Ken Wallace
11.	Planning Commission (4 yr. term)	Tom Kelso <i>1 Appointment Needed</i>
12.	Public Water & Sewer Advisory Board (3 yr. term)	John Canterbury
13.	Telecommunications Advisory Board (3 yr. term)	Art Zapolski Jenya Shuportyaka
14.	Vacancy Board (1yr. term)	Tanya Casas
15.	Veterans Advisory Board (1 yr. term)	Christopher Suessenguth Joe Volk <i>3 Appointments Needed</i>
16.	Zoning Hearing Board (3 yr. term)	Richard Gaver

G. Set 2026 Administrative Office Hours and Meeting Dates

On motion of Ms. Lyons, seconded by Ms. Dixon, the Board approved the Doylestown Township office hours and Meeting dates for 2026. The motion carried 5 – 0.

Administrative Office Hours: Monday - Friday

8:30AM – 4:30PM

Board of Supervisors – meetings held at 7:00PM - 1/20, 2/17, 3/17, 4/14, 5/12, 6/16, 7/21, 8/18, 9/15, 10/20, 11/17, 12/15

Budget Work Sessions – meetings held at 5:00 PM - 6/2, 9/1, 10/6, 10/20

Agricultural Security Advisory Committee - Scheduled as needed

Bike and Hike Committee –meetings held at 8:00am –1/20, 2/17, 3/17, 4/14, 5/12, 6/16, 7/21, 8/18, 9/15, 10/20, 11/17, 12/15

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

Finance Committee – meetings held at 7:00pm – 3/25, 5/27, 6/24, 10/28

Friends of Kids Castle Committee - Scheduled as needed

Historical Architectural Review Board - Scheduled as needed

Human Relations Council – meetings held at 5:30pm – 1/8, 2/12, 3/12, 4/9, 5/14, 6/11, 7/9, 8/13, 9/10, 10/8, 11/12, 12/10

Local Traffic Advisory Committee - Scheduled as needed

Municipal Authority – meetings held at 3:30pm – 1/15, 2/19, 3/19, 4/16, 5/21, 6/18, 7/16, 8/20, 9/17, 10/15, 11/19, 12/17

Park & Recreation Board – meetings held at 5:30pm – 1/13, 2/10, 3/10, 4/7, 5/5, 6/9, 7/14, 9/8, 10/13, 11/10

Pension Advisory Committee – meetings held @ 4:30pm –2/9, 3/9, 5/11, 6/8(opt), 9/14

Planning Commission – meetings held @ 7:00PM – 1/26, 2/23, 3/23, 4/27, 5/26, 6/22, 7/27, 8/24, 9/28, 10/26, 11/18, 12/16

Public Water & Sewer Advisory Board – meetings held at 5:00pm – 1/15, 3/19, 5/21, 7/16, 9/17, 11/19

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

UCC Board of Appeals - Scheduled as needed

Vacancy Board – Scheduled as needed

Veterans Advisory Committee – meetings held at 4:00pm – 1/22, 3/26, 5/28, 7/23, 9/24, 11/19

Zoning Hearing Board – Scheduled 3rd Monday & 4th Thursday – or as needed – 7:00pm

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

On motion of Ms. Lyons, seconded by Ms. Dixon, the Board approved the Township's Use of any official depository in the Commonwealth of Pennsylvania. The motion carried 5 – 0.

I. Appoint Bucks County Tax Collection Committee Representatives

On motion of Ms. Lyons, seconded by Ms. Dixon, the Board voted to maintain Stephanie J. Mason – Representative; Kenneth Wallace – Alternate and

Jennifer Herring - 2nd Alternate as the Township's Bucks County Tax Collection Committee Representatives and Resolution #2774 stating this fact. The motion carried 5 – 0.

- J. Certify delegates to State Annual Convention and establish one voting delegate
On motion of Ms. Lyons, seconded by Ms. Maida, the Board selected Ms. Dixon as Voting Delegate at the Annual PSATS Convention and the Board and Ms. Mason as Delegates with the exception of Mr. Wood who will not be able to attend.
The motion carried 5 – 0.

Delegate

Jennifer V. Herring - Delegate

Barbara N. Lyons - Delegate

Judy Dixon - Delegate

Voting Delegate (needed)

Judy Dixon – Delegate

Judy Dixon

Christina Maida – Delegate

Stephanie J. Mason – Delegate

Dan Wood – unable to attend

- K. Appointment of Doylestown Fire Co. No. 1 – Fire Police
On motion of Ms. Dixon, seconded by Ms. Maida, the Board approved the appointment of the Fire Police provided by Chief Zeigler. The motion carried 5 – 0.
- L. Resolution – Amendment to Fee Schedule
On motion of Ms. Lyons, seconded by Ms. Dixon, the Board approved Resolution Resolution #2775, Doylestown Township 2026 Fee Schedule. The motion carried 5 – 0.
- M. Resolution – 2026 Compensation / Professional Services
On motion of Ms. Lyons, seconded by Ms. Maida, the Board approved Resolution #2776 for the 2026 Compensation / Professional Services. The motion carried 5 – 0.
- N. Set Current IRS Mileage Rate - effective January 1, 2026
On motion of Ms. Lyons, seconded by Mr. Wood, the Board approved the IRS mileage rate of \$0.72.5 cents per mile. The motion carried 5 – 0.
- O. Designation of Official 2026 Township Holidays - Township Building Closed - Ms. Herring would like to add Juneteenth (6/19) to the list of Township Holidays
There was discussion on whether Juneteenth was being added as an additional holiday to the schedule or if it could be interchangeable with one of the other holidays to keep the number of holidays the same, so as not to add an additional holiday. After further discussion it was decided that non-uniform employees would have the option to take either Indigenous Peoples Day or Juneteenth as a holiday but not both similar to discussion during the last police negotiations. Logistics with staff will need to be worked out. At this time the Township offices will be open on Juneteenth, June 19, 2026 and Indigenous Peoples Day, October 12, 2026.

On motion of Ms. Lyons, Seconded by Mr. Wood the Board approved the following 2026 Holiday Schedule when the Township Building will be closed. The motion carried 5 – 0.

Dr. Martin Luther King, Jr. Day	January 19 - Monday
President's Day	February 16- Monday
Good Friday	April 3 – Friday
Primary Election Day	May 19 - Tuesday
Memorial Day	May 25 - Monday
Independence Day	July 3 - Friday
Labor Day	September 7 - Monday
General Election Day	November 3 - Tuesday
Veterans' Day	November 11 – Wednesday
Thanksgiving	November 26 - Thursday
Day after Thanksgiving	November 27- Friday
Christmas	December 25 – Friday
New Year 2027	January 1 - Friday

P. Police Affairs Committee

On motion of Ms. Dixon, seconded by Ms. Lyons, the board approved the following to the Police Affairs Committee. The motion carried 5 – 0.

2026

Director of Public Safety – Jennifer V. Herring

Board Member – Barbara N. Lyons

Board Member – Dan Wood

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

On motion of Ms. Lyons, seconded by Ms. Dixon, the Board approved the Recommended Treasurers Bond in the amount of \$3 million. The motion carried 5 – 0.

NEW BUSINESS

2025 - 2026 Fuel Bids - Acknowledgement of Supplier Change

Mr. Tomko stated that he is seeking the Boards acknowledgement of the 2025-2026 Fuel Bid change of provider. The cost will remain the same for the Township; the supplier Pilot Thomas Logistics has discontinued to service this area. Riggins Fuel has agreed to assume the bid obligations of the Bucks County Consortium.

The Board of Supervisors acknowledged that Riggins Fuel will take over the bid obligations from Pilot Thomas Logistics effective January 5, 2026.

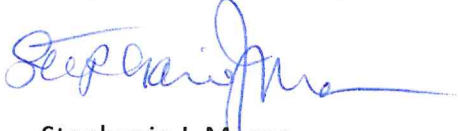
Public Comment – All Items

Mr. Lahr, Chairman of the Zoning Hearing Board requested a meeting with Ms. Mason, Township Zoning Officer and staff to discuss the possibility of an ordinance change to help alleviate the amount of those requesting Special Exceptions for Accessory Family Apartments having to attend a Zoning Hearing Board meeting. He will contact Ms. Mason to set up a meeting in the near future.

ADJOURNMENT

The meeting adjourned at 6:25pm.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Stephanie J. Mason', with a long horizontal flourish extending to the right.

Stephanie J. Mason
Secretary