



# Board of Supervisors

## Regular Meeting

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

~ Minutes ~

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Tuesday, December 6, 2016

4:00 PM

Public Meeting Room

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### I. 4:00 PM REGULAR MEETING

Members of the Board of Supervisors in attendance included Chairperson; Barbara N. Lyons with Supervisors; Ken L. Snyder, Shawn Touhill and Ryan Manion.

Township Staff in attendance included Township Manager; Stephanie J. Mason, Director of Operations; Richard E. John/Dave Tomko, Township Solicitor; Jeffrey P. Garton, Chief of Police; A. Dean Logan and Township Engineer; Mario Canales.

Absent: Vice Chairman; Richard F. Colello

A. Pledge to the flag

B. Presentations

1. Township Building Renovations - Phillips & Donovan Architects

Mr. Dave Tomko addressed the Board to provide an update of the progress of the provisions of the site plans and obtain Board approval for the architectural and conceptual sites plans, so to move forward with final design.

The plan includes six main tasks as financing, bond process, architectural design, site plans construction documentation preparations, project advertisement bidding, zoning, text and map amendment, approval process of the site, permit bidding and finally construction. As of today, the plan is in the financing and bond process. Currently, the architectural plans and construction documents are being designed and the zoning, text and map amendments process has begun.

Jim Linske of Phillips Donovan Architects showcased the proposed Municipal building renovations during a power point presentation and explained proposed fleet maintenance building will be located behind the main building with the long term police storage area. The floor plan of the proposed, new administrative building will consist of a new entrance, two sections of the building will be renovated and an additions on three sides of the building. Attempts have been made to provide all new pitch roofs to replace the current flat roof. A new grander entrance is proposed to provide more sign and street presence.

#### Interior Design:

As designs of the interior are shown, Mr.Linske indicated a along with the new main entrance, there will be a new public entrance for the police department. The police department will be relocated on the right side of the main building. The plans also include renovated desks, restrooms and holding areas.

Main Office Space:

The main office is re-located to the left side of the main building. The administrative offices plans include a redesigned with the zoning department towards the front near administrative staff and Parks and Recreation departments. The new meeting room will have doors leading into private areas and can serve as secondary means of egress space. Chamber area will double as Board rooms and access to rest rooms.

Police Department:

The police department will also include a public lobby with access to a conference and public rest room. There is also a lead into an administrative staff area near the Chief and Lieutenant space. The proposed sally port site will be private with a gated fence that leads to a secure parking area. The sally port will provide secure transporting of prisoners to the police station and into a choice of four holding rooms. The police area will also include new secure processing rooms with patrol areas near the Sargent office. On the inside boarding areas will have locker and processing rooms near the detective offices. There is also a lounge area near the separate staff entrance.

Mrs. Lyons requested clarification on what a sally port is. Mr. Linske answered; a sally port is a secure garage where individuals who are arrested or detained are brought in prior to processing. It will also assist the police to safely store their firearms. Mrs. Lyons then questioned; how many people will the meeting room seat? Mr. Linske indicated up to 100 people. Mrs. Lyons commented the meeting rooms should be larger. She questioned if there was discussion on breaking up the roof line to accommodate outside lighting. Mr. Linske responded; there are some opportunities and currently trying to work with the existing building. However, due to economy issues with maintaining the existing building it may be a struggle. However, a dormer light is a possibility to bring in light into the work areas. Mrs. Lyons requested to explore the idea of outside lighting.

Mr. Snyder requested clarification on the gated areas. Mr. Linske clarified; the fenced area has a parking area that is secured. This will enable patrolman to park personal vehicles in a controlled and safe environment. In addition, a new car port area is proposed as a garage building with approximately five bays to one end, with overhead doors to be used as police storage. The structure will be three sided to one side, so it's open full time on one side to keep patrol cars sheltered. Ms. Manion asked Chief Logan if the designs fit within the police department's essentials. Chief Logan indicated yes and the building will be extremely functional in limiting the amount of public interference with processing detainees.

Mr. Touhill questioned; does some of the police double entries have a secure vestibule or is it more for element. Mr. Linske answered; the area will be considered a functioning vestibule.

Public Works Building:

The plan for the existing Public Works building has two levels and being altered without increasing the building area. Some offices, locker rooms and rest rooms will be re-altered. The existing kitchen will be updated and storage will be added. A lounge area will be added. A portion of the building was unfinished when the building was first built and the uses added is what was intended.

Cold Storage:

The pole building will be renovated for fleet maintenance. Interior offices with restrooms will be added along with a work area or parts room. Existing lift will be relocated into a couple of bays for maintenance and inspection of township vehicles. Additionally, a storage building is proposed by extending the pole frame construction to create a three side lean to store municipal vehicles. The facade will be reworked to accommodate overhead doors.

Parks & Recreation Activity Building:

Will be moved to the opposite corner of Central Park off New Britain Road. The activity room can be subdivided with partitions. The building will have restrooms and a kitchen area that can be used for classrooms and support activities. A covered Pavilion will be located outside the building. Single room powder rooms will also be added to support the park and pavilion. An entrance and lobby sequence will be added to the middle of the building. The architectural feature will resemble a farm like facade with natural stone materials and pitched, sloped roofs.

Revised Floor Plan

To extend and separate the Pavilion from the building to allow space between each building. This will allow for a separate access for parties renting the pavilion from residents utilizing the soccer fields. The activity space can be separated by dividers with both having access to a public lobby and restrooms. It will also have a janitor and storage area.

Revised Elevations:

The plans are essentially the same as with the revised floor plan. A minor difference is the pavilion was pulled out to allow for a pedestrian way.

Existing Site:

Currently the Municipal building has two parking areas off of New Britain Road, which supports two soccer fields. It has been proposed to create an expanded activities building as a gymnasium size space for Parks & Recreation Department use. The proposal has always been associated with the activity space. With all the elements proposed, a future parking space was also showcased from the zoning ordinance. A total of 314 parking spaces are shown on the plan. Currently, there are 114 parking spaces, plus 6 handicap for the existing fields near the Sensory Trail.

Mr. Canales added; the activity building common area will approximately be 3,200 square feet, which require 65 parking spaces. The future multi-purpose addition as an 8,000 square foot figure will require 160 parking spaces. This total required will be 347 parking spaces, but was maxed out at 314. Mrs. Lyons suggested not to add the parking spaces, but instead design some of the land in reserve for future parking. It doesn't make sense to place the additional macadam, if no plans are scheduled for ten years. By presenting additional slides, Mr. Canales indicated; by setting aside the activity building, it will add 65 parking spaces to one parking wing near the parkway. When and if the activity building is expanded, the parking requirements can be viewed

again. There are other requirements for parking, but will be a Township's decision for programming.

Mr. Touhill questioned; if there is any consideration the existing parking is meeting the ball fields. Mr. Canales answered; the existing fields were designed for 122 parking spaces. There is no data on when and if the fields are being maxed out and overflow parking. It may not be worth the effort is the overflow is an occurrence that happens less than once per year. Mrs. Lyons questioned; if the trail head parking assists with the overflow. Ms. Mason responded; the trail head parking provides an additional 53 spaces. The trail head is owned by PennDot, but the Township currently has a maintenance agreement. Mrs. Lyons stated; unless a need is demonstrated, the parking spaces will remain the same.

#### Schedule:

Mr. Tomko reported each of the six tasks are broken down as today the plan is currently undergoing the financing and bonding process. The projected duration will end approximately on February 2017 to receive a construction notice to proceed. The public finance management presentation to the Board, where the collection of information and rating agency preliminary official statement began on December 2nd. On November 15, 2016, the Board selected Bond council.

For design and bidding, the architectural plan preparation and construction documentation, interior design, and site plan designs as the design period which began on August 8, 2016 and currently in process. Preliminary site plan layouts and architecture of the interior designs will begin in January of 2017. Based upon today's presentation, Mr. Tomko requested Board approval to move forward with the conceptual plans. Other milestones include, architectural plans document review by the Township, bidding process, advertising when the bids will be due, recommendation from Board of award, and notice to proceed with construction.

For zoning and permitting, tasks to be completed include, preparations of the tax amendment have begun, the approval period, permitting for the site plan. Milestones dates include, recommendation to advertise, zoning and text amendment, Board authorization for adoption is anticipated for March 7, 2017.

With the A1 notice to proceed, all specific buildings have been broken down and have a lead time of sixteen (16) months with an anticipated November 30, 2018 completion date. The proposed temporary office location will be the former AAA building off 1635 Easton Road for administrative and police. Discussions are pending with the owner regarding terms of lease and items required before occupying the building. Mr. Snyder questioned; if the temporary site proposed or confirmed. Mr. Tomko indicated the building will be the one and only site proposed. A second alternative is to remain onsite during construction and install trailers for office use. The trailers will occupy park or field space at a cost of \$300,000. Ms. Mason added; additional details are needed. The trailers will work for the Township's need temporarily. Ms. Mason requested authorization to compile the details for Board review. Until the bond is in place, no lease will be signed. The location at Easton Road will enable the Township to stay in Doylestown. Mr. Snyder questioned; does the Township need to stay in Doylestown for a temporary housing. Mrs. Lyons indicated it's a preferred location. However, if a location is recommended outside the boarder, it will be considered.

Mrs. Lyons questioned if a construction manager is needed and if a team can be devised through the township staff, instead of hiring an outside resource. Mr. Tomko answered; a number of municipalities have recommended a full time construction manager will be needed. A third party working on the Township's behalf will be the ideal candidate. However, the cost is uncertain at this time, but may have an approximate cost of between \$100,000 to \$150,000. Ms. Mason recommended the staff team interview several companies. Mr. Snyder agreed.

Resident; Ernie Gash of 15 Wiltshire Road commented during his experience, he has never witnessed a conflict in parking.

Resident: Joe Paternostro of Houk Road questioned why an extension is not considered for a larger meeting room and have an option to open further. He then commented; many of the rooms in the main building only have one exit. Third; with the police department proposed to have an electric gate, how does the fire department gain access during a fire? Mrs. Lyons answered; the fire department will be provided special treatment to gain access. Finally, where will the uninterrupted power supply be installed? Ms. Mason answered; generators are currently installed along the facility and will be installed along the newly renovated building.

Chairman of the Park & Recreation Board; John Bray voiced his appreciation for the new building. He is also pleased with the location of the new proposed administrative building location. It will provide an easier screening process and beautiful architectural features. He then suggested to add screening between the building and adjacent community. Ms. Mason responded; Township Planning Consultant; Judy Stern Goldstein will also be on staff to oversee the landscape architect. Mr. Bray was pleased to learn this.

Park & Recreation Board Volunteer and resident; Blake Kelly commented; her property will be greatly affected by the proposed renovations where the current open space continues to be developed and paved. A newly installed path near her home continues to be utilized by township staff, pedestrian and police who drive their vehicles back and forth. She requested the Board to consider preserving the natural beauty of the parks by greatly improving the landscaping around the proposed activity center and all along the park system. Additionally, the new building will increase traffic and request vehicular traffic be banned on the access road for the safety of children and pedestrians. Mrs. Lyons indicated; the matter of additional traffic will be looked into. The access road should only be utilized by emergency vehicles and park maintenance.

The Board agreed by consensus to move forward with the proposed Municipal Building renovation project and towards a completion date of November 30, 2018.

## 2. Signs – County Property – R. DeGoria, Catalyst Outdoors

President of Business Development for Catalyst Outdoors; Rob DeGoria provided the Board with a brief background of the largest, outdoor, digital advertising company in the Philadelphia Region. With a power point presentation, Mr. DeGoria presented new outdoor billboards called the Monument and Occupied Structure. Monuments provide water and lighting features for the affluent, suburban market. The Occupied Structure, built from scratch visually resembles a barn, which can store farming and landscaping equipment. Screens for the signs are turned off at 11:30pm and turned back on at 6:00am, so not to illuminate at night. Signs can also be constructed for Fire municipal buildings, such as libraries, fire stations and EMS buildings.

Mr. DeGoria identified a parcel of County owned land in Doylestown Township that will benefit from the potential installation of a Occupied Structure. As a gateway into the Township, the sign will provide commercial and retail presence with Doylestown Plaza. The signs will be located a far distance from residential properties and will be viewed by 45,000 cars that travel on the roads on a daily basis. Mr. DeGoria recommended the Switzer Barn structure for Doylestown, which has on premise signage, Bucks County fieldstone, sky lights and weather vanes. Uses for the billboards are as an art gallery, home for a local non-profit organization, office space or warehouse services. The structure is a total of 2,500 square feet on both top and lower levels with restrooms, where it can be utilized for local events.

For the Monument Structure, the structure cannot be occupied. Mr. DeGoria recommended a typically turn out shed that can be used to moralized farming equipment to pay homage to the history of Doylestown. Lights will shine off the sign from the back and an active area for the LED can be designated.

Mr. DeGoria requested Board consideration to begin conversations on moving forward with the possibility of activating a billboard structure. He concluded by showcasing the benefits as each structure will be unique and designed solely for the township. As a communications platform as an extension of the Township's newsletter, public safety and weather alerts. Local non-profit organization can use the displays at no cost at any point in time. One hundred percent of the design is incurred by Catalyst Outdoors, which includes maintenance of the area. All displays and structure are insured at three million and five million for public. Financial consideration is provided up to \$50,000 per year for thirty years for a total of \$2.4 million over the life of the project. Financial support consideration depends on traffic and demographics.

Mr. Snyder questioned; what is the service that is being marketed, development or marketing. Mr. DeGoria answered; Catalyst Outdoors is a development company, where a separate sales team sells advertisement. They work with municipalities to locate projects that fit with each township and then work to build the installations. Once the structures are installed, it's been reported 88% of the clients displayed on the board are local businesses. Alcohol or pornographic advertisements are prohibited.

Mrs. Lyons questioned; if the township decides not to move forward with the billboards, can Catalyst Outdoor continue with the installation due to the parcel being County owned. Mr. DeGoria answered; no, the installation will not move forward due to zoning issues. In certain municipalities, they actively try to find parcel of lands that townships own due to the fact they will benefit from the underlining land lease. Mrs. Lyons questioned will advertisement be displayed on both sides of the structure. Mr. DeGoria indicated yes, and projects which have less than 2,800 cars traveled per day are not considered.

Mr. Snyder questioned; can the structure advertise road closures and how quickly can they report emergencies. Mr. DeGoria answered; due to current relationships with Emergency Management systems, such as Amber or Silver alerts, response times are within 15 seconds. From a local level, communications can be broadcast also within 15 seconds.

Chairman of Park & Recreation Board; John Bray questioned; if the structure was used as an event space, will parking and access be provided. Mr. DeGoria answered; for Doylestown Township, an access road will be provided to Neshaminy Manor with parking in the back. Managing the use will be a future discussion with the township.

## C. Visitors/Public Comments

No Comments

**II. ANNOUNCEMENTS**

- A. The next meeting of the Board of Supervisors is scheduled for Tuesday, December 20, 2016
- B. If you're interested in serving on a Township volunteer Board/Commission next year, we'd like to hear from you. Please see our website or contact our administration offices for information on vacancies for 2017.
- C. Great Gift Ideas! Movie Tickets, Ski Tickets, Benches, Commemorative Bricks, Segments of Trails, Kids Castle play pieces and Township Mural Prints. Contact the Administration Office for more information

**III. MINUTES APPROVAL – Regular Meeting – November 15, 2016**

Mr. Snyder made a MOTION; seconded by Mr. Touhill the November 15, 2016 Doylestown Township Board of Supervisors Regular meeting minutes be approved.

MOTION was ADOPTED 4 to 0.

**IV. CORRESPONDENCE - NA**

None

**V. REPORTS**

## A. Solicitor - 106 Julie Lane- Post Zoning Hearing Board Decision

Mr. Garton reported; the Board previously authorized him to appear before the Zoning Hearing Board regarding an application filed pertaining to 106 Julie Lane. Director of Code Enforcement; Sinclair Salisbury denied a previous request to build a patio due to impervious surface. Upon an inspection, it found the patio was built without permission. The resident then filed an application with the Zoning Hearing Board requesting a variance to have the impervious exceeded by 20%. The Zoning Hearing Board denied the application The resident then approached the Township office to request permission to build a rain garden or add trees to address the additional storm water. Mr. Garton recommended to bring the issue forward for Board reaction.

On behalf of Vice Chairman; Mr. Colello, Mrs. Lyons questioned; why asked the Zoning Hearing Board to support a zoning that was previously denied. What precedent does it tell the Zoning Hearing Board and resident who abide by the Township requirements. Ms. Lyons indicated Mr. Colello said we deny any relief. Ms. Manion agreed with Mr. Colello's statement and added the resident built a patio after his application was denied.

Upon Mrs. Lyons question on what the resident need to complete, Ms. Mason the resident will need to remove 2.6% of the patio. Mr. Snyder questioned: if the resident presented other options to build the rain garden. Mr. Garton did not recall. Mr. Touhill was in favor of denying the application due to the Zoning Hearing Board's decision.

The Doylestown Township Board of Supervisors agreed by consensus to deny the application to build a rain garden regarding 106 Julie Lane.

B. Police Chief  
No Report

C. Township Engineer  
No Report

D. Manager

1. Park and Recreation Board Appointment

Mr. Touhill made a MOTION; seconded by Mr. Snyder the Doylestown Township Board of Supervisors appoint Ms. Kathy Brown as a member of the Parks & Recreation Board as per the recommendation by Director of Parks & Recreation Board; Ms. Karen Sweeney.

Ms. Mason reported; a Kick off meeting was conducted with Pennoni & Associates along with Michel Baker, Inc regarding replacement of the Chapman Road Bridge.

MOTION CARRIED by a 4 to 0 vote.

2. Tax Penalty Reimbursement Request

Ms. Mason reported on receipt of a letter from a resident who did not receive their most recent County tax bill and requesting Board approval to waive the fee. The Township's portion of the tax bill totals \$26.27.

Mr. Snyder questioned if there is verification the resident has paid previous tax bills on time. Ms. Mason answered; according to the tax collector, the resident has a history of paying previous tax bills on time.

Mr. Snyder made a MOTION; seconded by Mr. Touhill the Doylestown Township Board of Supervisors waive the Township penalty of \$26.27 to resident Arnow.

MOTION CARRIED 4 to 0.

E. Supervisors

Mr. Snyder encouraged the public to attend meetings of committees interested in joining who currently have no vacancies. There is a possibility vacancies will occur in the future.

Ms. Manion reported; fundraising for Kids Castle continues, where \$20,000 was recently secured towards a new play piece to be installed in January of 2017. Please log onto [www.savekidcastle.com](http://www.savekidcastle.com) for information on how to donate.

## VI. PUBLIC HEARING

A. Amendment to Non-Uniformed Employee Pension Plan/Defined Contribution Ordinance

Mr. Garton reported; based upon a Township's consultant's recommendation and Board authorization, the Amendment to Non-Uniform Employee Pension Plan/Defined Contribution Ordinance was prepared and advertised. The amended ordinance modifies the Township's defined contribution to the Pension Plan.



Hearing no public comments, Mr. Snyder made a MOTION; seconded by Mr. Touhill the Doylestown Township Board of Supervisors approve the Amendment to Non-Uniformed Employee Pension Plan Contribution Ordinance.

MOTION was ADOPTED 4 to 0.

## **VII. UNFINISHED BUSINESS**

- A. Township Building Renovations –Amended Design Proposal – Pickering, Corts & Summerson  
Ms. Mason reported; at the November 15, 2016 Regular meeting, the Board tabled the Pickering, Corts & Summerson agreement due to a concern with the Terms section. Since, the agreement has been revised to remove the section and include the revised 2017 pricing.

Mrs. Lyons noted; under Section 2; Scope of Services, 5th Paragraph of the agreement and change wording to "reserve the right". Mr. Canales noted the change.

Mr. Touhill made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors approve Pickering, Corts & Summerson agreement with the Township pertaining to the Township Building Renovations Amended Design Proposal.

MOTION was ADOPTED 4 to 0.

## **VIII. NEW BUSINESS**

- A. Doylestown Mennonite Church – Land Development Waiver Agreement

Mr. Touhill made a MOTION; seconded by Mr. Snyder the Doylestown Township Board of Supervisors approve the Land Development Waiver Agreement between the Township and Doylestown Mennonite Church.

MOTION was ADOPTED 4 to 0.

- B. Request to Hook-up to Public Sewers – 571 W. Sandy Ridge Road

Mr. Snyder made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors recommend a public connection be completed at 571 West Sandy Ridge Road and referred to the Department of Environmental Protection (DEP)

MOTION CARRIED 4 to 0.

- C. Lower State Trail Reimbursement Agreement Amendment

Ms. Mason reported the Township's \$1.2 million Lower State Trail project for reimbursement will be increased to \$1,343,000. Mr. Snyder questioned; if the project is a 10% match. Ms. Mason responded; yes, and the township has met the match, including engineering costs. Additionally, the match percentage does not increase with the additional funds.

Ms. Manion made a MOTION; seconded by Mr. Snyder the Doylestown Township Board of Supervisors approve the Lower State Trail Reimbursement Agreement Amendment noting the increase from \$1.2 million to \$1,343,000.

MOTION was ADOPTED 4 to 0.

D. Zoning Hearing Board

1. Doylestown Hospital – Request a variance

The Doylestown Township Board of Supervisors agreed by consensus to forward the Doylestown Hospital request for variance to the Zoning Hearing Board without presence of counsel and as per the recommendation by Ms. Mason.

2. M. Tulio & R. Pavlica, 8 Greenway Dr – Request a variance

The Doylestown Township Board of Supervisors agreed by consensus to forward M. Tulio and R. Pavlica at 8 Greenway Drive request for variance to the Zoning Hearing Board as per the recommendation by Ms. Mason.

**IX. ANNOUNCEMENTS**

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**X. ADJOURNMENT**

Hearing no further business, the December 6, 2016 Board of Supervisors Regular meeting was adjourned at 5:27pm.

Respectfully submitted by

Stephanie J. Mason