



# Board of Supervisors

## Reorganization

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

~ Minutes ~

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Tuesday, January 3, 2017

4:00 PM

Public Meeting Room

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### I. 4:00 PM PUBLIC MEETING

Members of the Board of Supervisors in attendance included Chairperson; Barbara N. Lyons, Vice Chairman; Richard F. Colello with Supervisors; Shawn Touhill and Ryan Manion.

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

Supervisor: Ken Snyder attended the meeting via phone.

A. Pledge to the flag

B. Visitors/Public Comment

C. Announcements:

1. The Board of Auditors will hold their Reorganization Meeting on Wednesday,
2. The next meeting of the Board of Supervisors will be held on Tuesday, January 17, 2017 at 7:00 PM
3. The Township Administrative Offices will be closed on Monday, January 16, 2017 due to Martin Luther King's Birthday.
4. Christmas Tree Drop-Off - Trees can be dropped off at the New Britain Road entrance of Central Park anytime until February 15th.

### II. REORGANIZATION

A. Organize the Board of Supervisors for 2017

Mrs. Lyons stepped down as Chairman and appointed Mr. Jeffrey P. Garton as Temporary Chairman and Stephanie Mason as Temporary Secretary.

#### Chairperson

Ms. Manion made a MOTION; seconded by Mr. Colello to nominate Ms. Barbara N. Lyons as Chairperson of the Doylestown Township Board of Supervisors.

Hearing no further nominations, Mrs. Lyons was elected Chairperson by a 5 to 0 vote.

#### Vice Chairman

Ms. Manion made a MOTION; seconded by Mr. Touhill to nominate Mr. Richard Colello as Vice Chairman of the Doylestown Township Board of Supervisors.

Hearing no further nominations Mr. Colello was elected Vice Chairman by a 5 to 0 vote.

#### Director of Public Safety

Mr. Touhill made a MOTION; seconded by Mr. Colello to nominate Mrs. Barbara N. Lyons as Director of Public Safety.

Hearing no further nominations, Mrs. Lyons was elected Director of Public Safety by a 5 to 0 vote.

B. Approval of Minutes – December 20, 2016

Mr. Touhill made a MOTION; seconded by Ms. Manion the December 20, 2016 Board of Supervisors Regular meeting minutes be approved.

MOTION was ADOPTED 5 to 0.

C. Proposed Guidelines for Supervisors, Public Meetings, and Chairperson: 2017

Mrs. Lyons referenced Page 3; Section E and questioned; in the absence of the Chair and Vice Chair is the senior member considered the oldest or longest standing member. Ms. Mason answered that it would be "the senior most member present"; Ms. Manion was sworn in as a member of the Board of Supervisors before Mr. Touhill. Therefore, Ms. Manion would be considered the senior most member, because she is considered the longest standing.

Mr. Snyder made a MOTION; seconded by Mr. Touhill the Doylestown Township Board of Supervisors approve the 2017 Proposed Guidelines for Supervisors, Public Meetings and Chairperson in accordance with the 65 Pa C.S.A., Section 701, et seq known as the "Sunshine Act" and Robert Rules of Order providing parliamentary procedure for the conduct of meetings. (Exhibit A)

MOTION was ADOPTED 5 to 0.

D. Designate Board's areas of responsibility for 2017

Ms. Manion made a MOTION; seconded by Mr Touhill the Doylestown Township Board of Supervisors appoint Mr. Ken Snyder as Board Liaison for the following Boards and Commissions...

*Roads & Bridges*  
*Ways & Means Committee*  
*Traffic Advisory Committee*

MOTION CARRIED 5 to 0

Ms. Manion made a MOTION; seconded by Mr Touhill the Doylestown Township Board of Supervisors appoint Mr. Richard Colello as Board Liaison for the following Boards and Commissions...

*Municipal Authority*  
*Planning Commission*  
*Public Water & Sewer Advisory Committee*

MOTION CARRIED 5 to 0

Ms. Manion made a MOTION; seconded by Mr Snyder the Doylestown Township Board of Supervisors appoint Mr. Shawn Touhill as Board Liaison for the following Boards and Commissions...

*Agricultural Security Advisory Board*  
*Central Bucks Senior Task Force*  
*Park & Recreation*

*Environmental Advisory Board*

MOTION CARRIED 5 to 0

Mr. Touhill made a MOTION; seconded by Mr Snyder the Doylestown Township Board of Supervisors appoint Ms. Ryan Manion as Board Liaison for the following Boards and Commissions...

*Bike and Hike Committee*  
*Friends of Kids Castle*  
*Telecommunications Advisory Board*

MOTION CARRIED 5 to 0.

Mr. Touhill made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors appoint Mrs. Barbara N. Lyons as Board Liaison for the following Boards and Commissions...

*Dog Park Advisory Committee*  
*Personnel / Administration*  
*Public Safety*

MOTION CARRIED 5 to 0.

Mr. Colello made a MOTION; seconded by Mr. Touhill the Doylestown Township Board of Supervisors appoint Mrs. Barbara M. Lyons Board Liaison to the Bicentennial Committee.

Mr. Snyder made a MOTION the Doylestown Township Board of Supervisors appoint Mr. Shawn Touhill Board Liaison to the Bicentennial Committee.

Hearing no second to Mr. Snyder's MOTION, Mrs. Barbara Lyons was elected Board Liaison to the Bicentennial Committee by a 5 to 0 vote.

E. Township Appointments - 2017

Mrs. Lyons commented on the joy, pleasure and privilege to work with the township staff.

Ms. Manion made a MOTION the Doylestown Township Board of Supervisors approve the 2017 Township Appointments as listed from 1 to 22. Mr. Colello noted a number error in listing the appointments.

MOTION WITHDRAWN

Ms. Manion made a MOTION; seconded by Mr. Touhill the Doylestown Township Board of Supervisors approve the 2017 Township Appointments as listed from 1 to 23.

1) Code Enforcement Director \ Assistant Zoning Officer	<i>Sinclair Salisbury</i>
2) Director of Operations	<i>Richard E. John \ Dave Tomko</i>
3) Executive Director, DTMA	<i>Richard E. John \ Keith Hass</i>
4) Director of Parks & Recreation	<i>Karen A. Sweeney</i>
5) Finance Officer	<i>Kenneth Wallace</i>
6) Fire Marshall	<i>Fredrick Schea</i>
7) Parks Superintendent	<i>Dietrich Froehlich</i>
8) Road Superintendent	<i>Paul Garr</i>
9) Tax Hearing Officer	<i>Stephanie J. Mason</i>
10) Bike Hike Engineer	<i>Chris Stanford; Baker Engineering</i>

11) <i>Emergency Management Coordinator</i>	<i>Sinclair Salisbury</i>
12) <i>Engineer</i>	<i>Mario Canales, P.E., Pickering, Corts &amp; Summerson</i>
13) <i>Manager</i>	<i>Stephanie J. Mason</i>
14) <i>Planning Consultant</i>	<i>Judy Stern Goldstein; Boucher &amp; James, Inc.</i>
15) <i>Police Chief</i>	<i>Dean Logan</i>
16) <i>Police Lieutenant</i>	<i>Matt O'Connor</i>
17) <i>Secretary</i>	<i>Stephanie J. Mason</i>
18) <i>Solicitor</i>	<i>Jeffrey P. Garton; Begley, Carlin &amp; Mandio</i>
19) <i>Traffic Engineer</i>	<i>Matthew Johnston; Pennoni &amp; Associates</i>
20) <i>Treasurer</i>	<i>Stephanie J. Mason</i>
21) <i>Zoning Officer</i>	<i>Stephanie J. Mason</i>
22) <i>Open Records Officers</i>	<i>Jacqueline Rowand (Admin)</i>
23) <i>Water Superintendent</i>	<i>Lt. Matthew O'Connor (Police)</i>
	<i>Scott Miele</i>

MOTION CARRIED 5 to 0

F. Appointments to Boards and Commissions for 2017

Mrs. Lyons reported; there are several vacancies on the Boards and Commissions as listed.

Ms. Manion made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors appoint the Boards and Commissions for 2017 as listed from 1 to 17.

MOTION CARRIED 5 to 0.

Mr. Colello questioned the status of an application submitted for a vacancy on the Environmental Advisory Board. Mr. Touhill answered; at the last EAC meeting, no recommendation was made.

Mr. Colello made a MOTION; seconded by Mr. Touhill the Doylestown Township Board of Supervisors appoint Mr. James Baldassarre as a member of the Environmental Advisory Board.

MOTION CARRIED 5 to 0.

1) <i>Arborist - one year term</i>	<i>Robert McMullin</i>
2) <i>Agriculture Security Area Advisory Council - one year term</i>	<i>Jeffrey Fehr</i>
	<i>Dr. Joshua Feldstein</i>
	<i>Marge Kohl</i>
	<i>Jordan Yeager</i>
	<i>1 appointment needed</i>
3) <i>Bicentennial Committee - terms to end 12/21/2018</i>	<i>Up to 4 appointments needed</i>
4) <i>Bike \ Hike Committee - three year term</i>	<i>Judy Hendrixson</i>
	<i>Bill Wert</i>
5) <i>Central Bucks Senior Task Force</i>	<i>Roland Bender</i>
	<i>Ernie Gash</i>
	<i>Kevin Jameson</i>
	<i>1 appointment needed</i>
6) <i>Dog Park Advisory Committee - three year term</i>	<i>Debbie McComas</i>

7) <i>Environmental Advisory Committee \ Shade Tree Commission term)</i>	<i>Martin Brook (three year term)</i>
8) <i>Friends of Kids Castle - three year term</i>	<i>1 appointment needed</i>
9) <i>Municipal Authority - five year term</i>	<i>3 appointments needed</i>
10) <i>Park and Recreation - one year term</i>	<i>Ed Harvey</i>
11) <i>Planning Commission - four year term</i>	<i>1 appointment needed</i>
12) <i>Public Water &amp; Sewer Advisory Board - three year term</i>	<i>Vijay Balaji (youth member)</i>
13) <i>Telecommunications Advisory Board</i>	<i>George Lowenstein</i>
14) <i>UCC Board of Appeals - five year term</i>	<i>John Canterbury</i>
15) <i>Vacancy Board - one year term</i>	<i>Keith Peters</i>
16) <i>Ways and Means Committee - three year term</i>	<i>Arthur Zapolski</i>
17) <i>Zoning Hearing Board</i>	<i>1 appointment needed</i>
	<i>Emil Kiss, Jr.</i>
	<i>Joseph Delikat</i>
	<i>Mitchell Aglow</i>

G. Set 2017 Administrative Office Hours and Meeting Dates

Mr. Touhill made a MOTION; seconded by Ms. Manion that the Doylestown Township Board of Supervisors approve and set the 2017 Administrative Office hours and Meeting dates.

MOTION CARRIED 5 to 0.

Mr. Colello thanked the staff for their hard work in devising the schedule.

Office Hours - 2017

Administrative Office Hours as Monday through Friday from 8:30am to 4:30pm

Meeting Dates - 2017

**Board of Supervisors:** *January 17th at 7:00pm, February 7th at 4:00pm, February 21st at 7:00pm, March 7th at 4:00pm, March 21st at 7:00pm, April 18th at 5:00pm, May 2nd at 4:00pm, June 6th at 4:00pm, June 20th at 5:00pm, July 18th at 7:00pm August 15th at 7:00pm, September 19th at 5:00pm, October 3rd at 4:00pm, October 17th at 5:00pm, November 21st at 7:00pm, December 5th at 4:00pm, December 19th at 7:00pm.*

**Budget Work Sessions:** *April 18th at 4:00pm, June 20th at 4:00pm, September 4:00pm, October 13th at 3:00pm, October 17th at 4:00pm*

**Agricultural Security Advisory Committee:** *Scheduled as needed*

**Bicentennial Committee:** Mrs. Lyons proposed meeting dates for the Bicentennial Committee as every third Tuesday of the month beginning at 4:00pm Further dates and times proposed are April 18th at 3:00pm, June 20th at 3:00pm and May 2nd 3:00pm.

Mrs. Lyons then requested every Board, Commission and Department Heads create a special project for the Bicentennial celebration. The Board agreed by consensus.

**Bike and Hike Committee:** *meetings held at 8:00am on January 17th, February 21st, March 21st, April 18th, May 23rd, June 20th, July 18th, August 15th, September 19th, October 17th, November 21st, December 19th.*

**Central Bucks Senior Task Force:** meetings held at the Central Bucks Senior Center at 1:00pm on February 6th, March 6th, April 3rd, May 1st, June 5th, July 3rd, August 7th, August 7th, September 4th, October 2nd, November 6th, December 4th.

**Dog Park Advisory Committee:** meetings held at 5:00pm on January 9th, February 6th, March 6th, April 3rd, May 1st, June 12th, August 7th, September 11th, October 2nd, November 6th, December 4th.

**Environmental Advisory Council:** meeting held at 7:00pm on January 10th, February 14th, March 14th, April 10th, May 9th, June 13th, July 11th, August 8th, September 12th, October 10th, November 14th, December 12th.

**Friends of Kids Castle Committee:** meeting held at 12:30pm on January 23rd, February 27th, March 27th, April 24th, May 22nd, June 26th, July 24th, August 28th, September 25th, October 23rd, November 27th.

**Historical Architectural Review Board:** scheduled as needed

**Municipal Authority:** meeting held at 4:00pm on January 19th, February 16th, March 16th, April 20th, May 18th, June 15th, July 20th, August 17th, September 28th, October 19th, November 16th, December 21st.

**Park & Recreation Board:** meeting held at 5:30pm on January 10th, February 14th, March 14th, April 10th, May 9th, June 13th, July 11th, September 12th, October 10th, November 14th

**Pension Committee:** meeting held on February 7th at 3:00pm and August 15th at 6:00pm

**Planning Commission:** meetings held at 7:00pm on January 23rd, February 27th, March 27th, April 24th, May 22nd, June 26th, July 24th, August 28th, September 25th, October 23rd, November 27th, December 20th.

**Public Water & Sewer Advisory Board:** meetings held at 5:30pm on January 19th, February 16th, March 16th, April 20th, May 18th, June 15th, July 20th, August 17th, September 28th, October 19th, November 16th, December 21st.

**Telecommunications Advisory Board:** meetings held at 6:30pm on January 19th, February 13th, March 13th, April 10th, May 8th, June 12th, July 10th, August 14th, September 11th, October 10th, November 13th, December 11th.

**Traffic Advisory Committee:** meetings held at 7:00pm on February 8th, April 12th, June 14th, August 9th, October 11th, December 13th.

**UCC Board of Appeals:** scheduled as needed

**Vacancy Board:** scheduled as needed

**Ways and Means Committee:** meetings held at 7:00pm on January 25th, February 22nd, March 22nd, April 26th, May 24th, June 28th, July 26th, August 23rd, September 27th, October 25th, December 13th.

**Zoning Hearing Board:** scheduled as needed

H. Acceptance of Fire Police

Ms. Manion made a MOTION; seconded by Mr. Touhill the Doylestown Township Board of Supervisors approve and appoint officers listed as the Fire Police for 2017.

MOTION CARRIED 5 to 0.

<i>Fire Police 19</i>	<i>George Erb; Captain</i>
<i>Fire Police 19-1</i>	<i>Gian Luiso; 1st Lieutenant</i>
<i>Fire Police 19-2</i>	<i>Nick Popchuk; Officer</i>
<i>Fire Police 19-3</i>	<i>Samuel Casare Officer</i>
<i>Fire Police 19-4</i>	<i>Quentin Maust; Officer</i>
<i>Fire Police 19-5</i>	<i>Peter Mills; Officer</i>
<i>Fire Police 19-6</i>	<i>Stefan Stillwell; Officer</i>
<i>Fire Police 19-7</i>	<i>Vacant</i>
<i>Fire Police 19-8</i>	<i>Vacant</i>
<i>Fire Police 19-9</i>	<i>Vacant</i>

I. Designation of Depository

Mr. Touhill made a MOTION; seconded by Ms. Manion that the Doylestown Township Board of Supervisors approve the 2017 Designation of Depository and of any official depository bank of the Commonwealth of Pennsylvania.

MOTION was ADOPTED 5 to 0.

J. Appoint Pension Committee:

Mr. Touhill made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors appoint the following as members of the Pension Committee:

<i>Tim Reihl; Uniformed Township Employee</i>	<i>Voting Member</i>
<i>Sinclair Salisbury; Non-Uniformed Township Employee</i>	<i>Voting Member</i>
<i>Stephanie Mason; Secretary</i>	<i>Non-Voting Member</i>
<i>Board of Supervisors</i>	<i>Voting Members</i>

MOTION CARRIED 5 to 0.

K. Appoint TCC Representatives

Ms. Manion made a MOTION; seconded by Mr. Touhill the Doylestown Township Board of Supervisors appoint the following as the Tax Collector Committee (TCC) Representatives.

MOTION CARRIED 5 to 0.

*Stephanie J. Mason; Representative*  
*Ken Wallace; Alternate*  
*Barbara N. Lyons: 2nd Alternate*

L. Certify delegates to State Annual Convention and establish one voting delegate:

Mr. Colello made a MOTION; seconded by Ms. Manion to nominate Mr. Ken Snyder as Voting Delegate to the State Annual Convention on behalf of the Doylestown Township Board of Supervisors.

Mr. Snyder made a MOTION; seconded by Mr. Colello to nominate Ms. Ryan Manion as Voting Delegate to the State Annual Convention on behalf of the Doylestown Township Board of Supervisors.

Mr. Ken Snyder was elected Voting Delegate by a 3 to 0 vote.

*Barbara N. Lyons; Delegate*  
*Richard F. Colello; Delegate*  
*Kenneth Snyder; Delegate*  
*Ryan Manion; Delegate*  
*Shawn Touhill; Delegate*  
*Stephanie J. Mason; Delegate*

M. Resolution #1897 – Amendment to Fee Schedule

Mrs. Lyons noted the major change to Resolution #1897, Amendment to Fee Schedule was the addition of the Band Shell.

Ms. Manion made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors adopted Resolution #1897 Amendment to the 2017 Fee Schedule

MOTION was ADOPTED 5 to 0.

N. Resolution #1898 – 2017 Compensation / Professional Services

Mrs. Lyons noted two people have two different mileage reimbursement rates recorded and all should be consistent at 53.5. Ms. Mason offered to review and correct accordingly.

Mr. Snyder questioned; are the rates competitive. Mrs. Lyons responded; a fee investigation was completed several years ago and the Township's rates were lower than the median. Mrs. Lyons commented; she understands the charges and confirmed the rates charged are below average.

Mr. Touhill made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors adopt and approve Resolution #1898 as the 2017 Compensation and Professional Service fee schedule,

MOTION was ADOPTED 5 to 0.

O. Set Current IRS Mileage Rate - effective January 1, 2017

Ms. Manion made a MOTION; seconded by Mr. Touhill that the Doylestown Township Board of Supervisors approve and set the 2017 Internal Revenue Service (IRS) Mileage Rate at 53.5 cents per mile, effective January 1, 2017.

MOTION CARRIED 5 to 0.

P. Designation of Official 2017 Township Holidays

Mrs. Lyons made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors declare the day after Christmas, December 26th a holiday in 2017 only.

Upon Mr. Garton's recommendation, Mr. Colello suggested to switch Columbus Day instead.

MOTION was ADOPTED by a 3 to 2 vote with Mr. Colello and Mr. Snyder voting nay.

<i>New Year's Day (observance)</i>	<i>Monday, January 2nd</i>
<i>Dr. Martin Luther King, Jr. Birthday</i>	<i>Monday, January 16th</i>
<i>President's Day (Washington Birthday)</i>	<i>Monday, February 20th</i>
<i>Good Friday</i>	<i>Friday, April 14th</i>
<i>Primary Election Day</i>	<i>Tuesday, May 16th</i>
<i>Memorial Day</i>	<i>Monday, May 29th</i>



<i>Independence Day</i>	<i>Tuesday, July 4th</i>
<i>Labor Day</i>	<i>Monday, September 4th</i>
<i>Columbus Day</i>	<i>Monday, October 9th</i>
<i>General Election Day</i>	<i>Tuesday, November 7th</i>
<i>Veteran's Day (observance)</i>	<i>Friday, November 10th</i>
<i>Thanksgiving</i>	<i>Thursday, November 23rd</i>
<i>Day after Thanksgiving</i>	<i>Friday, November 24th</i>
<i>Christmas</i>	<i>Monday, December 25th</i>
<i>Day after Christmas</i>	<i>Tuesday, December 26th</i>
<i>New Year's Day</i>	<i>Monday, January 1, 2018</i>

Q. Police Affairs Committee

Mr. Colello made a MOTION; seconded by Mr. Touhill the Doylestown Township Board of Supervisors appoint the 2017 Police Affairs Committee as:

*Barbara N. Lyons; Director of Public Safety*  
*Ken Snyder; Board Member*  
*Ryan Manion; Board Member*

MOTION CARRIED 5 to 0.

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

Ms. Manion made a MOTION; seconded by Mr. Touhill the Doylestown Township Board of Supervisors recommends the Treasurer's Bond be set at \$3,000,000.00.

MOTION CARRIED 5 to 0.

III. NEW BUSINESS – N/A


IV. ANNOUNCEMENTS

- A. The Board of Auditors will hold their Reorganization Meeting on Wednesday,
- B. The next meeting of the Board of Supervisors will be held on Tuesday, January 17, 2017 at 7:00 PM
- C. The Township Administrative Offices will be closed on Monday, January 16, 2017 due to Martin Luther King's Birthday.
- D. Christmas Tree Drop-Off - Trees can be dropped off at the New Britain Road entrance of Central Park anytime until February 15th.

V. ADJOURNMENT

Hearing no further business, the January 3, 2017 Doylestown Township Board of Supervisors Reorganization meeting was adjourned at 4:26pm.

Respectfully submitted by

  
 Stephanie J. Mason  
 Secretary

# DOYLESTOWN TOWNSHIP

## 2017 Guidelines for Supervisors, Public Meetings, and Chairperson

Developed in accordance with 65 Pa.C.S.A., Section 701, et seq. known as the "Sunshine Act" and Robert's Rules of Order (Roberts Rules, Revised, 10<sup>th</sup> Edition, Sect. 48) providing parliamentary procedure for the conduct of meetings.

### Guidelines for Supervisors:

#### I. Rights and Responsibilities of Members:

- Receive notice of meetings
- Attend meetings
- Make and 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.

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 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 requires 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 requires 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. 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 Committee, Bike and Hike Committee, Central Bucks Regional Aging Task Force, Environmental Advisory Council, Inter-municipal Liaison , Municipal Authority, Parks and Recreation, Personnel and Administration, Planning Commission, Public Safety, Public Water & Sewer Advisory Committee, Roads and Bridges, Telecommunications Advisory Board, Traffic Advisory Committee, and Ways and Means Committee. (Open Space Committee was suspended in 2014)

## **Guidelines for Public Participation in Board Meetings:**

- Prior to addressing the board, all speakers should state their name and address 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 and end 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
- Refer complex issues to committees for additional information beginning and end of each meeting
- End all meetings by 10:00 p.m.