



Board of Supervisors

REORGANIZATION Meeting

~ MINUTES ~

425 Wells Road
Doylestown, PA 18901
<http://doylestownpa.org/>
www.facebook.com/doylestowntwp
Twitter: @DoylestownTwp
215-348-9915

Monday, January 3, 2022

5:00 PM

Community Meeting Room

I. 5:00 PM PUBLIC MEETING

Members of the Board of Supervisors in attendance included Barbara N. Lyons, Ryan Manion, Nancy Santacecilia, Jennifer Herring, and Dan Wood.

Township Staff in attendance included Township Manager Stephanie Mason, Director of Operations Dave Tomko, Township Solicitor Jeffrey Garton, Police Lt. Charles Zeigler, and Township Engineer Sean Torpey.

A. Swearing In Ceremony

The Honorable District Justice Mark Douple swore in the newly elected Supervisor, Tax Collector and Auditors:

Supervisor Barbara N. Lyons

Auditor Christopher Weisel

Auditor Johnny King Marino

Tax Collector Sarah Tomlinson

Ms. Lyons welcomed all newly elected officials

B. Pledge to the flag

C. Visitors/Public Comment - None

D. Announcements:

1. The Board of Auditors will hold their Reorganization Meeting on Tuesday, January 4, 2022 at 10:00 AM.
2. The next regular meeting of the Board of Supervisors will be held on Tuesday, January 18, 2022 at 7:00 PM.
3. The Township Administrative Offices will be closed on Monday, January 17, 2022 in observance of 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 January 31st.
5. Applications are now being accepted by the Doylestown Township Board of Supervisors for vacancies on various Boards and Committees:
Agricultural Security Area Advisory Council
Environmental Advisory Council
Friends of Kids Castle
Public Water & Sewer Advisory Board
Veterans Advisory Committee

6. Give the Gift of Life – American Red Cross Blood Drives - Activity Center Trailer
Friday, January 14th, 2 to 7 pm
Donors can register at www.redcrossblood.org and use sponsor code
DoylestownTwp.

II. **REORGANIZATION**

- A. Organize the Board of Supervisors for 2022

Acting as Chairman and Secretary, Mr. Jeffrey Garton called for nominations of Chairman to the Doylestown Township Board of Supervisors.

Ms. Manion MOTIONED; seconded by Ms. Santacecilia to nominate Mrs. Lyons to serve as Chairman. Hearing no further nominations Mrs. Lyons was elected Chairman; MOTION passed 5-0.

A call for nominations was done for Vice Chairman.

Mr. Wood MOTIONED; seconded by Ms. Herring to nominate Ms. Herring to serve as Vice Chairman. MOTION failed 2-3.

Ms. Santacecilia MOTIONED; seconded by Ms. Manion to nominate Ms. Manion to serve as Vice Chairman. MOTION passed 3-2.

A call for nominations was done for Director of Public Safety.

Ms. Manion MOTIONED; seconded by Ms. Herring to nominate Mrs. Lyons as Director of Public Safety. Hearing no further nominations Mrs. Lyons was elected Director of Public Safety; MOTION passed 5-0.

- B. Approval of Minutes – December 21, 2021

Ms. Manion MOTIONED to approve the minutes of the Board's meeting on December 21, 2021. Ms. Herring seconded. MOTION passed 5-0.

- C. Proposed Guidelines for Supervisors, Public Meetings, and Chairperson: 2022

Ms. Herring MOTIONED to approve the proposed 2022 guidelines as outlined. Ms. Manion seconded. MOTION passed 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 2021 (Board of Supervisors Reorganization Meeting, January 4, 2021).

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.
- 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 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
 - Dog Park Advisory Committee
 - Doylestown Twp. Municipal Authority
 - Environmental Advisory Council
 - Friends of Kids Castle
 - 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
 - Ways & Means Committee

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.

D. Designate Board’s areas of responsibility for 2022

The Board reviewed the areas of responsibility for the coming year. By consensus it was decided that the following Supervisors would serve as the liaison to the following Boards and Commissions:

1. Agricultural Security Advisory Board	<u>Dan Wood</u>
2. Bike/Hike Committee	<u>Dan Wood</u>
3. Dog Park Advisory Com.	<u>Ryan Manion</u>
4. Doylestown Twp. Municipal Authority	<u>Barbara Lyons</u>
5. Environmental Advisory Board	<u>Jennifer Herring</u>
6. Friends of Kids Castle	<u>Ryan Manion</u>
7. Local Traffic Advisory Committee	<u>Ryan Manion</u>
8. Parks & Recreation	<u>Ryan Manion</u>
9. Pension Advisory Committee	<u>Jennifer Herring</u>
10. Personnel/Administration	<u>Barbara Lyons</u>
11. Planning Commission	<u>Jennifer Herring</u>
12. Public Safety	<u>Barbara Lyons</u>
13. Public Water & Sewer Advisory Board	<u>Dan Wood</u>
14. Roads & Bridges	<u>Dan Wood</u>
15. Telecommunications Advisory Board	<u>Barbara Lyons</u>
16. Veterans Advisory Committee	<u>Nancy Santacecilia</u>
17. Ways & Means Committee	<u>Jennifer Herring</u>

E. Township Appointments – 2022

Ms. Manion MOTIONED to approve the Township appointments as listed below. Ms. Santacecilia seconded. MOTION passed 5-0.

1. Manager/Secretary/Treasurer/Zoning Officer	Stephanie Mason
2. Police Chief	Dean Logan
3. Police Lieutenant	Charles Zeigler
4. Asst. Township Manager	Aaron Walizer
5. Code Enforcement Director / Deputy Zoning Officer/Emergency Management Coordinator	Sinclair Salisbury
6. Executive Director, DTMA	Keith Hass
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	Brent Eaton
14. Open Records Officers	(Admin.) Jacqueline Rowand
	(Police) Lt. Charles Zeigler

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|-------------------------|---|
| 15. Tax Hearing Officer | Stephanie J. Mason |
| 16. Solicitor | Jeffrey P. Garton
<i>Begley, Carlin & Mandio</i> |
| 17. Engineer | Sean R. Torpey, PE
<i>Pennoni Associates, Inc.</i> |
| 18. Planning Consultant | Judy Stern Goldstein
<i>Gilmore Assoc.</i> |
| 19. Bike Hike Engineer | Chris Stanford
<i>Baker Engineering</i> |
| 20. Traffic Engineer | Matthew Johnston
<i>Pennoni Associates, Inc.</i> |

F. Appointments to Boards and Commissions for 2022

Ms. Manion MOTIONED to approve the appointments to boards and commissions for 2022. Ms. Herring seconded. MOTION passed 5-0.

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| 1. Arborist (1 yr. term) | Robert McMullin |
| 2. Agriculture Security Area Advisory Council
(1 yr. term) | Jeffrey Fehr
Marge Kohl
<i>3 Appointment Needed</i> |
| 3. Bike / Hike Committee (3 yr. term) | Thomas Kelso |
| 4. Dog Park Advisory Committee (3 yr. term) | Kathy Brown
Andrew Miller |
| 5. EAC/Shade Tree Commission (3 yr. term) | Jeannine Mitchell
<i>1 Appointment Needed</i> |
| Chairperson Appointment
See attached memo | James Baldassarre |
| 6. Friends of Kids Castle
(3 yr. term) | Jon Biedermann
<i>1 Appointment Needed</i> |
| 7. Historical Architectural Review Board
(4 yr. term) | Joseph Delikat
Kevin Harrigan
Dori Vicente
<i>1 Appointment Needed</i> |
| 8. Local Traffic Advisory Committee
(3 yr. staggered term)
3 Resident Volunteers
Traffic Engineer
Police Officer | Doug Rowe

Matt Johnston
Sgt. S. Jones |

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|-----|---|---|
| | Public Works | Dave Tomko |
| 9. | Municipal Authority
(5 yr. term) | Kevin Green
W. Rodney Stone |
| 10. | Park and Recreation (5 yr. term) | Kathy Brown |
| 11. | Pension Advisory Committee (1yr. term) | Sinclair Salisbury
Bill Mokriski |
| | Non-Voting Members (1 yr. term) | Stephanie Mason
Ken Wallace |
| 12. | Planning Commission (4 yr. term) | Thomas Kelso |
| 13. | Public Water & Sewer Advisory Board
(3 yr. term) | Robert Shaffer
<i>1 Appointment Needed</i> |
| 14. | Telecommunications Advisory Board
(3 yr. term) | David Laustsen |
| 15. | Vacancy Board (1yr. term) | Wallace Pattyson |
| 16. | Veterans Advisory Board | <i>5 Appointments Needed</i> |
| 17. | Ways and Means Committee (3 yrs. term) | Brenda Bray
Robert Salanik |
| 18. | Zoning Hearing Board (3 yr. term) | Samuel Costanzo |

G. Set 2022 Administrative Office Hours and Meeting Dates

Ms. Manion MOTIONED to approve the administrative office hours, meeting dates and times.
Ms. Herring seconded. MOTION passed 5-0.

Administrative Office Hours: Monday - Friday 8:30AM – 4:30PM

Board of Supervisors – meetings held at 7:00PM - 1/18, 2/15, 3/15, 4/19, 5/3, 6/21, 7/19, 8/16, 9/20, 10/18, 11/15, 12/20

Budget Work Sessions – meetings held at 5:00 PM - 4/19, 6/21, 9/20, 10/4 @ 3:00PM, 10/18

Agricultural Security Advisory Committee – scheduled as needed

Bike and Hike Committee –meetings held at 8:00am –1/18, 2/15, 3/15, 4/19, May no mtg, 6/21, 7/19, 8/16, 9/20, 10/18, 11/15, 12/20.

Dog Park Advisory Committee – meetings held at 5:00pm – 1/10, 2/7, 3/7, 4/4, 5/2, 6/6, July no mtg, 8/1, 8/29, Sept no mtg, 10/3, 11/7, Dec no mtg

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

Friends of Kids Castle Committee – meetings held at 12:30pm – 1/24, 4/25, 7/25, 10/24

Historical Architectural Review Board – scheduled as needed

Local Traffic Advisory Committee – scheduled as needed

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

Park & Recreation Board – meetings held at 5:30pm – 1/11, 2/8, 3/8, 4/12, 5/10, 6/14, July no mtg, 8/9, 9/13, 10/11, 11/1, Dec no mtg

Pension Advisory Committee – meetings held @ 4:30pm – 1/10, 2/14, 3/14, 4/11, 5/9, 6/13, 7/11, 8/8, 9/12, 10/3, 11/14, 12/12

Planning Commission – meetings held @ 7:00PM – 1/24, 2/28, 3/28, 4/13, 5/23, 6/27, 7/25, 8/22, 9/26, 10/24, 11/28, 12/14

Public Water & Sewer Advisory Board – meetings held at 5:00pm – 1/20, 2/17, 3/17, 4/21, 5/19, 6/16, 7/21, 8/18, 9/15, 10/20, 11/17, 12/15

Telecommunications Advisory Board – meetings held at 6:30pm - 1/10, 2/14, 3/14, 4/11, 5/9, 6/13, 7/11, 8/8, 9/12, 10/3, 11/14, 12/12

UCC Board of Appeals – scheduled as needed

Vacancy Board – scheduled as needed

Ways and Means Committee – meetings held at 7:00pm – 1/26, 2/23, 3/23, 4/27, 5/25, 6/22, 7/27, 8/24, 9/28, 10/26, Nov no mtg, 12/7

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

Ms. Manion MOTIONED to approve the Designation of Depository. Ms. Herring seconded. MOTION passed 5-0.

- I. Appoint Bucks County Tax Collection Committee Representatives

Ms. Manion MOTIONED to approve the Bucks County Tax Collection Committee Representatives. Ms. Santacecilia seconded. MOTION passed 5-0.

Stephanie J. Mason - Representative
Kenneth Wallace - Alternate
Jennifer Herring – 2nd Alternate

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

Ms. Manion MOTIONED to approve the Bucks County Tax Collection Committee Representatives. Ms. Herring seconded. MOTION passed 5-0.

Barbara N. Lyons - Delegate
Ryan Manion - Delegate

Jennifer Herring – Delegate
Nancy Santacecilia – Delegate
Dan Wood – Delegate
Stephanie J. Mason – Delegate

Voting Delegate: Jennifer Herring

K. Appointment of Doylestown Fire Co. No. 1 – Fire Police

Ms. Manion MOTIONED to approve the Appointment of the following people to Doylestown Fire Co. No. 1 for 2022. Ms. Herring seconded. MOTION passed 5-0.

Nick Popchuk, George Erb
Samuel Casare, Barbarajean Wood,
Gian Luiso, Matt Howe

L. Resolution # 2363 – Amendment to Fee Schedule

Ms. Manion MOTIONED to approve Resolution No. 2363 amending the 2022 Fee Schedule. Ms. Herring seconded. MOTION passed 5-0.

M. Resolution # 2364 – 2022 Compensation / Professional Services

Ms. Manion MOTIONED to approve Resolution No. 2364. Ms. Herring seconded. MOTION passed 5-0.

N. Set Current IRS Mileage Rate - effective January 1, 2022

Ms. Manion MOTIONED to set the current IRS Mileage Rate of 58.5 cents per mile. Ms. Herring seconded. MOTION passed 5-0.

O. Designation of Official 2022 Township Holidays

Ms. Manion MOTIONED to approve the 2022 Township Holidays. Ms. Herring seconded. MOTION passed 5-0.

Dr. Martin Luther King, Jr. Day	January 17 - Monday
President’s Day	February 21- Monday
Good Friday	April 15 – Friday
Primary Election Day	May 17 - Tuesday
Memorial Day	May 30 - Monday
Independence Day	July 4 - Monday
Labor Day	September 5 - Monday
Columbus Day	October 10 - Monday
General Election Day	November 8 - Tuesday
Veterans’ Day	November 11 - Friday
Thanksgiving	November 24 - Thursday
Day after Thanksgiving	November 25- Friday
Christmas (observance)	December 26 – Monday

New Year 2023 (observance)

January 2 - Monday

P. Police Affairs Committee

Ms. Manion MOTIONED to approve the Police affairs committee. Ms. Herring seconded. MOTION passed 5-0.

2022

Director of Public Safety – Barbara N. Lyons

Board Member – Ryan Manion

Board Member –Jennifer Herring

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

Ms. Manion MOTIONED to approve the recommended Treasurer’s Bond of \$3,000,000.00. Ms. Herring seconded. MOTION passed 5-0.

III. **NEW BUSINESS** - NA

IV. **ANNOUNCEMENTS**

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V. **ADJOURNMENT**

Ms. Herring inquired if the Board needed to vote on representatives to the Building Committee. Mr. Garton indicated there was no requirement as to who serves on the Committee. M. Herring

further inquired if other Supervisors could attend the meetings. Mr. Garton explained if there is no deliberation more supervisors can join in the meeting.

The meeting was adjourned at 5:26pm by Ms. Lyons.

Respectfully submitted by

Stephanie J. Mason
Secretary