



# Board of Supervisors REORGANIZATION Meeting

~ Minutes ~

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

---

Tuesday, January 3, 2023

Community Meeting Room

---

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

**Township Staff in attendance:** Stephanie J. Mason, Township Manager; Dave Tomko, Director of Operations; Stacy E. Crandell, Assistant Township Manager; Lt. Charles Zeigler; Karen Sweeney, Director of Parks and Recreation; Sean Torpey, Township Engineer and Jeffrey Garton, Township Solicitor.

## 5:00 PM PUBLIC MEETING

### Pledge to the flag

Ms. Lyons welcomed everyone to the Reorganization Meeting of the Board of Supervisors Tuesday, January 3, 2023.

### Public Comment Agenda Items Only

Mr. Lahr, Zoning Hearing Board Chairman had a question for the Board regarding the Zoning Hearing Board Solicitor rate and if the Board must approve the rate. Mr. Garton stated that the Township pays the solicitors bills, but the Zoning Hearing Board chooses the solicitor.

Mr. Lahr also had a question regarding advertising of the Zoning Hearing Board meetings in the Intelligencer & inquired who the Township uses. Ms. Mason indicated that the Township advertised in the Intelligencer, additionally our website, where the Zoning Hearing Board Applications are also placed along with meetings and the agendas are posted out front of the building. Mr. Garton stated that you can use a weekly paper provided there is adequate time for notification. Provided there is enough lead time you can publish in a weekly paper such as the Herald. He asked about the Legal Intelligencer? Mr. Garton stated that is in Philadelphia and not a general circulation paper.

Mr. Lahr stated that the only two publications are the Intelligencer and the Herald.

### Announcements

1. The Board of Auditors will hold their Reorganization Meeting on Wednesday, January 4, 2023 at 10:00 AM.
2. The next regular meeting of the Board of Supervisors will be held on Tuesday, January 17, 2023 at 7:00 PM.
3. The Township Administrative Offices will be closed on Monday, January 16, 2023 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
  - Capital Campaign Committee
  - Finance Committee
  - HARB
  - Pension Advisory Committee

### **REORGANIZATION**

- A. Ms. Lyons stated that the next item is advertised reorganization meeting. She turned the meeting over to the solicitor.

Acting as Chairman and Secretary, Mr. Garton stated that his sole purpose is to conduct the early part of this meeting, for the purpose of the Boards selection of a Chair for 2023. He inquired if there were any nominations for the position as Chair of the Board of Supervisors for 2023?

Ms. Manion nominated Ms. Lyons the motion was seconded by Ms. Herring to serve as Chairman. Hearing no further nominations Ms. Lyons was elected as Chairman of the Board of Supervisors for 2023. The motion carried 4 – 1 with Ms. Santacecilia voting nay.

Mr. Garton turned the meeting back to Ms. Lyons to continue the reorganization process.

Ms. Lyons asked for nominations for Vice Chairman.

Ms. Manion nominated Ms. Herring the motion was seconded by Mr. Wood. Hearing no other nominations Ms. Herring was elected as Vice Chairman of the Board of Supervisors for 2023. The notion carried 4 – 1 with Ms. Santacecilia voting nay.

Ms. Manion nominated Ms. Lyons for Director of Public Safety the motion was seconded by Ms. Herring. The motion carried 5 – 0.

- B. **Approval of Minutes – December 20, 2022**

On motion of Ms. Manion, seconded by Mr. Wood the minutes of the December 20, 2022 minutes were approved 5 – 0.

- C. **Proposed Guidelines for Supervisors, Public Meetings, and Chairperson: 2023**

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 2022 (Board of Supervisors Reorganization Meeting, January 3, 2022).

#### ***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
  - Capital Campaign Committee
  - Dog Park Advisory Committee
  - Doylestown Twp. Municipal Authority
  - Environmental Advisory Council
  - Finance Committee
  - 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

***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.

On motion of Ms. Manion, seconded by Ms. Herring the Proposed Guidelines I through III for Supervisors, Public Meetings and Chairperson for 2023 were passed 5 – 0.

D. **Designate Board's areas of responsibility for 2023**

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.

Ms. Herring made the motion that the Board maintain the liaisons as they were in 2022.

Ms. Santacecilia suggested that there be dual liaisons for the Boards and Commissions.

After discussion, the Board recommended that the liaisons remain the same.

Mr. Wood suggested that the motion be amended to appoint a liaison to the Capital Campaign separately.

Ms. Manion seconded the motion with the amendment with the exception for the Capital Campaign. The motion carried 4 – 1 with Ms. Santacecilia voting nay.

Since the Capital Campaign Committee has not yet been formed. It was discussed and the consensus of the Board that Ms. Lyons would be the liaison and Mr. Wood would serve on the committee once the Capital Campaign Committee once formed.

On motion of Ms. Manion, seconded by Ms. Herring Ms. Lyons was chosen to serve as liaison to the Capital Campaign Committee. The motion carried 5 – 0.

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

**E. Township Appointments – 2023**

On motion of Ms. Manion, seconded by Ms. Herring the Board approved the Township appointments as listed below. The motion carried 5 – 0.

1. Manager/Secretary/Treasurer/Zoning Officer		<u>Stephanie Mason</u>
2. Police Chief		<u>Dean Logan</u>
3. Police Lieutenant		<u>Charles Zeigler</u>
4. Asst. Township Manager		<u>Stacy E. Crandell</u>
5. Code Enforcement Director / Deputy Zoning Officer/Emergency Management Coordinator		<u>Sinclair Salisbury</u>
6. Executive Director, DTMA		<u>Keith Hass</u>
7. Director of Operations		<u>Dave Tomko</u>
8. Director of Parks & Recreation		<u>Karen A. Sweeney</u>
9. Finance Officer		<u>Kenneth Wallace</u>
10. Fire Marshal		<u>Fredrick Schea</u>
11. Parks Superintendent		<u>Chris Mason</u>
12. Roads Superintendent		<u>Paul Garr</u>
13. Water Superintendent		<u>Brent Eaton</u>
14. Open Records Officers	(Admin)	<u>Margaret M. Trageser</u>
	(Police)	<u>Lt. Charles Zeigler</u>
15. Tax Hearing Officer		<u>Stephanie J. Mason</u>
16. Solicitor		<u>Jeffrey P. Garton</u> <u><i>Begley, Carlin &amp; Mandio</i></u>
17. Engineer		<u>Sean R. Torpey, PE</u> <u><i>Pennoni Associates, Inc.</i></u>
18. Planning Consultant		<u>Judy Stern Goldstein</u> <u><i>Gilmore Assoc.</i></u>
19. Bike Hike Engineer		<u>Chris Stanford</u> <u><i>Baker Engineering</i></u>
20. Traffic Engineer		<u>Matthew Johnston</u> <u><i>Pennoni Associates, Inc.</i></u>

**F. Appointments to Boards and Commissions for 2023**

Ms. Lyons mentioned that there are vacancies on various Boards and Commissions. Ms. Brown would like to remain on the Dog Park and Parks & Recreation Boards but would like to take a leave of absence. The Board was amenable to this request.

On motion of Ms. Herring, seconded by Mr. Wood the Board approved the appointments to the Board and Commission for 2023. The motion carried 5 – 0. The resident’s names listed below have indicated they are interested in being appointed/reappointed to the following Boards:

1. Arborist (1 yr. term)		Robert McMullin
2. Agriculture Security Area Advisory Council (1 yr. term)		Jeffrey Fehr Marge Kohl

- 3 Appointment Needed*
3. Bike / Hike Committee (3 yr. term)
    - Judy Hendrixson
    - Bill Wert
  4. Dog Park Advisory Committee (3 yr. term)
    - Warren Grant
    - Deborah McComas
  5. EAC/Shade Tree Commission (3 yr. term)
    - James Baldassarre
    - Erich Neal
  - Chairperson Appointment  
See attached memo
    - James Baldassarre
  6. Finance Committee
    - 1 Appointment Needed*
  7. Historical Architectural Review Board  
(4 yr. term)
    - Harry Mondoil
    - 2 Appointments Needed*
  8. Local Traffic Advisory Committee  
(3 yr. term)
    - Christopher Bignault
  9. Municipal Authority  
(5 yr. term)
    - Daniel Stairiker
  10. Park and Recreation (5 yr. term)
    - Blythe Kelly
  11. Pension Advisory Committee (3yr. term)
    - Thomas Burke
    - 1 Appointment Needed*
    - Non-Voting Members (1 yr. term)
      - Sinclair Salisbury
      - Bill Mokriski
      - Stephanie Mason
      - Ken Wallace
  12. Planning Commission (4 yr. term)
    - Judy Hendrixson
    - Robert Repko
  13. Public Water & Sewer Advisory Board  
(3 yr. term)
    - John Canterbury
  14. Telecommunications Advisory Board  
(3 yr. term)
    - Jenya Shuportyaka
    - Arthur Zapolski
  15. UCC Board of Appeals
    - Joe Van Houten
  16. Vacancy Board (1yr. term)
    - Wallace Pattyson
  17. Veterans Advisory Board (1 yr. term)
    - Katherin Wirth-Torrente
    - William Navarre
    - Christopher Suessenguth
    - Megan McCuen



18. Zoning Hearing Board

Nicholas Jasionis  
Mitchell Aglow

**G. Set 2023 Administrative Office Hours and Meeting Dates**

On motion of Ms. Manion, seconded by Ms. Herring there was a motion to approve the 2023 Administrative Office Hours and Meeting Dates with the following changes. The EAC will hold their meetings at 7:00PM and the Park & Recreation Board will meet on July 11<sup>th</sup> not July 12<sup>th</sup>. The motion carried 5 – 0.

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

**Board of Supervisors** – meetings held at 7:00PM - 1/17, 2/21, 3/21, 4/18, 5/2, 6/20, 7/18, 8/15, 9/19, 10/17, 11/21, 12/19

**Budget Work Sessions** – meetings held at 5:00 PM - 4/18, 6/20, 9/19, 10/3 @ 5:00PM, 10/17

**Agricultural Security Advisory Committee** – scheduled as needed

**Bike and Hike Committee** – meetings held at 8:00am – 1/17, 2/21, 3/21, 4/18, 6/20, 7/18, 8/15, 9/19, 10/17, 11/21, 12/19.

**Dog Park Advisory Committee** – meetings held at 5:00pm – 1/9, 3/6, 5/1, 7/10, 8/28, 11/6

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

**Finance Committee** – meetings held at 7:00pm – 1/25, 4/26, 7/26, 10/25

**Friends of Kids Castle Committee** – meetings held at 12:30pm – 1/23, 4/24, 7/24, 10/23

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

**Local Traffic Advisory Committee** – scheduled as needed

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

**Park & Recreation Board** – meetings held at 5:30pm – 1/10, 2/14, 3/14, 4/11, 5/9, 6/13, 7/11, 9/12, 10/10, 11/14

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

**Planning Commission** – meetings held @ 7:00PM – 1/23, 2/27, 3/27, 4/19, 5/22, 6/26, 7/24, 8/28, 9/26, 10/23, 11/27, 12/18

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

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

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

**Vacancy Board** – scheduled as needed

**Veterans Advisory Committee** – meetings held at 7:00pm – 1/26, 3/23, 5/25, 7/27, 9/28, 11/16

**Zoning Hearing Board** – Scheduled 3<sup>rd</sup> Monday & 4<sup>th</sup> Thursday – or as needed – 7:00pm

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

On motion of Ms. Herring, seconded by Ms. Manion the Board approved an official depository in the Commonwealth of Pennsylvania being used for Township banking, motion carried 5 – 0.

I. **Appoint Bucks County Tax Collection Committee Representatives**

Ms. Herring motioned to approve the Bucks County Tax Collection Committee Representatives; the motion was seconded by Ms. Manion. The motion carried 5 – 0.  
Stephanie J. Mason - Representative  
Kenneth Wallace - Alternate  
Jennifer Herring - 2<sup>nd</sup> Alternate

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

Ms. Manion motioned that Ms. Herring be the Voting Delegate, Mr. Wood seconded. The motion carried 5 – 0.

Barbara N. Lyons - Delegate  
Ryan Manion - Delegate  
Jennifer Herring – Delegate                      Voting Delegate (needed)  
Nancy Santacecilia – Delegate                      Jennifer Herring  
Dan Wood – Delegate  
Stephanie J. Mason – Delegate

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

On motion of Ms. Santacecilia, seconded by Ms. Herring the following were appointed to serve a Fire Police for Doylestown Township for 2023. The motion carried 5 – 0.

Nick Popchuk, George Erb, Gian Luiso, Samuel Casare, Barbarajean Wood, and Matt Howe form Doylestown Fire Co. No. 1.

Stephen Kissinger and Neil Dossick from Chalfont Fire Company.

L. **Resolution – Amendment to Fee Schedule**

Ms. Herring motioned the approve Resolution #2467 amending the 2023 Fee Schedule, seconded by Ms. Manion. The motion carried 5 - 0

M. **Resolution – 2023 Compensation / Professional Services**

Ms. Herring motioned to approve Resolution #2468 setting the 2023 Compensation / Professional Services, seconded by Ms. Manion. The motion carried 5 - 0.

N. **Set Current IRS Mileage Rate - effective January 1, 2023**

Ms. Herring motioned to set the current 2023 IRS Milage Rate of 65.5 cents per mile, seconded by Ms. Manion. The motion carried 5 – 0.

- O. **Designation of Official 2023 Township Holidays - Township Building Closed**  
 Ms. Herring motioned to approve the 2023 Township Holidays / Building Closures, seconded by Ms. Manion. The motion carried 5 – 0.

Dr. Martin Luther King, Jr. Day	January 16 - Monday
President’s Day	February 20- Monday
Good Friday	April 7 – Friday
Primary Election Day	May 16 - Tuesday
Memorial Day	May 29 - Monday
Independence Day	July 4 - Tuesday
Labor Day	September 4 - Monday
Columbus Day/Indigenous Peoples Day	October 9 - Monday
General Election Day	November 7 - Tuesday
Veterans’ Day	November 10 - Friday
Thanksgiving	November 23 - Thursday
Day after Thanksgiving	November 24- Friday
Christmas	December 25 – Monday
New Year 2024	January 1 - Monday

- P. **Police Affairs Committee**  
 Mr. Wood motioned to approve the Police Affairs Committee, seconded by Ms. Herring. The motion carried 5 – 0.

2023

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. Herring motioned to approve the Recommended Treasurers Bond in the amount of \$3million, seconded by Ms. Manion. The motion carried 5 – 0.

**III. NEW BUSINESS - NA**

**IV. ANNOUNCEMENTS**

1. The Board of Auditors will hold their Reorganization Meeting on Wednesday, January 4, 2023 at 10:00 AM.
2. The next regular meeting of the Board of Supervisors will be held on Tuesday, January 17, 2023 at 7:00 PM.
3. The Township Administrative Offices will be closed on Monday, January 16, 2023 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  
 Capital Campaign Committee

Finance Committee  
HARB  
Pension Advisory Committee

**V. Public Comment – All Items**  
None

**VI. ADJOURNMENT**  
Being no further business, the meeting was adjourned at 5:19pm by Ms. Lyons

Respectfully submitted by,

Stephanie J. Mason  
Secretary