

## Doylestown Township Board of Supervisors

### Budget Meeting Minutes

June 18, 2024, 5:00PM

#### **In Attendance:**

**Board of Supervisors:** Chairman, Jennifer Herring, Vice-Chairman, Barbara N. Lyons, Dan Wood, Nancy Santacecilia and Judy Dixon.

**Finance Committee:** Christina Maida, member.

**Others in attendance included:** Township Manager, Stephanie Mason, Assistant Township Manager, Andrea Susten, Finance Director, Ken Wallace, Assistant Finance Director, Anne Marie Dobson, Director of Operations, Dave Tomko, Director of Parks & Recreation, Karen Sweeney, Township Budget Analyst, Ed Ebenbach, and Lt. Charles Zeigler.

**Guests:** Erich Neal, EAC member.

Ms. Herring welcomed everyone and called the meeting to order at 5:00 pm.

Mr. Tomko provided an update on the Community Recreation Center and Park Improvement Project. He began by giving a high-level overview of the schedule and stated that we are now working on foundation and by late July into early August, we will start to see structural steel on site. He added that the current schedule indicated completion of construction for all aspects of the project including the building, courts, interior finished, punch list, and comfort cottage, being complete by March 31, 2025.

Mr. Tomko shared the monthly dashboard page of the presentation which shows the milestones with the original vs. current date, the hard cost budget, hot list and accomplishments during the past month. Mr. Tomko stated that the Township is working towards approval on the exterior and inter emergency lighting; the sourcing and donation of appliances from Gerhards Appliances; PECO gas supply capacity; court surface vendor reviews; working with DTMA on the water line main discussion; excess topsoil removal; and the high impact dry wall change order.

Mr. Tomko summarized the change order tracker sheet and spoke about the \$0.00 change order for the electrical service upgrade and that the Township has opted to use the sign vendor to design the dedication plaque to save some money.

Progress photos were shared and showcased the progress of the project.

Mr. Tomko stated that the bathrooms are prefabricated which was identified in a Cap X from and was approved in the project budget, but that the Township is now seeking a cost estimate from Skepton, the General Contractor, to compare what it would cost for the bathrooms if MKSD were to design them, and Skepton build them. Mr. Tomko added he would have more information on this at the July meeting for the board's consideration.

Ms. Dixon asked about the lights at the new building and reiterated concerns on light pollution and asked how the current plan addresses the newly adopted lights out resolution. Mr. Tomko stated that the loop road is lit due to safety concerns and security and stated that we have the ability to modify the lights but that the lighting itself will match the existing infrastructure and that the Township will abide by the Lighting ordinance. Additionally, Mr. Tomko stated that the facility will have courts that will be open until 10 or 11 at night, and they need to be lit but if no one is using them, the lights will be off and stated the controls and security lights is still in the works on how it will be segmented. He also stated that it will be the recommendation of the police department as to how many lights need to start on in the park to address the security of the new building and the park.

Mr. Wood asked if there will be any more potential delays in the site work, but Mr. Tomko stated he does not believe there will be unless the weather does not cooperate.

Mr. Eric Neal, a resident / EAC member spoke about lighting and suggested that the lights the Township views as security lights he recommended be red as he stated that red lights do not harm wildlife and insects. He suggested that a combination of motion sensors and red lights for those that stay on all the time for security. Lt. Zeigler stated that red lights could interfere with some of the public safety equipment and that the equipment may not be as useful. Lt. Ziegler stated he would like to continue this conversation to verify that the use of red lights wouldn't affect the ability of the police to perform their duties.

Ms. Herring stated that the Environmental Advisory Council (EAC) and the Police Department should have a conversation related to the red lights in the park.

Ms. Sweeney presented the Park & Recreation Department budget planning revenue overview and stated that the department has been working with the finance department to look at facilities and spaces to balance revenue with space and capacity. Ms. Sweeney spoke about community engagement and seeking out creative opportunities with new and existing partners. Additionally, she added that the department met with heyday, who offers leagues and rents facilities. Ms. Sweeney stated that the planning exercise with the finance department resulted in an operational plan for the fifth year delivering \$1.0m in departmental revenue and utilizing 75% of the available CRC facility hours.

Ms. Sweeney stated that the next steps are working on the revenue analysis and providing a full presentation in September.

Ms. Santacecilia asked if Ms. Sweeney has connected with Doylestown Chamber of Commerce. Ms. Sweeney stated that they have started with the athletic organization and will reach out to the other organization and have recently connected with volunteers from Keller Williams who are brought in resources and engagement opportunities. Ms. Santacecilia requested that Ms. Sweeney send that information to the Board so they can share the information with any organizations or volunteers they know.

Ms. Santacecilia stated the Township should consider having a policy for large companies ask for waiver of fees.

Ms. Dobson gave a presentation on Capital and showcased a new model that breaks down major spending into categories. She summarized the highlighted spending prioritization and the funded and non-funded projects in the capital spending plan.

Ms. Mason presented a timeline and cost associated with trail development and maintenance and stated after all the construction, traffic control, landscaping, ADA ramps, stormwater management, and drainage improvements, the average cost is roughly \$955,000 and then on top of that trail maintenance will be an additional cost depending on the surface it could range from a few thousand to 100 – 135K depending on the situation.

Mr. Wallace briefly discussed the fire companies that stated that there are two components to the fire service funding, fire tax which is money to disburse to the three fire companies, and the foreign fire tax and stated that in 2023, the Township received around \$163,000. He summarized the foreign fire tax is a tax assessed by the Commonwealth to all insurance companies that write policies in PA and that the tax is collected by the state and disbursed to the municipalities and stated that the Township has collected a little over \$500,000 per year to distribute to the fire companies that service the Township, Doylestown (88%), Warrington (10%) and Chalfont (2%).

Ms. Mason stated that she attended a meeting hosted by Northampton Township where they discussed the future of fire companies and the recent shift of some municipalities into paid fire companies. Ms. Dixon added some information related to fire company recruitment and stated that the Township is responsible for the safety of the community.

The meeting adjourned at 5:59 pm.

Respectfully submitted,



Stephanie J. Mason  
Township Secretary