



Board of Supervisors

Regular Meeting

Minutes

425 Wells Road
Doylestown, PA 18901
215-348-9915
<http://doylestownpa.org>

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Tuesday October 15, 2024

7:00 PM

Community Meeting Room

Board Members in attendance: Jennifer V. Herring, Chairman; Barbara N. Lyons, Vice Chairman; Nancy Santacecilia; Dan Wood; Judy Dixon.

Township Staff in attendance: Stephanie J. Mason, Township Manager; Dave Tomko, Director of Operations; Andrea Mergner, Assistant Township Manager; Chief Charles Zeigler; Matt Johnston, Township Engineer and Michael Clarke, Solicitor.

7:00 PM REGULAR MEETING

Pledge to the flag

Ms. Herring welcomed everyone to the meeting. She stated that prior to the meeting there was a Budget Work Session, and the Board met in executive session to discuss matters of litigation and personnel.

Swearing in of Charles Zeigler as Chief of Doylestown Township Police

Judge Matthew Weintraub was present to administer the oath of office to Charles Zeigler.

Chief Zeigler thanked everyone for coming, he thanked the Board of Supervisors for their support and for appointing him as Chief of Police, he thanked his friends and colleagues in law enforcement present for showing their support to him and Doylestown Township Police Department, please do not hesitate to call on him if needed, we need to work together to achieve our common goals. He also thanked the officers of the Doylestown Township Police Department for their unwavering support, he is happy to be working with each and every one of them, former Police Chiefs Steve White and Dean Logan for the foundation and guidance they have provided him over the last 21 years and his friends and family for giving never ending support during his entire career. His message to the residents of Doylestown Township, the police department is here for you, if you ever need any assistance, have questions or guidance, please do not hesitate to contact us, we will do everything they can to provide you with the best service possible.

Ms. Herring stated that we are a lucky municipality to have our former chiefs and current chief in attendance. She wished everyone a good evening. With that she asked the Board if they objected to moving the Chief's agenda item, making it the next item. There were no objections.

Chief of Police

Chief Zeigler stated that the Police Department is seeking a DCED Grant to replace the current handheld radios that were purchased in 2013, which are no longer available and expensive to repair if needed. The grant would help us purchase 30 Handheld Radios to replace the current ones. The grant is \$233,343.90, this is a reimbursement grant, we purchase the radios, and the state reimburses us for the full amount. He is requesting the Boards approval of the resolution needed to apply for the grant.

On motion of Ms. Lyons, seconded by Ms. Santacecilia, the Board approved Resolution #2643 for the application of the DCED Grant for Police Handheld Radios. The motion carried 5 – 0.

Presentations

Township Audit

Mr. Wallace stated that the letter we received from the auditors gave the Township the highest recommendation that a township can receive. We had another strong year as far as our financials in 2023, our general fund finished the year 8.3% higher than what was budgeted. Pensions had a good year in 2023 and are in a solid position. It looks like we will have another good year as far as our pension returns. He expects we will have another solid year for 2024.

Pollutant Reduction Plan (PRP) & Total maximum Daily Load (TMDL) Plan Addendum

Ms. Goldstein, Gilmore & Associates and Colleen Kane (MS4 Specialist) – presented the Doylestown Township MS4 Permit Overview & Revised PRP (Pollution Reduction Plan)/TMDL (Total Maximum Daily Load) Plan. This plan will be posted on the Townships website. This is an unfunded Federal Mandate overseen by the EPA to protect our waterways and meet the goals of the Clean Water Act. Ms. Goldstein went over the timeline and the waterways in Doylestown Township, Minimum Control Measures and PRP/TMDL Plan Implementation, streambank stabilization, reaching the remaining pollutant reduction goal of 20%. Doylestown Township continues to remain in compliance with Good Faith Effort, Improved Water Quality and BMP Inspections and Education.

Mr. Tomko asked Ms. Goldstein to define what BMP is and what is the difference between Public and Private.

Ms. Goldstein stated that BMP is Best Management Practice as it relates to stormwater, promotes infiltration such as rain gardens, infiltration basins. The private vs. public – Public facilities are those owned by the Township. Private are stormwater management facilities on private property, owned by anyone other than the Township. All need to be inspected.

Ms. Santacecilia inquired if we do MS4 when we do bike trails? Ms. Goldstein replied that most of the trails are sufficient size and require NPDS Permits, which require stormwater management and best management practices.

Public Comment Agenda Items Only

None

ANNOUNCEMENTS

- A. The next regular meeting of the Board of Supervisors will be held on Tuesday, November 19th at 7:00 PM.
- B. The Doylestown Township Municipal Building will be closed on Tuesday, November 5th for Election Day and Monday, November 11th in observance of Veterans Day.
- C. November is Veterans and Military Families Month.
- D. Bring home the \$25K Match, we are only \$13,553.00 away from matching the generous donation from a resident of \$25,000 for the bathroom project! Ms. Herring stated that thanks to a generous donation from Ms. Lyons we are now only \$13,000 from our goal.
- E. Keep up to date with Township News / Events – sign up for E-news at www.doylestownpa.org. E-News is sent out every Friday at 4:00PM.

MINUTES APPROVAL

Regular Meeting – On motion of Ms. Lyons, seconded by Ms. Dixon the minutes of the September 17, 2024 Regular Board of Supervisors Meeting were unanimously approved. The motion carried 5 – 0.

Budget Work Session – On motion of Ms. Lyons, seconded by Ms. Dixon the minutes of September 17, 2024 Budget Work Session were approved with one change. The motion carried 5 – 0.

Budget Work Session – On motion of Mr. Wood, seconded by Ms. Lyons the minutes of October 1, 2024 Budget Work Session were approved with one change. The motion carried 5 – 0.

CORRESPONDENCE

The resignation of James Baldassarre from the EAC was accepted with regrets and sadness on motion of Ms. Lyons, seconded by Ms. Dixon. The motion carried 5 – 0.

REPORTS

Solicitor

Nothing to Report

Township Engineer

Nothing to Report

Dir. of OperationsCentral Park Bathrooms – Design Proposal Award Recommendation

Mr. Tomko stated that he requested from MKSD and Pennoni proposals for design services for the bathrooms in Central Park. At the direction of the Board, we are moving forward with the design and stick built option. He is making a recommendation to the Board for design proposal services to Pennoni as outlined in their proposal.

Ms. Dixon wanted to make sure for heating we are looking at renewable energy, not fossil fuel. Mr. Tomko stated that our current electricity provider is 100% renewable.

On motion of Mr. Wood, seconded by Ms. Lyons, the Board of Supervisors awarded the design services for the Comfort Cottage (Central Park Bathrooms) to Pennoni for the amount totaling \$19,500.00.

The motion carried 5 – 0.

Community Recreation Center – Change Order #8 – Epoxy Floor Coating

Mr. Tomko stated that there are a number of spaces in the building, the patio, storage areas, utility closet, janitor closet that didn't have flooring. The contractor is recommending an epoxy coating with grip resistant additive, so it is not slippery when it gets wet. He is asking for the Boards approval.

On motion of Ms. Dixon, seconded by Mr. Wood, the Board of Supervisors approved Skepton Construction Change Order #8 for epoxy floor coating totaling \$3,853.59. The motion carried 5 – 0.

2024 Bike & Hike Trail Maintenance – Turk Road - Change Order #1

Mr. Tomko this was discussed at the Boards last meeting. He asked the Board for consensus to allow this work to be done to get the project wrapped up. Change Order for A H Cornell and Sons for lawn restoration and additional ADA ramp adjustment locations. This work was completed after consensus of the Board at their late meeting.

On motion of Ms. Lyons, seconded by Mr. Wood, the board approved the 2024 Bike & Hike Trail Maintenance – Turk Road – A H Cornell and Sons Change Order #1. Total cost of additional improvements \$14,895.19. The motion carried 5 – 0.

Dog Park Gate – Award Recommendation

Mr. Tomko stated that Mr. Mason, Park Superintendent & Mr. Schea, Facilities Manager, got a proposal from ProMax Fence Solutions, a COSTARS company, to replace the entrance and exit gates at the Dog Park. He is asking the Board to approve that award. Ms. Santacecilia inquired why are we replacing these gates? Mr. Tomko stated that the area is very wet, since the construction in 2012 there has been settling and movement in the earth. He also pointed out that the cameras have picked up people reaching over the exit gate, hitting the crash bar and getting into the Dog Park without using a fob. The new gate will be higher with mesh so people cannot just reach around and in. We are also replacing a system that is end of life.

On motion of Ms. Lyons, seconded by Ms. Dixon, the Board awarded Dog Park entrance and exit gate replacement to ProMax Fence Systems LLC in the amount of \$19,510.00. The motion carried 5 – 0.

Dog Park Pavilion – Stain & Seal Award Recommendation

Mr. Tomko stated that they would like to stain and seal all of the pavilions, right now they are focusing on the Dog Park pavilion. They received three proposals, he is asking the Board to approve the proposal from PR Commercial Painting LLC, they are a COSTARS company.

On motion of Ms. Lyons, seconded by Ms. Dixon, the Board awarded the Dog Park Pavilion pressure washing, staining and sealing services to PR Commercial Painting, LLC in the amount of \$6,380.40.

The motion carried 5 – 0.

Assistant Township ManagerBallistic Protection Installation at the Township Administrative Building

Ms. Mergner stated that for the last two years the Township has twice requested bids, with no bids received. She is requesting the Board approve the purchase and installation of Ballistic Protection glass: one for the Code Office and one for the Administrative Office, along with the administrative glass door from the lobby.

On motion of Ms. Lyons, seconded by Ms. Dixon, the Board approved Entrance Systems, Inc (ESI) in the amount of \$41,800. The Board also authorized the use of the Delaware Valley Trust Risk Grant in the amount of \$13,239.21 to offset the cost of this project. The motion carried 5 – 0.

Proposed Non-Uniform Manual Policy Amendments Travel & Flower Policies

Ms. Mergner presented the Board with proposed addendums regarding the Travel & Flower Policies in the Non-Uniform Personnel Manual. The proposed changes for flowers will be raised from \$35 to \$55 (for example in the death of an employee's immediate family members: mother, father, sister, brother, husband, wife and child or board/commission volunteer and employee hospitalization) and travel the per diem for meal expenses be raised to \$70 (Breakfast, Lunch & Dinner with receipts).

On motion of Ms. Lyons, seconded by Ms. Santacecilia, the Board approved the amendments to the Non-Uniform Manual Policy for Travel and Flowers. The motion carried 5-0.

Township Manager

Naming of Roundabouts on State Roadways – Update

Ms. Mason gave the Board a follow-up on the VAC's request to name the new roundabout in the Township for Blue & Gold Star Families in the Township. She stated that Senator Santarsiero's staff is working on the matter with PennDOT. They are waiting for further information; we won't hear anything until spring. PennDOT prefers not to designate roundabouts due to safety concerns. She will keep the Board posted.

Supervisors

Ms. Santacecilia – Thanked the Board and Staff for the Budget Planning Process and the attention to detail. We should be mindful of capital requests and be fiscal stewards. Living in Bucks County we need to be mindful of the economy, we have trails and parks, there is a need in our community 25% are 65 and older, we want them to be able to age in place. Happy Columbus Day.

Ms. Dixon – She also commended the Finance team for the work that they did, she has complete faith in them and their ability and the numbers they give and the process that Stephanie and the team go through to make it successful and get such a good audit. PWSAB met in September, just to make you aware they are looking to get a grant for water study of private wells for possible contamination. Participation will be voluntary and confidential for any homeowner. If they receive the grant they will bring it to the Board. EAC, she mentioned a couple of things, Wilson Engineering, shared energy manager identified some potential energy savings that the Township could utilize in the buildings. PA Solar Center for a feasibility study of the ground managed solar panels. Bucks County owns a tract along Turk Road that could potentially hold solar panels. Ms. Mason stated that we received a memorandum of understanding from PA Solar Center, which she sent to our solicitor's office for review, she is concerned about what our commitments would be. Bike & Hike Committee is always busy, November 14th there is a ribbon cutting for the Shady Retreat Trail and the New Britain Road Trail is out for bidding.

Mr. Wood – Stated that he subbed for Ms. Dixon at the LTAC offshoot meeting for the Turk Road Calming study, the initial meeting with the neighborhood group, some initial findings were presented, there should be a public meeting for all of the residents of that area in the coming weeks. He also thanked the Park & Rec staff and the Public Works staff and Police that helped out with the Food Truck Festival in September. It's one of his favorite events held in Central Park, it is becoming a regional event.

Since we won't see you before election day, he wanted to remind everyone about some important dates regarding voting. Pennsylvania's registration deadline is October 21st, and you have until October 29th to request a mail in ballot which can be either mailed in or dropped off at the Courthouse in Doylestown Borough. There is also in person, on demand voting at the Courthouse which is going on now.

Ms. Lyons – Stated that we had a very successful Golf Outing on Monday, October 7th, we moved the outing this year to Commonwealth National Golf Club, wonderful place, they worked very well with us. She is not allowed to say how much has been raised yet, as not all of the bills are in. It is a good number, and she is very pleased. Now that the summer is done and the Performing Arts Series is over, she wants to thank the staff and everyone who came out to work getting thousands and thousands of people attending those concerts to understand what we

are doing with the Community Recreation Center and they contributed with their dollars and the 50/50 contributions, buying hot dogs, soft pretzels. She especially wanted to thank Ms. Herring for coming out and selling 50/50 along with the volunteers and Park & Rec Board members.

Ms. Herring – Stated that she has three things to discuss starting with our mail protocol. The current protocol with the office mail is that the staff opens all the mail that comes in, date stamps and distributes the mail, making copies is required by records retention law. This has been a protocol for a long time. There were some concerns raised by Supervisor Santacecilia directing the staff not to open her mail causing a little bit of confusion.

Ms. Lyons asked Ms. Santacecilia to explain her objections to having the staff open her mail, she doesn't understand what the objection is having the staff open her mail. Ms. Santacecilia stated that some things were open, some things weren't, such as an invitation from Pennoni in the spring was not open but the invitation to the Bookfest was opened, all were addressed to her directly, she is questioning the inconsistency and legality. She stated that she spoke to Mr. Clarke, he said since we are Doylestown Township it is the property of the Township, she will go with what our solicitor is saying, just wanted clarification as she was never told her mail would be opened. Ms. Mason stated that when a new supervisor comes on the board she takes them around the building, shows them where they can pick up their mail and that all mail will be opened by the staff, if it is an invitation such as Pennoni's for PSATS she received it as well therefore we know what is inside so they may not all be opened, however it could be a complaint, a threat, a right to know request or a lawsuit all have to be responded to in a timely manner. This has been the protocol of the Township since before she was hired 37 years ago. She has spoken with her colleagues, and they follow the same protocol when opening mail that is addressed to elected officials or staff. Our Police Department follows the same protocol where all mail comes into a central place and is opened, stamped and distributed as needed. Ms. Herring stated for public information that the Board of Supervisors, when elected, the state sets the salary a little above \$4,000 a year to perform our duties as supervisors. Most of us have day jobs and are not here on a regular basis. We rely on others to open our mail, if it is an invitation with an RSVP date or more importantly a legal matter that may come to the Board that has time constraints, we rely on the staff. We also have legal responsibility as far as right to know requests and document retention for certain matters and the Township is responsible for making sure that we retain certain records and communications which include mail that comes to the Township with our names on it as supervisors. The Township takes transparency very seriously and anything that comes into the Township physical mail or email is public record and should be.

Ms. Herring asked the Board for consensus to have the staff continue to open the mail for us to determine what is inside so that it is directed appropriately. It was the consensus of the Board to continue the protocol of having the staff open all mail, date stamp and distribute.

Hurricane Relief Drop Off

Ms. Herring asked the Board's opinion on whether we would like to research the ability to have a drop-off location for goods, home goods, diapers, clothing etc. to help those affected by the severe weather down south. The front office would be the best area to collect items. This will be looked into and advertised once the program is up and running.

Consideration of Creating a Resolution for BCATO Regarding a Real Estate Tax Rebate Program

Ms. Herring also wanted to discuss with the Board is related to relief when it comes to Real Estate Tax, as you are aware the state has a program, the Real Estate Tax and Rental Relief Program, they have recently raised the income to qualify to \$40,000. This is mostly for seniors and people with disabilities, it is a very easy application, sent to the state where they issue a refund check. She works with a school district who piggybacks on this program to give a rebate on school taxes if you qualify. It is an easy program to administer, very little cost to the Township it is determined on what the Board decides to give as a rebate, 50% of what the state gives in rebate or if you want to cap it at 10%, it is all very flexible and can change from year to year. As a second-class township this is not allowed, only school districts. What she is looking for from the board, she would like to create a resolution to submit to Bucks County Association of Township Officials (BCATO) asking that we could as a township determine if we would like to offer a rebate program to our most vulnerable residents. There was a consensus of the Board to look into this rebate program. Ms. Herring shared the breakdown of property tax: for every \$100 you pay in real estate tax \$77 goes to the school district, \$15 goes to the county and \$8 goes to the

township. The rebate for the Doylestown Township tax will not be a lot, but it will help. Ms. Herring will work with Mr. Clark on preparing the Ordinance, hoping to have it completed by early January 2025.

Ms. Herring also wanted to share that they had a conference with Moody's last week regarding the financial health of the Township. She is very pleased to report that we have received an excellent rating, AA1, which is the best a municipality can have with our demographic. She is impressed and thankful for all the hard work the Township staff does, we can be proud.

PUBLIC HEARING

General Obligation Bond Ordinance

Mr. Kevin Reed, of King Spry, is our Bond Solicitor, he stated that he is here this evening to follow up on the presentation by PFM, regarding requests that the Township made regarding its capital needs and the Community Center, and the refunding of an existing general obligation note. Based on the data that was collected our office was requested to provide an ordinance, shared with your financial team. The Township has a very excellent rating Which will assist in securing financing and lowering the rates. Before the Board tonight is the ordinance, first and foremost for local authorization to move forward with the projects and sets in motion the supervisors moving favorably towards this. There are several other authorizations required under the law that are laid out in the ordinance document. Municipalities have the unique right and privilege to secure rates which are tax exempt. This document is a parameters ordinance in the amount of \$7,300,000. There will be an internet auction which provides an opportunity for competitive bidding. Once pricing happens, all the documentation will be filed with DCED, 20-day review process, closing could be shortly before Thanksgiving. He asked if there were any questions. There were no questions from the Board nor from the audience. Mr. Clarke stated this has been reviewed by his office and that every is in order.

On motion of Ms. Lyons, seconded by Ms. Dixon, the Board of Supervisors approved the ordinance that has been outlined by Mr. Reed. The motion carried 5 – 0.

UNFINISHED BUSINESS

None

NEW BUSINESS

Professional Services Agreement – EE Office Automation, LLC

On motion of Ms. Lyons, seconded by Ms. Dixon, the Board approved the Professional Services Agreement with EE Office Automation, LLC. the motion carried 5 – 0.

Goldman – 860 Pebble Hill Road – TP #09-026-099 – Planning Module

On motion of Ms. Lyons, seconded by Ms. Dixon, the Board approved the Planning Module for 860 Pebble Hill Road. The motion carried 5 – 0.

Treasurers Report – October 15, 2024 – On motion of Ms. Lyons, seconded by Ms. Dixon the Treasurers Report was unanimously approved. The motion carried 5 – 0.

Bills List – October 15, 2024 – On motion of Ms. Lyons, seconded by Mr. Wood the Bills List in the amount of \$2,612,341.53 was unanimously approved. The motion carried 5 – 0.

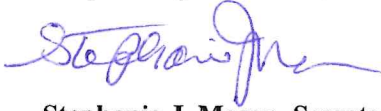
Public Comment – All Items

None

ADJOURNMENT

The meeting adjourned at 8:21PM.

Respectfully submitted,



Stephanie J. Mason, Secretary