



Board of Supervisors

Regular Meeting

MINUTES

425 Wells Road
Doylestown, PA 18901

215-348-9915

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Tuesday November 19, 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; Sean Torpey, 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 start of the meeting the Board met in Executive Session for Boards and Commissions Interviews and Matters of Personnel. The Matters of Personnel were tabled due to time constraints.

Presentation

Bond Sale Results – Jamie Doyle, PFM – via Zoom

Ms. Doyle went over the results of the Bond sale and they are very pleased with the results. There were many interested parties with good rates. Doylestown Township has an above average credit rating, we were able to receive a good rate of 3.93%. There were no questions from the Board. Ms. Doyle stated that no action from the Board is needed at this time. Settlement will take place on 11/27/24.

Public Comment Agenda Items Only

None

ANNOUNCEMENTS

- A. The next regular meeting of the Board of Supervisors will be held on Tuesday, December 17th at 7:00 PM.
- B. The Doylestown Township Municipal Building will be closed on Thursday, November 28th & Friday, November 29th for Thanksgiving Holiday.
- C. **Drought Emergency Declaration Issued - Mandatory Water Conservation** – A Drought Emergency Declaration has been issued for Doylestown Township Municipal Authority (DTMA) customers. All customers are asked to immediately reduce their water usage to ensure a sustainable water supply during this critical period. In addition, residents who rely on private well water are strongly encouraged to conserve water as well, to help preserve the local water resources. We appreciate your cooperation in this important effort to protect our community's water supply.
- D. November is Veterans and Military Families Month.
- E. Help bring home the \$25K Match, we are only \$2686.00 away from matching the generous donation from a resident of \$25,000 for the bathroom project!
- F. The Parks & Rec Department is hosting a Gingerbread House Competition, beginning December 10th, anyone can vote in person or online for their favorites. Winners will be announced at the December 17th Board of Supervisors Meeting.
- G. 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

On motion of Ms. Lyons, seconded by Mr. Wood the October 15, 2024, Budget Work Session Minutes were approved. The motion carried 5 – 0.

On motion of Ms. Lyons, seconded by Ms. Santacecilia the October 15, 2024, Regular Meeting Minutes were approved. The Motion carried 5 – 0.

CORRESPONDENCE

Bucks County Planning Commission – Neshaminy Manor Center Working Group

Bucks County Planning Commission would like to put a group together regarding the Neshaminy Manor Center. The group would consist of Bucks County Planning Commission members, Staff, Doylestown Township Supervisor and Planning Commission member. Ms. Santacecilia and Ms. Herring both expressed an interest in participating in this group.

On motion of Ms. Lyons, seconded by Ms. Dixon, the Board appointed Ms. Herring to represent the Board at these meetings. The motion carried 4 – 1 with Ms. Santacecilia voting Nay.

The Planning Commission at their next meeting on Monday, November 25th will choose a member to be a part of this group.

Temple Judea Waiver of Permit Fees – Temple Judea Rummage Sale

Temple Judea requested a waiver of permit fees for temporary signs regarding their Rummage Sale.

On motion of Ms. Lyons, seconded by Ms. Dixon, the Board approved the waving of permit fees in the amount of \$80. The motion carried 5 – 0.

RACP Grant Award for Community Recreation Center – Action Needed

Ms. Mason stated that we have received another \$500,000 Redevelopment Assistance Capital Program Grant. The way the grant is structured we have to go online to accept the grant. She requested the Boards authorization to accept this grant online.

Ms. Santacecilia inquired if there were any obligations that the Township will need to follow for this grant.

Ms. Mason stated that we are already in process with the two previous grants from RACP and the intent is to roll them into one. This grant will help offset the costs of the project.

On motion of Ms. Lyons, seconded by Ms. Dixon, the Board authorized Ms. Mason to accept the grant money online. The motion carried 5 – 0.

REPORTS

Solicitor

Nothing at this time.

Township Engineer

Nothing at this time, there are plans to be signed after the meeting.

Police Chief

Memorandum of Understanding for Co-Responders – Action Needed

Chief Zeigler stated that the MOU for Co-Responders has been a work in progress for several weeks. This is the basic MOU that they start with. There are items in the MOU that he would like to consult with the solicitor's office to see if it can be fine-tuned. There is the potential for overlaps, we would like to stream line the job descriptions and what they can do, the County is agreeable. Reporting information to the police department is important for tracking purposes and to rate the success of the program moving forward. Ms. Lyons also has questions and will work along with the Chief and the solicitor.

Ms. Lyons motioned to table this item, seconded by Ms. Dixon, the motion was tabled. The motion carried 5 – 0.

Dir. of Operations2024 Tree Pruning & Takedown – Change Order #01 – Action Needed

Mr. Tomko stated that additional trees have been identified as hazardous in the open space. He is requesting the Board approve Change Order #1 from Diamond State Tree Experts in the amount to \$16,800.00.

On motion of Mr. Wood, seconded by Ms. Dixon, the Board approved Change Order #1. The motion carried 5 – 0

Pavement Management Survey (RoadBotics) - Action Needed

Mr. Tomko stated that we have received a proposal from Pennoni for a pavement management survey with Roadbotics, whom we have used in the past. We would like to see where we are at with the Road Program, to begin to shape future programs will look like. He is asking the Board to approve the Pennoni proposal in the amount of \$12,560.00 to do a road saver survey for the 77 miles in the Township.

On motion of Ms. Dixon, seconded by Ms. Lyons, the Board approved the proposal from Pennoni. The motion carried 5 – 0.

Community Recreation Center – Skepton Construction Change Order #009– Action Needed

Mr. Tomko stated that this change order includes two items together. The first part is for additional steel, labor and materials to tie flat roof section of the building to the front part of the building. The second piece is additional steel and the removal of roof hatch due to utilities. The total amount of Change Order #9 is \$45,548.50.

On motion of Ms. Lyons, seconded by Ms. Dixon the Board approved Skepton Change Order #9 for the Community Recreation Center. The motion carried 5 – 0.

Assistant Township ManagerWilson Engineering Benchmarking

Ms. Mergner stated that there is no action needed on this item. Just an update for the Board and her review of the memo from Wilson Engineering regarding the benchmarking of the administration building and the actions the Township are planning to take. Review and adjusting the set points and schedules of the building's HVAC system, evaluating the heating and cooling settings and unoccupied mode set points. She will coordinate with Mr. Schea, Facilities Manager, to make the necessary adjustments to hopefully reduce our energy consumption.

Ms. Dixon thanked the administration for being so responsive to this, it will save us some money. It was nice that we got this free energy audit.

PA Solar Center – Memorandum of Understanding – Feasibility Analysis – Action Needed

Ms. Mergner presented the Memo of Understanding (MOU) for a feasibility analysis, she is seeking the Board's approval to move forward with this. PA Solar Center to conduct a feasibility analysis for potential solar energy project within the Township.

On motion of Ms. Dixon, seconded by Ms. Lyons, the Board approved the MOU for PA Solar Center to conduct a feasibility study. The motion carried 4 – 1 with Ms. Santacecilia voting nay.

Township Manager

Nothing at this time.

Supervisors

Ms. Lyons – Thanked Mr. Suessenguth who single handedly made Veterans Day in Doylestown Township a wonderful thing. He is working with an Eagle Scout to create a deposit box for our retired flags, he worked with CB East students and other area groups to arrange hundreds of Thank You Notes which he distributed to our veterans, he spoke at Pine Run speaking about the VAC at Pine Run. She stated that he is an amazing person with so much energy and talent, Mr. Suessenguth, Chairman of our VAC and she wanted to thank him.

She is liaison to the Telecommunications Advisory Board (TAB), amazing group creating videos and productions with skill and efficiency. The most recent production was done on behalf of DART the local bus route from

Doylestown West, South adding another route soon. It was well received by the DART committee. She wanted to thank the TAB for their expertise and excellence on behalf of the Township & thank them for volunteering their time and expertise.

Ms. Lyons made the motion to ask the Board to appoint Susan Berg (4 years), Steve McComas (3 years) and Robert Ordan (2 years) to the Human Relations Commission, seconded by Ms. Dixon. The motion carried 5 – 0.

Ms. Lyons also brought everyone up to date on the Golf Outing this year raised around \$39,000 and there is lots of fun to come this year from the Park & Rec Board – December 13th The Holiday Jam with Mrs. Claus & 14th Santa Fest in Central Park. Stay tuned, there are more fun things coming from the Park & Rec Board.

Mr. Wood – Brought the Board up to date with the Neshaminy Creek Consortium, their 1st meeting in-person meeting, many surveys have been conducted so far and this was a chance sit down with other municipalities including Bensalem, Middletown, New Britain and Buckingham to go over how the Neshaminy Creek impacts all of us and what we can do. There will be five more meetings moving forward this year, efforts to clean up the Neshaminy Creek of large objects and looking to see how we could partner the rest of the watershed to do MS4 Projects together and share the burden of that cost.

As liaison to LTAC, he made the motion to ask the Board to appoint Brad Connard to the Local Traffic Advisory Committee, seconded by Ms. Lyons. The motion carried 5 – 0.

Ms. Dixon – At the Bike/Hike Meeting they were fortunate to have Angie Nagle, Executive Director of Bucks County Parks and Recreation. It was nice to share the Township Bike/Hike Trails and the County Bike/Hike Trails. Trying to tie some of what we are doing together, one upcoming items is tying the Pine Ren Reservoir to Peace Valley Park a lot of that would fall on County property, something we would work on together.

Ms. Dixon commented on the terrible accidents on 611 that the Police had to respond to. She hopes Green-Light-Go will alleviate some of these issues. Chief Zeigler commented that the Green-Light-Go initiative is still ongoing, his understanding that the light standard is going to be moved at Edison Furlong, other traffic light improvements are very recent, it is ongoing. It will alleviate some of the accidents, but most are driver error.

Ms. Santacecilia – commented on all the brush fires and the stress it puts on our police, fire and EMT's please be mindful. As it gets darker, she inquired if there is an ordinance about lights on bike at night, she has had some inquiries, near accidents with bike riders on the streets instead of the trails. Put a reminder out since it is getting darker earlier, use your bike lights.

This month is Veterans and Military Families Month, Chris you are a shining star representing the Township and the community. Thank you.

Now that the elections are over, we need to try to create unity, we talked about the HRC and people trying to bring our community together, it is important to respect our neighbors. Doylestown Township is a great place to live.

She thanked Ms. Lyons has been a steward of the Township for 20some years doing a lot of amazing things and thank her for the DART commercial, a reminder that the DART has expanded.

We will be talking about the Preliminary Budget – our debt services continue to increase because we are offering more things, the community needs to understand, she was very happy to see that the bond came in low, she is cautiously optimistic. She is also happy to see the Capital Campaign number, mostly from grants but we are almost at the \$3,000,000 mark.

Ms. Herring – Stated that she stood in for Ms. Dixon at the EAC, was the liaison for that committee for some time. They sadly accepted Dr. Baldassarre's resignation at the end of the year. They had some discussion on who would be the new chairman. The Bucks County Conservation District contributed trees for planting at Sauerman

Park, last weekend we had a lot of volunteers out there planting, she is so grateful for the EAC and all of the volunteers, there was also some work done at the YMCA Garden.

Ms. Herring attended an award ceremony for Lenape Valley Foundation, Ms. Lyons was recognized for her good work in our community, she is proud to be on the Board with her knowing all the good work she does with the community.

UNFINISHED BUSINESS

None

NEW BUSINESS

2025 Preliminary Budget – Action Needed

Ms. Mason thanked the Finance Department especially Ms. Dobson & Ms. Mergner for the new format for the budget, which is very user friendly. She took the Board through the document. The Board, Finance Committee and Staff have had 5 televised Budget Work Session to come to this final document.

On motion of Ms. Lyons, seconded by Ms. Dixon, the Board approved the 2025 Preliminary Budget for advertising and hanging of the budget for approval at their December 17, 2024 regularly scheduled meeting. The motion carried 5 – 0.

Land Development

280 N. Broad Street – Final Land Development Plan - TP# 09-009-046 (B) & 08-005-001 (A - Doylestown Borough parcel w/access road)

Ms. Kellie McGowan representing Arcadia Doylestown 3 Developer, they were granted Preliminary Approval in August. They have continued to take steps to further the land development, she showed the plan update so everyone could see the additional Stormwater Management, the plan also shows the actual location of proposed EV charging stations, they will also be providing electrical connections within the garages of the townhouse units and added details of the retaining wall to protect the wetlands. They have also been working with Doylestown Borough and made some plan adjustments in response to the Borough comments. The Planning Module is moving forward, they have worked with Bucks County Water & Sewer Authority, had a very good call with DEP, continuing to work with DTMA, traffic information has been updated to 2024 data. She noted that Mr. Harris and Mr. Chandor are here to talk to you about the progress and cooperation with the adjacent property owner with respect to measures to be taken to try and reduce conflict, on the other side of the property they have worked with Extra Space Storage and have an easement agreements that has been agreed to that are in process of being executed to facilitate some of the stormwater improvements to the rear of the property. They are very excited to announce that Penrose has reached an agreement with Federation Housing a nonprofit 501C3 housing group in the affordable housing space, they have a good relationship with Bucks County. The Planning Commission unanimously recommended final approval at their meeting last month. There are no other substantial changes from the preliminary approval, they are in agreement with all of the letters, they are all will comply and appropriate conditions of final approval.

Ms. Lyons inquired about the email dated November 14th from John Davis, Borough Manager, regarding buffering that has been incorporated and what you worked on with the recent changes in the plan. Ms. McGowan stated that it was regarding the common property line, they were at the Borough Planning & Zoning meeting last week, Mr. Chandor and Mr. Harris were there as well. We are working on coming to an agreement she believes they are close to an agreement, they are discussing a fence which they have agreed to extend the fence, the type of fence is still under discussion, the Township has a Residential Disclosure Ordinance that we will comply with, they have agreed to language from Mr. Harris in the public offering statement, they are working on how to resolve the disclosure issue.

Ms. Dixon inquired about the Traffic Study that was revised. They had three recommendations, moving the driveway down, widening the driveway and providing adjustments to the proposed lane gore stripping on North Broad Street to accommodate an opening to serve the proposed driveway. Ms. McGowan, indicated that they have moved the driveway down, widened the driveway to 30' and the work on North Broad Street is in coordination

with the improvements that are ongoing on Broad Street, this is coordination with PennDOT. Their engineers are meeting with Borough Engineers next week.

Ms. Santacecilia mentioned bike lanes and making sure they are marked. Ms. McGowan stated that in this case the bike lanes are on the other side of the street. This is in process as well, it is coordination and timing as those improvements are moving forward and this project will lag behind, we are trying to get ahead of that and utilities, so we are not digging up work that has just been completed.

Ms. Herring inquired about the timeline. Ms. McGowan stated that they are hoping for the spring to get started. Penrose and Federation Housing are ramping up final on the tax credit applications. They are looking at February through May to get started.

Mr. Steve Harris, Harris and Harris stated he was in attendance with Mr. Chris Chandor, one of the Partners of Tri-Partners that owns the Fred Beans Parts Warehouse adjacent to this project. He stated that they are talking, making progress, but they are not there yet. The agenda says action needed, he doesn't believe this is appropriate for two reasons, the warehouse located in the Borough runs 24/7 operations with tractor trailers that deliver early in the morning less than 100' from the proposed townhouses. The Borough agreement with Arcadia states that Doylestown Township will take the leading role in approving and reviewing the subdivision plan, however Doylestown Township and Doylestown Borough will separately approve their respective portions of the land development of the property. He was at the meeting Ms. McGowan spoke of at the Borough and the plan was deferred because they just received the traffic study which showed some areas of concern with pavement marking and egresses. He is cautiously optimistic that they will be able to reach an agreement in the Borough and Townships interest. There is a conflict between industrial and residential use that will be severe if steps to mitigate are not taken. He doesn't see how a plan can be approved if it doesn't have the approval of the Borough for the driveway entering the site. He feels action on this plan should be tabled to give them another month to resolve the issues.

Mr. Wood thanked Mr. Harris for being proactive, this isn't the first time this concern has been brought to the Board, particularly the division between the warehouse and the residential complex. Are conversations in progress or do they need to be started? Mr. Harris stated that there is active communication going on, we are making progress.

Ms. Santacecilia stated that there is nothing in their packet regarding the Right to Know Mr. Harris spoke about. Mr. Harris stated that he filed a Right to Know with the Township who very promptly responded that they do not have any documents from Doylestown Borough.

Ms. McGowan stated that the Planning Commission went out on site with Mr. Duckworth and Mr. Chandor, they walked through the site, went through everything. Since that time Mr. Duckworth has had at least one more sound study done, he has had noise study and an acoustic study done to determine the recommendations for building materials for soundproofing the townhouses. She stated that they are requesting final approval tonight, we will continue to cooperate with the ongoing process and the Borough process. She feels nothing is prohibiting this Board from issuing a conditional final approval tonight.

Mr. Harris stated that without Borough approval for their portion, he doesn't feel you should be approving the plan when the entrance is dependent upon Borough approval. He has no doubt that the issues will be addressed, but he feels the plans should be tabled this evening.

Ms. Lyons asked Ms. McGowan if her position is conditional because the Borough is still outstanding and not approved? Can this plan go forward tonight? Ms. McGowan responded no, it is conditional final this is not different than outside agency approval, planning module to be approved that's going through the process, your approval is conditional upon receipt of that. Yes, the plan can move forward tonight because it is conditioned upon receipt of that approval from the Borough like any other issue of the plan approval.

Ms. Herring moved for a brief recess for executive session to discuss this, Ms. Dixon seconded, the Board took a brief recess. The motion carried 5 – 0.

The meeting resumed at 8:23pm.

Ms. Herring – stated that they had their executive session based on potential litigation, we will continue on with the meeting. She asked the thoughts of the Board.

Ms. Lyons made the motion for Final Land Development Approval with the usual conditions, seconded by Ms. Dixon. The motion carried 5 – 0.

Mr. Wood added that the Board strongly encourages both parties to resolve the issues as soon as possible and as amicably as possible.

Ms. Santacecilia added that we don't want to disenfranchise those living there, we will expect connection and cooperation of both parties.

Ms. Gallagher went over the conditions of approval for 280 N. Broad Street Final Land Development Agreement. Ms. McGowan stated that the conditions of approval are acceptable to the applicant.

Zoning Hearing Board

Steets – 198 Pine Valley Road – TP#09-045-022 – Request special exception Accessory Family Apartment
The application was sent to the Zoning Hearing Board without opposition by the Township.

Johnson – 127 S. Shady Retreat Road – TP#09-008-014 & 09-008-015 – Request special exception Accessory Family Apartment.

The application was sent to the Zoning Hearing Board without opposition by the Township.

Treasurers Report – November 19, 2024 – On motion of Ms. Lyons, seconded by Ms. Dixon the November 19, 2024 Treasurers Report was approved. The motion carried 5 – 0.

Bills List – November 19, 2024 – On motion of Ms. Lyons, seconded by Ms. Dixon the November 19, 2024 Bills List in the amount of \$1,449,181.44 was approved. The motion carried 5 – 0.

Public Comment – All Items

None

ADJOURNMENT – The meeting adjourned at 8:30pm.

Respectfully submitted,


Stephanie J. Mason, Secretary