



Board of Supervisors

Regular Meeting

Minutes

425 Wells Road
Doylestown, PA 18901
215-348-9915

<http://doylestownpa.org>

Follow us on social media!    

Tuesday December 17, 2024

7:00 PM

Community Meeting Room

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

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 explained that before the meeting the Board met in Executive Session to conduct Boards and Commissions interviews and discuss matters of personnel and litigation.

Presentation

None

Public Comment Agenda Items Only

No Comments

ANNOUNCEMENTS

- A. The Doylestown Township Municipal Offices will be closed on Wednesday, December 25, 2024 in observance of Christmas; Wednesday, January 1, 2025 in observance of New Year's Day and Monday, January 20, 2025 in observance of Martin Luther King, Jr. Day.
- B. The Board of Supervisors Reorganization meeting is scheduled for Monday, January 6, 2025 at 5:00PM.
- C. The Board of Auditors Reorganization meeting is scheduled for Tuesday, January 7, 2025 at 10:00AM.
- D. The next regular meeting of the Board of Supervisors will be held on Tuesday, January 21, 2025 at 7:00PM.
- E. Christmas Tree Drop Off – Trees can be dropped off at the New Britain Road entrance to Central Park anytime during December and January.
- F. Doylestown Township is a drop-off spot for Bucks County Housing Group's Food/Supply Collection. Donations can be dropped off at the Township Building Monday – Friday 8:30AM to 4:30PM. Drop off items until 1/10/25. Check our website or E-News for items needed.
- G. **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.
- H. As the holiday season approaches, Doylestown Township would like to thank everyone who has given to the Capital Campaign. Your contributions are making the Community Recreation Center and Park Improvement Project a reality. If you haven't had a chance to give, there is still time! Make your tax-deductible contribution before the end of the year.
- I. 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 – November 19, 2024

On motion of Ms. Lyons, seconded by Mr. Wood, the Board approved the minutes from November 19, 2024 Meeting. The motion carried 4 – 0.

CORRESPONDENCE

None

REPORTSSolicitor

Nothing at this time

Township Engineer

Nothing at this time, he has plans to be signed after the meeting.

Police ChiefDepartment Life Saving Commendations

Chief Zeigler described a medical emergency on November 16, 2024 when a passenger of a vehicle experienced a cardiac arrest. The driver called 911 and provided professional, calm instructions while dispatching police and ambulance response. The responding officers worked together to perform CPR and AED until the ambulance arrived on scene. On November 20, 2024 the police department learned that the patient had survived and was recovering at the hospital. He expressed gratitude to police and all first responders for saving his life.

Chief Zeigler recognized Doylestown Township Police Sgt. Jessica Whiteside, Ofc. Steven Johnson, Ofc. Daniel Carr, Ofc. Brandon Ciliberto and Central Bucks Regional Police Ofc. Zachary Mason for their professional, prompt, efficient, expert application of life saving measures which successfully saved a life.

Dir. of Operations2024-2025 Rental of Snow Removal Equipment w/Operator - Award Recommendation

Mr. Tomko stated that on December 10th two contractors submitted bids. He is requesting the Board award the contracts to B & E Karts, LLC – hourly rate \$160.00 per vehicle and James & Family Enterprises, LLC. – hourly rate \$285.00 per vehicle.

On motion of Ms. Lyons, seconded by Ms. Dixon, the Board approved the 2024-2025 Snow Removal Equipment w/Operator contracts to B & E Karts, LLC and James & Family Enterprises, LLC. The motion carried 4 – 0.

Township Trash Contract Proposal – Award Recommendation

Mr. Tomko stated that proposals for trash disposal for the Township complex were sought. He recommends the Board award the trash disposal contract Republic Services for the fixed fee of \$375.00 per month plus fuel & environmental charges for a 3-year term.

On motion of Ms. Lyons, seconded by Ms. Dixon, the Board approved the contract for Republic Services. The motion carried 4 – 0.

Park & Recreation Community Recreation Center1. Kitchen Vent Hood – Rice’s Food Equipment & Consulting Quotation

Mr. Tomko stated that in May of this year the Township accepted \$9,000.00 credit from Skepton for the supply and installation of a Type II (residential grade) kitchen vent hood. This did not meet code requirement for a commercial kitchen. Phone quotes were solicited for a Type I kitchen ventilation, fire suppression and recovery air system supply and installation. The proposal is for a 48”wide x 24” high X54” deep vent hood, filter system, grease trap, 4-gallon fire suppression system, 800 CFM high speed upblast exhaust fan, recovery air system, duct work, wiring and grease box hood from Rice’s Food Equipment & Consulting Inc. He asked the Board to approval the quote of \$52,250.11 minus the \$9,000.00 credit we received from Skepton.

On motion of Ms. Lyons, seconded by Ms. Dixon, the quote was approved. The motion carried 4 – 0.

2. MKSD – Architectural & Engineering Design Services Addendum – Change Order #6

Mr. Tomko stated that this Change Order #6 is regarding the Kitchen Vent Hood moving from Type 2 which was insufficient to Type 1 which is needed for a commercial kitchen.

On motion of Ms. Lyons, seconded by Ms. Dixon, the Board approved MKSD Change Order #6 in the amount of \$14,000.00

Assistant Township Manager2025 - Trash Hauler Permits

Ms. Mergner shared with the Board the 2025 rates for trash haulers in Doylestown Township. The rates will be posted on our website for our residents to choose whom to contract with. The trash haulers are expected to inform the Township of any rate changes though out the year.

On motion of Ms. Lyons, seconded by Ms. Dixon, the Board acknowledged the 2025 Trash Hauler Permits and fees. The motion carried 4 – 0.

Township Manager

Nothing at this time

Supervisors

Mr. Wood – Stated that as his role as the LTAC Liaison he wanted to talk about Traffic Calming on Turk Road – he discussed the meeting with Warrington Township staff, Chief of Police and Board Members regarding the shared road and how to move forward. Warrington Township Board of Supervisors is on board with truck length restrictions but not traffic calming at this time. Ms. Mason stated that Mr. Tomko provided the Board with a very detailed timeline, we are moving forward, using a layered approach, but no public meetings on traffic calming are being held at this time, remember this is a shared road, cooperation between Doylestown Township and Warrington Township is a must. Doylestown Township has funds set aside for traffic calming devices in the 2025 budget if need be.

Mr. Wood stated we are not stopping and will continue to dialogue with Warrington regarding Turk Road traffic issues.

He thanked the Township Staff and Committee members for the hard work they have done across the Township.

Ms. Dixon – stated that she has completed her first year as Supervisor and it is a pleasure to work with such great staff, wonderful community. The EAC would like to help sponsor a presentation by Professor Doug Tallamy at Delaware Valley University in April 2025. His work is groundbreaking, cultivating our own backyards as a habitat for native plants, insects and birds. The sponsorship money will get the EAC a table at the event and logo in the program. They would like to use money in their budget. On motion of Ms. Lyons, seconded by Mr. Wood, the Board approved the use of EAC funds for this event. The motion carried 4 – 0.

Bike & Hike reviewed the Fir Line Properties Land Development Plan, the ordinance calls for a potential trail easement on the property, they are asking for a fee in lieu of putting the trail in, but they would still like to have the easement on the property.

She stated that she, Ms. Mason, Ms. Mergner, EAC Members Dr. Baldassarre and Curtis Sawyer met to set up an EV Symposium. This would bring in the community to discuss best practices for potentially putting in EV Chargers. Hoping to get Bucks County Planning Commission and DVRPC to join us in February or March for a meeting.

Ms. Lyons – She can't say enough good about our great staff. She wants to speak to the amazing volunteers on the park & Rec Board who put together a fun weekend full of Santa & Mrs. Santa. Ms. Kelly and her group. Ms. McGowan, Ms. Brown, Mr. Ruge, Mr. DiNella and Mr. Borden. Ms. Suessenguth was there as Mrs. Santa. Everything was organized and planned out perfectly. Kudos to that group, so many kids came and had a bunch of fun. Can't thank them enough for all of the work that they did.

As Chair of the Capital Campaign, she can say with absolute certainty, we will meet our \$3,000,000.00 by the end of the year. This doesn't mean we are done because I promised you that we would continue after we reached our goal because we still have building parts to sell, and people interested will continue to move forward. She will be happy to show everyone what is available.

Ms. Herring – Echoed that the staff is incredible, our volunteers are unbelievable, we couldn't do it without you. This Township has won awards and receives accolades all the time. We appreciate all the hard work. This year has been a big year for the Township, she is very proud of all we accomplished this year, the Community Center and the Park Improvements are coming together after a 10-year process, we are almost ready to celebrate the 30th anniversary of Central Park. The new Human Relations Commission should expand reach to our community, we have a new police chief, who she is very grateful for, our Pension Advisory Committee has almost met their goal, getting us to a comfortable position. She wants to thank everybody, our police department does amazing work and saves lives, making things better for us.

Prior to the meeting in Executive Session, they held an interview for the Human Relations Commission.

On motion of Ms. Herring, seconded by Ms. Lyons, the Board appointed Jackie Kennedy to the Human Relations Commission. The motion carried 4 – 0.

UNFINISHED BUSINESS

None

PUBLIC HEARING

Ordinance – Chapter 175 – New Use B-17 Village Carriage Home

AMENDING THE PROVISIONS OF CHAPTER 175, ARTICLE IV, USE REGULATIONS, BY AMENDING THE PROVISIONS OF THAT ARTICLE BY ESTABLISHING A NEW USE, B-17 VILLAGE CARRIAGE HOME; AND AMENDING THE PROVISIONS OF CHAPTER 175, ARTICLE XVA, C-4 OFFICE AND MEDICAL PROFESSIONAL DISTRICT, BY AMENDING THE PROVISIONS OF THAT ARTICLE BY ESTABLISHING A NEW PERMITTED USE; ALL OF WHICH SHALL BE AMENDMENTS TO THE DOYLESTOWN TOWNSHIP CODIFIED ZONING ORDINANCE AS AMENDED.

Mr. Clarke opened the Public Hearing. He stated that the property owner is present along with his attorney. There is one slight change in the proposed ordinance to change number parking spaces from 2.75 to 2.5 per dwelling which was the recommendation of the Doylestown Township Planning Commission. This change is minor and will not cause a need to readvertise the ordinance amendment.

There was a question from the Board regarding EV Charging Stations, which will be handled during the Land Development Process.

There was no public comment.

On motion of Ms. Lyons, seconded by Ms. Dixon, the Board approved the Ordinance Amendment Establishing the B-17 Village Carriage Home to Chapter 175 with the one minor change for the amount of parking per dwelling in the ordinance and closed the public hearing. The motion carried 4 – 0.

NEW BUSINESS

2025 Doylestown Township Final Budget

Ms. Mason reviewed the Budget in Brief with the Board.

On motion of Ms. Lyons, seconded by Ms. Dixon, the 2025 Doylestown Township Budget was approved. The motion carried 4 – 0.

Land Development

Fir Line Properties – Preliminary Land Development Plan – TP# 09-022-108

Fir Line Properties – Planning Module Act 537

Prior to the start of the meeting Fir Line Properties withdrew from the Board agenda and requested an extension for the plan to February 28, 2025.

On motion of Ms. Lyons, seconded by Ms. Dixon, the Board agreed to give Fir Line Properties Land Development Plan and extension to February 28, 2025. The motion carried 4 – 0.

Emergency Management Plan Update and Resolution

On motion of Ms. Lyons, seconded by Ms. Dixon, the Board approved the Emergency Management Plan Update and Resolution #2656. The motion carried 4 – 0.

Heritage Conservancy – Fonthill – Grant Application Resolution

Ms. Mason explained to the Board that the Township has partnered with Heritage Conservancy in the past for grant applications. This is for acquisition of a Conservation Easement on the Fonthill property. There is no financial obligation from the Township.

On motion of Ms. Lyons, seconded by Ms. Dixon, the Board approved Resolution #2658. The motion carried 4 – 0.

Intergovernmental Recycling Agreement & Resolution

Ms. Mason shared with the Board the Intergovernmental Recycling Agreement is in conjunction with several neighboring municipalities to contract with Hough Associates for the yearly filing of multi-municipal PADEP 904 Recycling Performance Grant Application.

On motion of Ms. Lyons, seconded by Ms. Dixon, the Board approved the Intergovernmental Recycling Agreement & Resolution. The motion carried 4 – 0.

Zoning Hearing Board

Hannum – 202 Nicklaus Dr. – TP#09-020-049 – Request special exception Accessory Family Apartment
The application was sent to the Zoning Hearing Board.

Treasurers Report – December 17, 2024 - On motion of Ms. Lyons, seconded by Mr. Wood the December 17, 2024 Treasurers Report was approved. The motion carried 4 – 0.

Bill List – December 17, 2024 – On motion of Ms. Lyons, seconded by Mr. Wood the December 17, 2024 Bills List was approved in the amount of \$1,485,589.72. The motion carried 4 – 0.

Public Comment – All Items

No Comments

ADJOURNMENT – The meeting adjourned at 7:58PM

Respectfully submitted,


Stephanie J. Mason, Secretary