



Board of Supervisors

Regular Meeting

Minutes

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

<http://doylestownpa.org>

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Tuesday, March 18, 2025

7:00 PM

Community Meeting Room

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

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 asked anyone who would like to speak during the Public Comment Section of the agenda to please sign up on the sheet in the back of the room.

PRESENTATION

Women's History Month – Recognizing the Village Improvement Association

Ms. Herring stated that she is very excited to start the meeting off with this presentation for Women's History Month – Recognizing Village Improvement Association.

Ms. Kathleen Krick, President of the Village Improvement Association stated that she honored to be here on behalf of the members of the VIA which is celebrating the 130th year serving the community. Ms. Krick went through the history of the VIA from the 14 women who wanted a healthy change in their community, the creation of Doylestown Hospital to the merge of Doylestown Hospital with Penn Medicine that will take place on April 1st.

Ms. Herring thanked Ms. Krick for her presentation that for the work the VIA has done in our community. She presented Ms. Krick with a proclamation from the Doylestown Township Board of Supervisors along with a plaque celebrating the Village Improvement Association during Women's History Month.

EAC Climate Action Plan

Mr. Curt Sawyer stated that the EAC is very pleased to present Doylestown Township Climate Action Plan to the Board for its review and recommend adoption of the plan. The plan has been in the works for several years with cooperation of the EAC, Board of Supervisors, staff, Penn State faculty and students and members of the community. This plan is in response to the resolution adopted by the Board in March 2020 "Ready for 100", with the goal of 100% renewable energy by 2035 and 100% renewable energy for all uses by 2025. The plan is built around three categories Advocacy, Education and Direct Action. Benefits of the plan are cleaner air and water, better public health, improved social equity, greater resilience, lower cost and higher quality of life. He asked for any questions.

Ms. Dixon thanked the EAC for the work done on this plan, following the science, research and the work that you have done on a volunteer basis. The level of expertise that the Township has been able to utilize, we're able to have a greener community.

Ms. Dixon made the motion to adopt the Climate Action Plan, seconded by Ms. Lyons.

Mr. Clarke stated that if the Board wished to adopt the Climate Action Plan it must be listed on a future agenda as an Action Item.

Ms. Santacecilia stated that she has shared her concerns and appreciates the EAC being mindful and understanding that it has to be flexible & ever-changing and moving forward. She would like to see who the sources for the data are and that the EAC to keep the community to make sure they feel a part of the process, conversation and plan. She would like to talk further before adoption.

Ms. Lyons stated that she is for putting this on the agenda for future consideration and adoption of the Climate Actin Plan.

Ms. Herring stated that she see the Climate Action Plan as a map, there will be decisions made by future Board of Supervisors about whether parts will be implemented there will be many times when people will be a part of the conversation. Each step of the way will be very important for the public to be a part of. Ms. Santacecilia mentioned the purchase of an EV vehicle and the cost differential. Ms. Herring stated that Budget meetings are open to the public as are all meetings.

There was discussion regarding education and putting items on the website for the public to read. Educating the public on the pollution caused by lawn equipment, the difference between electric or gas. There are things that we have no control over that are regulated by the state such as building codes, if there were better building codes buildings would be more efficient. Stormwater runoff is a problem all over due to lawns as opposed to other forms of vegetation. Education is the key.

Ms. Dixon withdrew her motion, and Ms. Lyons withdrew her second. The Climate Action Plan will be on a future agenda as an Action Item.

Public Comments Agenda Items Only

None

ANNOUNCEMENTS

- A. The next regular meeting of the Board of Supervisors will be held on Tuesday, April 15, 2025 at 7:00 PM.
- B. EV Charging Symposium – Tuesday, April 22, 2025, 4:00pm. Doylestown Township Municipal Building. RSVP to <https://tinyurl.com/EVSYMP> or email info@doylestownpa.org
- C. Doylestown Township Police – National Night Out – August 5th from 4PM to 8PM. Central Park – FREE. For more info www.doylestownpa.org
- D. 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 Ms. Dixon, the minutes of February 18, 2025 were approved. The motion carried 5 – 0.

CORRESPONDENCE

None

REPORTS

Solicitor

Nothing to report.

Township Engineer

Stormwater Easement – 637 Shady Retreat Road Project

Mr. Torpey stated that there is a project that will be completed in house. The repair of an existing stormwater pipe that collects rainwater from North Shady Retreat that runs down an existing pipe toward the rear yards. There were no existing easements associated with the adjacent property owners, the pipe is on the property line. We are seeking a grant of stormwater easement with each property owner of 5' from each making an easement of 10' wide access for future maintenance. The

current pipe is broken, the pipe will be put back in place and corrected, there will be no changes to existing stormwater, we are replacing the pipe that is failing. Once we have the property owners' signatures on the documents, we are asking the Board to approve Ms. Herring to sign the easement documents on behalf of the Township.

On motion of Ms. Lyons, seconded by Ms. Santacecilia, the Board authorized Ms. Herring to execute the documents as outlined by Mr. Herring. The motion carried 5 – 0.

Police Chief

Chief Zeigler stated that the Doylestown Township Police Department held their second Scam Awareness Symposium on March 17th at the Mercer Hill Retirement Community. There were 30 attendees who asked questions, and the information was received very well. The Marketing Director reached out and would like to partner with the Police Department on future information sessions. We will be working with them closely in the future.

Dir. of Operations

Chapman Road Bridge Resolution #2689

Mr. Tomko stated that Chapman Road Bridge Resolution #2689 is for the Board of Supervisors to delegate Ms. Mason authority for execution and implementation of the state funding including the standard bridge reimbursement grant agreement for the replacement of the Chapman Road Bridge over Pine Run. The project is wrapping up design and will soon be advertised for over two million dollars, we were looking to fund in house and is now being funded by the state. He is asking for the Boards approval of Resolution #2689.

On motion of Ms. Lyons, seconded by Ms. Santacecilia, the Board granted the authority to sign, execute and implement the funding for the Chapman Road Bridge Replacement. The motion carried 5 – 0.

2025 Mowing Contract – 1 Year Contract Extension – Award Recommendation

Mr. Tomko stated that some of our contract give the option for two one-year extensions. The contractor opted not to extend for the second time. Therefore, we must put the 2025 Mowing Contract out to bid. He would like to table this item until next month.

On motion of Ms. Lyons, seconded by Ms. Dixon, the Board agreed to table the 2025 Mowing Contract – 1 year extension. The motion carried 5 – 0.

2022-2026 Bucks Consortium Road Materials Bid – Recommendation of Awards

Mr. Tomko, it is time to approve the 2025-026 Bucks County Consortium Materials Bid, bids were solicited on behalf of the Consortium members, his memo states the companies we would be purchasing from in 2025-2026. He is asking the Boards approval to execute agreements with the following companies:

- Eureka Stone Quarry, Inc., Chalfont, PA
- Plumstead Materials, Doylestown PA
- Miller Materials, Doylestown PA
- Hei-Way, LLC, Sarver, PA
- Walter R. Earle - Morrisville LLC, Farmingdale, NJ

On motion of Ms. Lyons, seconded by Ms. Dixon, the Board approved Mr. Tomko to execute agreements with the above-named companies. The motion carried 5 – 0.

Community Recreation Center & Park ImprovementsComfort Cottage – Restrooms – Central Park

Mr. Tomko anticipated having the proposal in time for this meeting to move forward. We have not received the proposals. We had draft plans, the contractors are not willing to provide an estimate based on the draft plans, it would be a disservice to us possibly higher estimates on plan that are not finalized. Pickering, Corts and Summerson is working to finalize the site plan, Pennoni is working on finalizing the architectural and structural plans, these plans should be finished next week. He would like to table this item.

On motion of Ms. Santacecilia, seconded by Ms. Dixon, the Board agreed to table this item. The motion carried 5 – 0.

Mr. Tomko requested that a Special Meeting be held in two weeks on April 1st, time to be determined. At this meeting we will discuss & review proposals for the Central Park Comfort Cottage Restroom. Schedule, scope and budget of the Community Recreation Center. He distributed to the Board prior to the meeting a change order summary, he would like to review that as well as the Road Assessment Program at this special meeting. He requested that the Board hold an advertised Special Meeting on Tuesday, April 1st, time to be determined where the Board can then take action on the proposals received. After a brief discussion the time was set at 5PM.

The Board agreed to the advertising of a Special Meeting on Tuesday, April 1st at 5PM.

Skepton - Change Order #11 – Vent Hood Structural Steel and Roof Penetrations

Mr. Tomko stated that this change order is for additional structure in the kitchen for the Vent Hood that the Board has already approved and the roof penetration. The change order is in the amount of \$22,508.27. He is asking for the Boards approval.

On motion of Ms. Lyons, seconded by Mr. Dixon, the Board approved Skepton Change Order #11 in the amount of \$22,508.27. The motion carried 5 – 0.

Hirschberg Mechanical Plumbing Contract – Change Order #2 – Kitchen Hood MAU & HVAC Units

Mr. Tomko stated that this is due to the kitchen vent hood, we have to run a gas line for the makeup air unit and also some gas work lined for the HVAC units at the rear of the building. This change order total is \$5,738.50. He is asking for the Boards approval.

On motion of Ms. Dixon, seconded by Mr. Wood, the Board approved Hirschberg Mechanical (plumbing contract) change order PC-02 (gas service for kitchen vent hood and exterior HVAC units) totaling \$5,738.50. The motion carried 5 – 0.

Window Shades – Dubco Proposal

Mr. Tomko stated that Dubco's proposal for the window shades included supply & installation of the window shades in the Community Recreation Center in the lobby office, the multi-purpose rooms and the patio. This was not on the list for budgeted items, but they are necessary due to the sun making rooms very bright, we will need window shades. This is an owner supplied item installed by Dubco. Their proposal is \$10,390.00.

Ms. Lyons inquired if this is something that can be done after the building is complete and we know where shades will be necessary? Mr. Tomko stated that Dubco has an app which can show you where the sun is at any point in time, it showed where blinds would be needed. This will allow the amount of light to be adjustable. There are no blinds for the gymnasium at this point. This is the recommendation of Mr. Schea and Dubco.

On motion of Ms. Santacecilia, seconded by Ms. Dixon, the board approved the Debco Proposal for window shades in the amount of \$10,390.00. The motion carried 5 – 0.

Assistant Township Manager
Employee Handbook Update

Ms. Mergner stated that the Parental Leave Policy that was in their packets, has some inconsistencies that she would like to correct. It states in the policy statement that the leave must be taken within six months, however the intend was that it is supposed to commence immediately. She will ensure that the final version will reflect that it be taken immediately.

On motion of Ms. Dixon, seconded by Ms. Lyons, the Board approved the updated Parental Leave section of the Employee Handbook. The motion carried 5 – 0.

Township Manager
Nothing at this time.

Supervisors

Ms. Lyons – stated that she attended an Olde Colonial Green HOA meeting with the HOA Board and residents. The Township Staff put together information for the residents: Performing Arts Series Concert Line-up, how to get to the Township website, the information was well received. Mr. Vince Volpe from Bucks County Transit to discuss a stop at Olde Colonial Green, the residents would be very grateful. She also wanted to thank the Park & Rec Board for the Indoor Golf Outing, it was very successful. Everyone had a fun time and made about \$4,000. A good start for an annual tradition.

Ms. Santacecilia – congratulations to the astronauts that landed today. Tomorrow the Central Bucks Walk-in, hoping that there are officers there to keep everyone safe and mindful that it is a school day.

Ms. Dixon – stated that she would like to participate in the Indoor Golf Outing, outdoors is not for her, maybe next year she will be able to attend. Last week she attended the joint meeting between the EAC and Park & Rec Board, very interesting. The chairs of each committee, Ms. Kelly and Ms. Shiver, talked about the different projects they are working on to see if there is some common ground. Cornhole Boards may be coming to the park, it may be an Olympic sport someday. Story Book Trails are in the works, walking through nature telling a story. EAC will be present at Touch a Truck, potential information speakers for the Community Recreation Center on native plants and birding. The EAC is sponsoring Doug Tallamy at Delaware Valley University on native plants and building your own culture. The event is sold out. Arbor Day looks to be a day of mulching instead of planting trees due to the drought. Two HOA's have contacted the EAC regarding native plant design.

Bike/Hike progress report on the Easton Road Trail is in progress and New Britain Trail will go out to bid in May. We also learned that funding for trail may be an issue unless the money is already set aside.

There was an informal meeting held with the executives of Pine Run (Presbyterian Senior Living) on Ferry Road, talking about a potential trail from Pine Run Reservoir to the back of the Pine Run Community. They were very receptive and excited.

Mr. Wood – started with the Neshaminy Consortium, as you may recall this is a group of our neighboring municipalities that border the Neshaminy and looking for way to help promote the health of the creek. They spent time talking and reviewing other collaborations groups throughout the state to lower the cost of their MS4 commitments. Pulling their resources to make a larger impact on the waterways and to save money. MS4 is an unfunded mandate that stresses out budget. Looking at some of the other programs, some municipal commitments vary from \$25,000 to

\$250,000, which is substantially less, some are at \$500. There is still a lot of discussion and interest especially from the cost saving element of neighbors working together.

Planning Commission – he noted the Doylestown Borough Comprehensive Plan which the Board will discuss later in the meeting.

He took a moment to thank our police and add to what Chief Zeigler talked about with the scam awareness. He had a bank account opened in his name, didn't want to bother the police, found out he needed a police report. He wants to the officer and staff for helping out. Your local police will need to help out some point.

Ms. Herring – stated that she attended the Human Relations Commission meeting, early stages doing a lot of administrative items, talking about the webpage, training session from Pennsylvania Human Relations Commission, Brittney Mellinger, Fair Housing Training and Outreach Coordinator. Ms. Mellinger went over the basic rights that people have in Pennsylvania. She gave a lot of general ideas and documents to hand out events.

She attended a meeting with Bucks County, Commissioner Harvey, Margie McKeivitt, Evan Stone, Ms. Mason and Ms. Hendrixson from our Planning Commission to talk about the Old Neshaminy Manor, the Almshouse property they are looking to develop. This meeting was preliminary, discussed what the property looks like now, some ideas brought to them, just a sense of where we go from here. More information will come in the future.

She attended the Pension meeting, discussed the financial statements, doing very well, we have received kudos on how we have managed out pensions, we have lowered the discount rate which is the assumption of how much we're going to make. We have reached our goal of lowering it to 6%, this will save the people of Doylestown over the long run. The investment policy was discussed that it may need updating.

Women's History Month she just wanted to say that there are some incredible women that come from this area Pearl S. Buck, Margaret Mead and the Village Improvement Association. This is a tremendous place where women have been able to do great work including the Village Improvement Association.

She shared a quote about Margaret Mead from the book "The Best Care Possible" by Ira Byock. *"A student once asked about Anthropologist Margaret Mead of Doylestown, what is the earliest sign of civilization? The student expected her to say a clay pot, a grinding stone or a weapon. Margaret Mead thought for a moment, then she said, "A healed femur. The femur is the longest bone in the body linking the hip to the knee. In societies without the benefit of modern medicine it takes about six weeks of rest for a fractured femur to heal. A healed femur shows that someone cared for that injured person, did their hunting and gathering, stayed with them and offered them physical protection and human companionship until could mend. To me it explained that where the Law of the Jungle - survival of the fittest - rules, no healed femurs are found. The first sign of civilization is compassion seen in a healed femur."*

This is something that we should strive for in our Township.

UNFINISHED BUSINESS

None

NEW BUSINESS

2025 Fee Schedule Amendment / Resolution # 2688

Ms. Mason stated that Resolution #2688 regarding amending the 2025 Fee Schedule we are requesting that the board consider a processing fee of 2.65% with a \$2 fee minimum on credit card purchased. The memo in your packet explains that earlier this year there was a statewide outage at the credit card processing company. They are no longer servicing our area. We are looking to enter into a contract with Municipay and have the charges passed along. This will be a savings toward the budget. We would like the board to acknowledge the agreement with Municipay and approve Resolution #2688 Amending the 2025 Fee Schedule to include the credit card processing fee. Our

solicitor has looked at the agreement and given it the go-ahead. I believe the memo outlines how it will work, the fees will be collected directly by Municipipay and never pass through the Township. The finance department will evaluate next year to see if card readers will be needed, right now the staff will continue to type the numbers in. We are hoping to move forward so we can be back up and running and be able to take credit cards once again.

There was some discussion on other municipalities charging fees or not charging fees. If the Township incurs the cost of businesses or individuals choosing to use the credit card, it could be a burden on the Township. The fees have gone up since we started taking cards in 2009, we held off taking American Express because the fees were so high. The memo shows that the cost to the Township has risen over the years from a couple thousand dollars to considerable more. This will only affect the Code Department, Administration and Police. Park & Recreation and DTMA is not included in this, they have a separate credit card processor.

The Board acknowledged the contract with Municipipay for credit card processing.

On motion of Ms. Dixon, seconded by Mr. Wood, the Board approved Resolution #2688 Amendment to the 2025 Fee Schedule, adding the 2.65% service charge to credit card purchase with a minimum fee of \$2. The motion carried 5 – 0.

Doylestown Borough DRAFT 2035 Comprehensive Plan

Ms. Mason stated that the Board received this plan in January, the plan went to our Planning Commission, they had some concerns regarding boundary maps at Mercer Square Shopping Center also some identifications of sewer treatment plants, the Limited Industrial and medium density residential. Because of the timing she shared the Planning Commissions concerns with Karen Hyland at Doylestown Borough. There were some Board members who indicated some typos that were shared through the process. The Borough was able to fix the typos we identified as well as the boundary maps through out the plan. The sewer treatment plants have all been identified as utilities, the shading was a little muddled, they are committed to promoting their industrial area.

Ms. Mason believes the plan was approved at last night's Borough Council meeting. However, if there are any other comments the Board would like to share with Doylestown Borough, please let her know and she will certainly send them any thoughts that you may have.

The consensus of the Board was to send a letter to Doylestown Borough stating they are fine with the changes requested by the Planning Commission for Doylestown Borough Comprehensive Plan Update and requested an updated plan with the changes.

Zoning Hearing Board

DeRichemond – 50 Poplar Lane – TP# 09-026-043 – Request special exception Accessory Family Apartment

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

Forliano – 42 Sandywood Dr. – TP#09-026-037 – Requesting a variance that would allow for a reduction in side yard setback, proposed accessory building

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

Utermark – 809 heckler Hollow Court – TP#09-020-086 – Requesting a variance increase impervious coverage, addition to existing dwelling

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

Treasurers Report – March 18, 2025 On motion of Ms. Lyons, seconded by Ms. Dixon, the Board approved the March 18, 2025 Treasurers Report.

Bills List – March 18, 2025 On Motion of Ms. Lyons, Seconded by Ms. Dixon the Board approved the March 18, 2025 Bills List in the amount of \$2,077,553.07.

Public Comment – All Items

Ian McHale, resident, wanted to discuss a concern he has for the people in his neighborhood, it is very dark in the evening when people are coming home from school and work. People walk their dogs or take walks at night, it is very difficult to see them as a driver. He wanted to bring up that his neighborhood does not have sidewalks or any street lights. He would like to see sidewalks and some kind of light in his neighborhood to provide a safe place for people to walk their dogs, walk their children, ride small bikes if they're little kid away from cars, a place where you know safe for them and drivers. Pedestrian & car safety is really important for the people in their neighborhood. He thanked the Board for being there to listen to his concerns.

Ms. Mason stated that in the late 1980's we added almost 40 street lights mostly at major intersections, attaching them to the existing utility poles. We can certainly evaluate through our Police and our Public Works Department the need for a streetlight somewhere, we can talk afterwards about specific locations and obviously we would need to find the cost determined, no promises.

Mr. McHale stated that his intention tonight was not really to accomplish anything as much as to bring it to your attention.

Ms. Herring thanked Mr. McHale for coming, it's wonderful to have somebody come and talk about issues that they're seeing, she really appreciate it.

Ms. Dixon – suggested wearing white clothing, something reflective or carrying a flashlight when you are out walking at night to keep safe.

ADJOURNMENT

The meeting adjourned at 8:28pm

Respectfully Submitted,



Stephanie J. Mason
Township Manager



Board of Supervisors

Work Session

AGENDA

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

<http://doylestownpa.org>

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Tuesday, April 15, 2025

6:00 PM

Community Meeting Room

6:00 PM WORK SESSION

Advertisement of Meeting

Pledge to the flag

Public Comments Agenda Items Only

WELCOME

1. Review of CRC/Park Improvement Project
2. Comfort Cottage – Central Park Restrooms
3. Grants, Timing and Interim Financing Funding
4. Road Program –Informational

Public Comment – All Items

ADJOURNMENT