



# Board of Supervisors

## Regular Meeting

### Minutes

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

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**Tuesday, November 18, 2025**

**7:00 PM**

**Community Meeting Room**

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

**Township Staff in attendance:** Stephanie J. Mason, Township Manager; Dave Tomko, Director of Operations; Andrea Mergner, Assistant Township Manager; Chief Charles Zeigler; Matthew Johnston, Traffic Engineer and Lauren Gallagher, 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 this meeting there was Executives Session regarding Personnel Matters. She also asked for the Boards agreement to move Baia Property to the top of the agenda. The Board agreed.

#### Presentations

None

#### Public Comments Agenda Items Only

None

### ANNOUNCEMENTS

- A. The next regular meeting of the Board of Supervisors will be held on Tuesday, December 16, 2025 at 7:00PM
- B. November is National Veterans and Military Families Month
- C. The Doylestown Township Administration Office will be closed on Thursday, November 27<sup>th</sup> and Friday, November 28<sup>th</sup> in observance of the Thanksgiving Holiday.
- D. Santa & Mrs. Claus are coming to the Community Recreation Center in Central Park! Join us for a Magical Holiday Celebration! This FREE family-friendly event is packed with activities, treats, and festive fun for all ages! Saturday, December 13th, 1:00 PM – 4:00 PM. Don't forget to bring your letters to Santa!
- E. We are looking for a few resident volunteers to fill some anticipated vacancies on our various Boards and Commissions in 2026! We will have openings for Bike/Hike, Planning Commission, Parks & Recreation, Finance Committee, Human Relations Commission, Veterans Advisory Committee, Friends of Kids Castle, Historical Architecture Review Board and Agricultural Security Area Advisory Council. If you are interested, please send a letter of interest and resume to the Township at 425 Wells Road, Doylestown, PA 18901. Check out our web site [www.dopylestownpa.org](http://www.dopylestownpa.org) for more information on the various Boards and Commissions and their rolls in the Township.
- F. The Chapman Road Bridge will undergo repairs beginning October 27, 2025, with work expected to be completed by June 30, 2026. During this period, Chapman Road will be closed to all traffic 24 hours a day. A full detour will be in place directing motorists to use Pine Run Road to Limekiln Road and Ferry Road. Visit the Township website for updates.
- G. Keep up to date with Township News / Events – sign up for E-news at [www.doylestownpa.org](http://www.doylestownpa.org). E-News is sent out every Friday at 4:00PM.

**MINUTES APPROVAL:**

October 21, 2025 Budget Work Session – Ms. Santacecilia wanted to clarify that she did not want to move the 2026 Preliminary Budget forward because she doesn't feel we should have a tax increase when we have a surplus.

On motion of Ms. Lyons, seconded by Ms. Santacecilia, the Board approved the minutes of the Budget Work Session. The motion carried 5 – 0.

October 21, 2025 Regular Meeting – Ms. Lyons requested that those in attendance be added to the minutes. On motion of Ms. Lyons, seconded by Ms. Dixon, the Board approved the October 21<sup>st</sup> minutes with the amendment showing those in attendance added. The motion carried 4 – 0 – 1 Ms. Santacecilia abstaining.

Baia Conditional Use Application – 1850 Turk Road – TP 09-017-012-002

Ms. Gallagher opened the record and stated that this matter is scheduled for a conditional use hearing this evening. Yesterday we received a letter from their solicitor asking that this hearing be continued from this evening's agenda to a date certain of the Board next meeting **Tuesday, December 16<sup>th</sup>**, they have granted all continuances and waivers necessary under the municipalities planning code through and until December 31, 2025.

On motion on Ms. Lyons, seconded by Ms. Dixon, the Board agreed to the continuance of the Baia Conditional Use Application to a date certain of December 16, 2025. The motion carried 5 – 0.

**CORRESPONDENCE**

River Crossing YMCA of Doylestown TP#09-09-029 – Waiver of Land Development

Ms. Mason stated that the YMCA is looking to replace a fabric-covered outdoor basketball area with a permanent pole barn-like structure to make the courts usable all year. They will be working with the Code department on the proper building, grading, and erosion control permits. They do not need to go through the land development process as the area is already impervious.

On motion of Ms. Lyons, Seconded by Ms. Dixon the Board approved the waiver of land development requested. The motion carried 5 – 0.

St. Paul Lutheran Church – Waiver of Sign Permit Fees to place signs in Township

Ms. Herring stated that they are looking for a waiver of sign permit fees for a special event in the amount of \$80.

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

**REPORTS**Solicitor

Nothing to report.

Township Engineer

Nothing to report.

Police ChiefGrant Authorized Official Resolution

Chief Zeigler stated that the Board has two resolutions in front of them for a grant they will be applying for due November 30<sup>th</sup>. He gave the Board some background, they submitted a grant in November 2024 the award date for that has been postponed until January. The two resolutions are a contingency plan; one includes the police radios that we submitted in 2024 along with a patrol vehicle that is fully equipped to handle a drone with special compartments and a power supply. If they are awarded the outstanding grant for the police radios, we will only submit the grant through DCED for

the police vehicle with the drone equipment in it. The resolutions are requesting authorization for himself and Stephanie Mason to sign all paperwork related to the grant for processing.

Mr. Wood inquired about the capability of the drone & is there a policy for drone usage for the Police Department. Chief Zeigler stated that this drone has heat seeking cameras, zoom cameras to read a license plate up to 1,000 feet away, a spotlight and speaker. It was built out for search and rescue operations; the technology is incredible there are optional attachments that can be used for night vision and obstacle avoidance so it can move out of the way of an object. There is no policy for the Police Department, we have used them for accident reconstruction with the County and other emergency events where it is unsafe for police to get close safely.

Ms. Dixon inquired what the cost to the Township would be. Chief Zeigler stated that it is a fully funded grant, it will not cost the Township anything.

On motion on Ms. Lyons, seconded by Ms. Santacecilia, the Board authorized Chief Zeigler and Stephanie Mason to sign all paperwork related to the grant for processing when awarded. The motion carried 5 – 0.

#### Dir. of Operations

##### New Britain Road Trail Construction – AH Cornell & Sons Change Order #3

Mr. Tomko stated that this change order is actually a credit to the contract amount. This is part of a DCED grant. This credit is for changes for pavement markings on the bridge deck, bollards and guide rail end treatments on New Britain Rd. The credit is in the amount of \$4,495.00.

On motion of Ms. Lyons, seconded by Ms. Dixon, the Board accepted AH Cornell & Sons Change order #3 for a credit of \$4,495.00. The motion carried 5 – 0.

##### Community Recreation Center Courts – Miller Sports Construction – Change Order #2

Mr. Tomko stated that he is asking the Board for acknowledgment from the Board. In October, it was suggested that the sport courts walkway areas, non-playing areas, weren't sealed while the rest of the areas are sealed, it is recommended that we seal those areas. He reached out to Supervisors Herring & Lyons to ask for approval it was received. This is an acknowledgement by the Board that Change Order #2 for Miller Sports Construction in the amount of \$4,750.00.

On motion of Ms. Lyons, seconded by Ms. Dixon, the Board acknowledged Miller Sport Construction, Change Order #2 totaling \$4,750.00 that was signed by Stephanie Mason on 10/23/25. The motion carried 5 – 0.

Ms. Santacecilia inquired about the life span of the paving and that it appears the courts are almost ready. Mr. Tomko stated that when maintained properly it is about 20 – 25 years. For the sport courts the lights are done, there's some electrical work being done, court color coat is done, waiting for fencing to be installed, they are prepping for paving trails and working on the Bocce Courts. We're hopefully a couple of weeks away from finished. Getting all finished before it gets really cold is the plan.

#### Assistant Township Manager

Nothing to report.

#### Township Manager

Nothing to report.

**Supervisors**

Ms. Santacecilia – Acknowledged Veterans dedication on Friday, she was sorry she could not make it. She thanks the Township; it was a great message to send to our community. Voting on the budget tonight she stated her concern is affordability, she feels the Board should be mindful of affordability.

Ms. Dixon – stated that she attended the Bike Safety and Trail Etiquette Program presented by Sgt. Jared Courts. It was very informative on bike safety, using the trails, keeping yourself and others safe. Sgt. Courts did a fabulous job.

Bike/Hike talked this morning about the E-Bike Ordinance we are looking to authorize for advertisement this evening, they are excited to have something put in place so the police can enforce any violations that is dangerous on the Bike/Hike trails. They also discussed Phase 1 of the Greenway Trail, Almshouse Road at 611 near Giant. This is part of the County system looking to see how they navigate the crossing at such a busy intersection. Partial expansion of the Pine Run Trail, in the future, was also discussed, easements will be needed from the County and the Pine Run Community.

EAC met last week, Heidi Shriver will be stepping down at chair, hopefully a new chair will be nominated and voted on at their December meeting. The EAC will have a fun activity for the kids at the December 13<sup>th</sup> Santa event at the Community Recreation Center.

Mr. Wood – stated that the Planning Commission will be meeting tomorrow night instead of the last Monday of the month due to the holiday. He thanked the staff and the Veterans Advisory Committee for putting together the Blue & Gold Star traffic circle dedications. With the holidays coming up he is hoping that people will continue to be supportive of food aid for those who are food insecure as they were during the Government shutdown. He asks people to continue to donate to local food shelters, there are always people in need.

Ms. Lyons – stated that she and Ms. Mason attended the DART meeting last Friday, a quarterly meeting of local municipalities and Bucks County Transit Authority that runs DART. She wanted to report on the tremendous success of DART. There is Doylestown DART West, DART South and Courthouse DART, in 2025 they ran over 30,000 individuals through the Courthouse DART; 2400 DART South, which is new; 11,000 DART West, also new and 3,300 DART West. Continuing to grow each year, it's a great resource only \$1 per ride each way.

TAB working with staff and Parks & Recreation Department have put together a video showcasing our new Community Recreation Center and other park improvements. At this point the video was shown to the Board and those in the audience.

Ms. Herring – stated that she met with the Human Relations Commission, they had an interesting discussion about some opportunities for what we are looking to do for 2026, bringing different celebrations, ways to bring the community together, educational opportunities. She mentioned the dedication of the two roundabouts in the Township for Blue & Gold Star Families; it was a cold but beautiful event. We were joined by representatives from both Blue & Gold Star Families in attendance. Former Supervisor Ryan Manion was there representing our Gold Star Families, State Rep Tim Brennan, State Sen Steve Santarsiero who were both instrumental in moving this forward and our Veterans Advisory Committee who brought this idea to the Board. When you go through the roundabouts look for the little signs. It was a wonderful event, she thanked her fellow supervisors for coming out, Ms. Lyons, and Mr. Wood.

She also reiterated what Mr. Wood stated about food insecurity, the Township is currently collecting food products for food banks, and donations will be accepted at the Township Building.

Ms. Lyons added that Judge Barry McAndrews, long serving judge in the Court of Common Pleas of Bucks County is being honored with the help of Rep Brennan & Sen Santarsiero the naming of the Ferry Road / Rt 313 area in his memory & honor.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS****Land Development**Highland Farm Extension of Time Request

Mr. Mike Peters introduced himself as a Land Use & Municipal Attorney as well as a member of the museum board. The project dates back to 2014 when it was brought to the Township for a special exception, settlement agreement in 2016 and in December 2020 preliminary/final land development approval, in 2023 Highland Farms was purchased by the museum. Fundraising was difficult during COVID; they have continued to fundraise they have received two significant grants as well a significant private donation. They are confident at this point that the project will move forward, they are meeting with contractors to do site work. An update of proposed costs will need to be done due to the amount of time that has lapsed. They are requesting a bit more time to work through the process. He is requesting an extension and hopes to come back next year with an exciting report.

On motion on Ms. Lyons, seconded by Ms. Santacecilia, the Board granted a two-year extension to Highland Farm, Oscar Hammerstein Museum to **12/3/2027**. The motion carried 5 – 0.

Preliminary 2026 Budget

Ms. Mason stated that there have been over four budget work sessions. She showed a preliminary summary of the budget to the Board and those in attendance as she explained the budget the process throughout the year leading up to this budget. Currently the millage plan for 2026, shows a ¼ mill tax increase brings the 2026 rate to 22.1 mills. 1 mill produces \$281,717 in revenue for the Township. The 2026 budget shows that the Township is maintaining and expanding municipal services of public safety, public works, administration, parks & recreation and water services while maintaining financial stability. If the board authorizes the hanging of the budget, we will have copies at the Township Building, it will be on our website, and an ad will be placed in the newspaper.

On motion of Ms. Lyons, seconded by Ms. Dixon, the Board approved the hanging of the 2026 Preliminary Budget. The motion carried 4 – 1, with Ms. Santacecilia voting nay.

Rainy Day Fund Policy

John Michael Signorelli, Assistant Finance Director, stated that the Finance Department proposed that the Township adopt an official budget stabilization policy (Rainy Day Fund), this would help to protect the Township against emergencies such as revenue shortfalls, natural disasters and public safety crises. The GFOA shared that when it comes to natural disasters it takes about 18 month on average for local municipalities to receive emergency funds. They have spent time going over a risk assessment with the GFOA, their recommendation is a reserve of 16-17% of the General Fund, they recommend the official balances be between 15% to 25%. He asked if the Board had any questions.

Ms. Santacecilia inquired where the 25% number came from, she feels that it is high and under conditions for use she asked for an explanation of revenue shortfalls, she is concerned that it could be a safety net for budgeting. Mr. Signorelli stated that the GFOA recommends 25% and budget shortfalls situations could be earned income taxes or the revenues do not sustain operations. The chances of us getting to 25% is very low. Ms. Santacecilia stated that she would rather have the money be in people's pockets.

Ms. Lyons stated that she feels it is a good idea being that FEMA is being gutted, if we have an emergency in Doylestown Township, we are going to need this money and there will be no rescue from the federal assistance programs.

Ms. Dixon feels it is important that we do this as well. Dose it effect this budget. Mr. Signorelli stated that it does not, right now we are at about 15.2% which is in range.

Mr. Wood stated that this codifies what we've been doing, with more official language.



On motion of Ms. Lyons, seconded by Ms. Dixon, the Board approved the adoption of Resolution 2763 establishing a budget stabilization policy, also known as the Rainy-Day Fund. The motion carried 4 – 1 with Ms. Santacecilia voting nay.

E-Bike Ordinance – Authorization to Advertise

Ms. Herring stated that upon looking at it, there are some elements that need to have wording changes, and other minor changes. She stated that they can discuss any issues in general, but she feels the wording of the document needs to be updated. She believes it is important to have an E-Bike Ordinance.

Ms. Lyons stated that the intent of the ordinance is there, but it is worded in such a way that it could be seen as ambiguous or inconsistent or conflicting. It just needs some language clean up.

Ms. Gallagher stated they will clean it up and get it polished for consideration next month.

Ms. Dixon stated that she, the Chief and the Bike/Hike Committee are looking forward to this being passed, but this is a good time of year to take the time to get it right.

On motion of Ms. Lyons, seconded by Ms. Herring, the Board tabled the E-Bike Ordinance Authorization to Advertise to a future meeting. the motion carried 5 – 0.

Doylestown Township 457 – Investment Policy Statement – Englebert Financial Advisors

Ms. Mason stated that this is an acknowledgement, Englebert Financial Advisors works with some of our staff on their 457 Plan and they have provided an approach to their performance measurements and would like acknowledgement that we're aware of their procedures with their investment policy statement.

The Board acknowledged Englebert Financial Advisors Investment Policy Statement – Doylestown Township 457.

Zoning Hearing Board

Donarum / Pozdrec – 82 Turkey Lane – 09-022-127-002 – Requesting a variance that would reduce side yard setback to 9'1" where 25' is required.

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

Roszkowki – 1098 Pebble Hill Road – 09-022-110-002 – Requesting a variance that would reduce from yard setback to 92.2' where 100' is required.

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

Treasurers Report – November 18, 2025 – On motion of Ms. Lyons, seconded by Ms. Dixon, the Board approved the Treasurers Report. The motion carried 5 - 0.

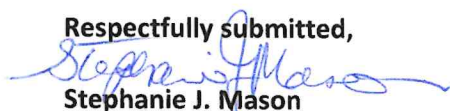
Bills List – November 18, 2025 – On motion of Ms. Lyons, seconded by Mr. Wood, the Board approved the Bills List in the amount of \$1,732,663.68. The motion carried 5 – 0.

**Public Comment – All Items**

None

**ADJOURNMENT:** The meeting adjourned at 7:42pm.

Respectfully submitted,

  
Stephanie J. Mason  
Secretary