



# Board of Supervisors

## Regular Meeting

### Minutes

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

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Tuesday, December 16, 2025

7:00 PM

Community Meeting Room

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

#### Presentations

##### Recognition of Supervisor Santacecilia's Six Years of Service

Ms. Herring stated that she wants to start the meeting recognizing Supervisor Santacecilia for her six years of service. She presented her with a plaque from the Township recognizing her tenure as supervisor and a certificate from the state organization PSATS.

Ms. Santacecilia thanked everyone from coming. Photos were taken with Ms. Santacecilia and her family.

Ms. Herring stated that she was looking over the past year and some of the remarkable people we have had the opportunity to work with who have passed away. She took a moment to recognize two long standing volunteers who put years of dedication into moving this Township in the right direction. Mr. Joe Delikat passed away in June at 78 years old, he and his wife Carol enjoyed traveling together, he adored his family and grandchildren. He served many years on our Sewer & Water Committee, Historical Architectural Review Board, Ways & Means that became Finance Committee and the Pension Advisory Committee.

Mr. Marty Brooks lived to 94 and is survived by his daughter Terry and his son Lowell. He attended Del Val University, he created a beautiful Japanese Garden, and he had a Marty Brooks Rare Plant Nursery, he was brilliant with trees. He served on our EAC (Environmental Advisory Committee) and Planning Commission. Mr. Brooks brought his dedication to the Township even after he passed. They asked that people contribute to the Doylestown Township Native Plant Meditation Garden, because it meant so much to him.

We will miss Marty & Joe.

Ms. Lyons stated she would like to recognize Deanne Woodall, who passed in September at 86, she was married to Marvin Woodall. They moved to Doylestown in the 80's from Oklahoma, married Marvin, raised children, was president of the VIA, owner of Doylestown Hospital. Her philanthropy was matched by her great and generous heart, they have been great supporters of Doylestown Township, they are great benefactors of our new Community Center where their names are displayed for their works and contributions. She requested that her comments be forwarded to Mr. Woodall.

Ms. Santacecilia wanted to add to what Ms. Herring stated about Mr. Delikat, he had a fierce mind and was well respected among his committee members. He wasn't afraid to challenge anyone, brought a lot of common sense to the Township, she is eternally grateful to have been his friend and have him

advocate for the constituents. Thank you to his family, he was very proud of his children and grandchildren.

Ms. Santacecilia stated that the other person she wanted to comment on was Nick Malloy, from the borough but contributed to all of the community. He passed away in July and was married 65 years. His family founded the Doylestown Country Club, advocate of the Doylestown Historical Society, longest running member of the Doylestown Rotary Club. He was a stellar volunteer for the community, and she feels we should recognize him in the Township.

Ms. Lyons stated that Mr. Malloy was a resident of the Township, was her neighbor and his wife still lives there.

Ms. Herring thanked everyone for contributing.

#### Public Comments Agenda Items Only

None

#### ANNOUNCEMENTS

- A. The Doylestown Township Municipal Offices will be closed on Thursday, December 25<sup>th</sup> in observance of Christmas, Thursday, January 1, 2026 in observance of New Year's Day and Monday, January 19, 2026 in observance of Martin Luther King Jr Day.
- B. The Board of Supervisors Reorganization meeting is scheduled for Monday, January 5, 2026 at 6:00PM.
- C. The Board of Auditors Reorganization meeting is scheduled for Tuesday, January 6, 2026 at 3:00PM
- D. The next regular meeting of the Board of Supervisors will be held on Tuesday, January 20, 2026 at 7:00PM
- E. Christmas Tree Drop Off- Trees can be dropped off at the New Britain Road entrance to Central Park anytime from December through February 28, 2026.
- F. The 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 1/5/26. Check our website or E-News for items needed
- G. Start planning for some Parks & Recreation Special Events in 2026: March 1<sup>st</sup> Inside Open – Golf Tournament at the Main Swing Sport & Social Club in Doylestown. Touch-a-Truck is back again for 2026 on May 16<sup>th</sup> at Central Park. More information for these events and programs can be found in the Winter & Spring Program guide sent to residents' homes or by visiting [www.doylestownrec.org](http://www.doylestownrec.org) .
- H. 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.doylestownpa.org](http://www.doylestownpa.org) for more information on the various Boards and Commissions and their roles in the Township.
- I. 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.
- J. 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:** Regular Meeting – November 18, 2025 – On motion of Ms. Lyons, seconded by Mr. Wood, the Board approved the minutes from November 18<sup>th</sup>. The motion carried 4 – 0.

#### **CORRESPONDENCE**

##### Boards and Commission Resignation – EAC

On motion of Ms. Lyons, seconded by Mr. Wood, the Board accepted the resignation of Heidi Shiver from the EAC with sadness. The motion carried 4 – 0.

#### **REPORTS**

##### Solicitor

No Report

##### Township Engineer

No Report

##### Police Chief

No Report

##### Dir. of Operations

No Report

##### Assistant Township Manager

##### 2026 Trash Hauler Permits

Ms. Mergner shared with the Board the introductory rates for the trash haulers registered for 2026. These introductory rates will be posted on the website. These rates are for new customers only.

On motion of Ms. Lyons, seconded by Mr. Wood, the Board approved the 2026 Trash Hauler Permits. The motion carried 4 – 0.

##### 2026 Pumper Hauler Permits

Ms. Mergner shared with the Board the approved Pumper Haulers for 2026, in accordance with our Septic Management Program, these pumpers haulers sent in the required materials.

On motion of Ms. Lyon, seconded by Mr. Wood, the Board approved the 2026 Pumper Hauler Permits. These will be posted on our website.

##### Township Manager

Ms. Mason thanked the Public Works Department for their hard work Saturday through Sunday clearing & salting the roads and trails. We were expecting 1" – 3" but received over 8". They did an amazing job!

##### Supervisors

Ms. Lyons – thanked Ms. Herring for her measured, sensible and kind leadership this year, she is glad she got to work with her in this capacity.

Mr. Wood – gave an update from the Planning Commission, last month they continued discussion on the Zaveta / Hart Property. Due to the Holiday season, they will meet tomorrow instead of the last Monday of the month. They will continue discussion on the Zaveta/Hart Property at 7pm.

He thanked the Township volunteers and staff, this year was unique being a reelection year going out to residents and talking about what he has brought to the Township and what the Board has achieved, while in the back of his mind, while the Board makes the decisions it is the volunteers and staff that make the vision happen. He is enormously thankful for the work they do to help the Board and keep the Township running. Thank you for another year for giving us your time and energy.

Ms. Santacecilia - for the past six years it has been her distinct honor to serve the 17,000 residents who call this community home. The meetings have not always been easy, as a 31 year resident, I have raised my family here and experienced all that Doylestown has to offer. She took her oath seriously and worked every day in the interest of the Township. Her guiding principles have been clear from the start. Unwavering concern for the safety and security of our residents, to give accountability and insure the wise and efficient use of local resources. She never lost those principles even when they were not wanted or reported. She is thankful to the residents who came to her to explain how the Boards decisions affected them and their households. Doylestown Township is a diverse community, socioeconomically, generationally and physiologically that diversity is a strength that demands transparency, respect and civil discourse to fine common ground. Good governing requires good listening, especially when opinions differ. In January a new Board will be sworn in, she wishes its members grace and wisdom as they lead the Township, she encourages strength and thoughtful decision making that allows residents to age in their homes and the neighborhoods they love. She urges the incoming Board to welcome all viewpoints, each supervisor represents every resident, it means leaving politics at the door, it means transparency, appointing qualified committee members based on merit and expertise. Strong leaders make decisions with integrity and compassion, avoid conflicts of interest, respect each other and keep the wellbeing of the Township. Fairness, transparency and common sense make a good government. Honor the past and shape the future responsibly. She thanked her family, friends and supporters here tonight and those who came to her over the last six years who shaped her vision of the Township. She thanked God for the strength, she thanked everyone for the opportunity to serve, she thanked the Doylestown staff and Police. It was her honor to help select the Chief Zeigler, the Township is in very good hands. She wishes everyone a Happy Hannukah, Merry Christmas, Happy Kwanza and a wonderful 2026.

Ms. Herring – stated that she is looking forward to carrying on the tradition of keeping this Township a very transparent, hardworking organization. We are very lucky to have the staff, volunteers and fantastic Board members we are very lucky.

Ms. Herring stated that she had the opportunity this morning to visit Mr. Sterner's 7:30am Civics class at Central Bucks West and talk to them about local government. They were wonderful kids, they were engaged, asked wonderful questions. Over the past 8 years that she has been on this Board, she knows there are a lot of people that have lived here for decades, who voted, pay taxes that don't understand exactly how townships work, she thinks it is critically important that we carry on the work of educating our young people, especially those soon to be adults to understand what we do and why we do it for the community. It was a pleasure, she thanked Mr. Sterner and his class for inviting her this morning.

Ms. Herring also stated that she was pleased to be able to share that she attended the ceremony for the Rabbi Sklarz installation at Temple Judea it was a wonderful ceremony and a wonderful group of people. He is committed to bringing this community together as we all are.

She also thanked all of our staff their hard work over the past year, everybody has been fantastic. She wishes she could express how fantastic the staff is here and how wonderful you have it if you live or work here. The staff is remarkable, our volunteers are outstanding. They make this Board's job so much easier, these are people that are honorable, trustworthy, smart and hardworking.

She wished everyone a very Happy Holiday, Merry Christmas, Happy Kwanza, Happy Hannukah anything that you celebrate, happy time with your family.

#### **PUBLIC HEARING**

#### **Baia Conditional Use Application – TP 09-017-012-002 – Action Needed**

Location: 1850 Turk Road

Ms. Gallagher stated that the Township has received a letter from the property owner's solicitor granting continuance for the conditional use public hearing to January 31, 2026. The Public Hearing will be scheduled for the next regular meeting of the Board on January 20, 2026.

On motion of Ms. Lyons, seconded by Mr. Wood, the Board granted the Conditional Use Application for the Baia property. The motion carried 4 – 0.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS****2026 Doylestown Township Final Budget**

Ms. Mason stated that the Board approved the Preliminary Budget at their November meeting. She went over the Budget in Brief, there are no changes. The millage rate for 2026 will be 22.1. She asked the Board for their approval of the final budget for 2026.

On motion of Ms. Lyons, seconded by Mr. Wood, the Board approved the 2026 Doylestown Township Final Budget. The motion carried 3 – 1 with Ms. Santacecilia voting nay.

**Fixing Tax Rate for Fiscal Year Ending December 31, 2026**

On motion of Ms. Lyons, seconded by Mr. Wood, the Board approved Resolution #2769 approving the 2026 Tax rate for the fiscal year ending December 31, 2026. The motion carried 4 – 0.

**2026 DTMA Budget – Acknowledge Receipt Needed**

Ms. Mason stated that every year DTMA shares their budget with the Board of Supervisors, they are requesting acknowledgement that the Board has received the DTMA Budget for 2026.

The Board of Supervisors acknowledged receipt of the 2026 DTMA Budget.

**Township Manager's Employment Contract 2026 – 2027**

On motion of Ms. Lyons, seconded by Mr. Wood, the Board approved the 2026 – 2027 Township Managers Contract. The motion carried 4 – 0.

**Professional Service Agreement – EE Office Automation LLC**

On motion of Ms. Lyons, seconded by Mr. Wood, the Board approved the professional service agreement with EE Office Automation LLC. The motion carried 4 – 0.

**Illicit Discharge Upstream Investigation Proposal – Outfall 198**

Ms. Mason stated that we work Gilmore & Associates for our MS4 program, follow up investigation was done with BCWSA to see if there were any broken lines, as there is public sewer in the area. We also talked to New Britain Borough, which has septic in the area, nothing was discovered so further investigation is needed to avoid fines from DEP. Gilmore will do a full review to investigate what is causing the numbers we are getting. We recommend the Board approve the proposal for this investigation.

On motion of Ms. Lyons, seconded by Ms. Santacecilia, the Board approved Gilmore & Associates for the Illicit Discharge Upstream Investigation Proposal for Outfall 198. The motion carried 4 – 0

**Easton Road Trail Amendment #1 – Final Design**

Ms. Mason stated that this will allow us to get everything ready to do the final design to get ready for the project to go out to bid. This is for the \$2 million grant for this project. We have worked to budget this for 2026 to move the process along.

On motion of Ms. Lyons, seconded by Mr. Wood, the Board approved Easton Road Trail Amendment #1 for Final Design. The motion carried 4 – 0.

Ms. Santacecilia inquired what would the total amount coming out of the Township's budget be. Where will it be coming out of the budget.

Ms. Mason replied \$268,604. The grant is for \$2 million for construction, the Township is responsible for the engineering & design work. It will come from Offsite Capital Reserve Projects.

**Zoning Hearing Board**

Spratt – 1423 Ferry Road – TP 09-004-042 – Requesting special exception for Family Accessory Apartment & Increase in Impervious Surface Coverage to 23.7% where 20% is permitted.

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

Ankrah – 14 Cedar Crest Court – TP 09-069-054 – Requests a variance to place a fence through a drainage easement.

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

Kovacs – 52 Hillcrest Drive – TP 09-026-040 - Requesting two variances; 1) for an increase in impervious coverage to 23.4% where 20% is permitted, and 2) for a reduction in side yard setback to 13.41 feet where 25 feet is required.

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

Treasurers Report – December 16, 2025 – On motion of Ms. Lyons, seconded by Ms. Santacecilia the Board approved the Treasurers Report. The motion carried 4 – 0.

Bills List – December 16, 2025 – On motion of Ms. Lyons, seconded by Mr. Wood, the Board approved the Bills List in the amount of \$877,743.31. The motion carried 4 – 0.

**PUBLIC COMMENT – All Items**

Elizabeth Bodman, Doylestown Borough, came out to congratulate her oldest daughter Nancy on her six years as a Township Supervisor with love and loyalty. She and her family love Doylestown. She thinks it is admirable of the supervisors how they serve us in the community. It is wonderful that you tell the volunteers how grateful you are to have them. Your family is proud of you.

Marianne Davies, Doylestown Township, thank you on behalf of all of your constituents, grateful for your commitment, courage and dedication to keeping the Township great. The voice of the taxpayer, prepared to do research, advocacy and responsible governance. Job well done.

Sheila Ramakrishnan, New Britian Borough, wanted to extend an invitation of the Bucks County Meditates with the UN on December 21<sup>st</sup> 9:30am – 11:30am in the CRC Multipurpose Room. They will be participating in the Guinness Book of World Records connecting online with New York City. Community connection valuable qualities to be nurtured. She hope everyone will join them for Bucks County Meditates.

Donna Shannon, New Britain, thanked the Board for the sign up sheets, she understands it is needed. She wanted to say that Nancy will be a voice that will be missed, you asked questions no one else did or will. You are a fashion plate. She hopes that the voice of the minority will continue to be heard. Thank you, Nancy.

Audrey Strein Land, Warwick, through something diverse as politics is how she and Nancy became friends. Nancy is level headed and brings organizational study content when they are working on something. Thank you for being such a great friend.

Nick Casale, Buckingham, who previously lived in the Township about 10 years ago, has known Nancy and her family for 20-25 years. Just wanted to thank you for her service, as a social friend he under stands her passion for change and advocating for the Township.

**ADJOURNMENT:** The meeting adjourned at 7:44pm.

Respectfully submitted,



Stephanie J. Mason  
Township Secretary