



Board of Supervisors

Reorganization

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Doylestown, PA 18901
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215-348-9915

~ Minutes ~

Monday, January 5, 2015

4:00 PM

Public Meeting Room

I. 4:00 PM PUBLIC MEETING

Members of the Board of Supervisors in attendance included Chairman; Barbara N. Lyons, Vice Chairman; Richard F. Colello, Supervisors; Ken L. Snyder, Shawn Touhill and Ryan Manion.

Township Staff in attendance included Township Manager; Stephanie J. Mason, Director of Operations; Richard E. John, Township Solicitor; Jeffrey P. Garton, Chief of Police; A. Dean Logan and Township Engineer; Mario Canales.

A. Pledge to the flag

B. Visitors/Public Comment
None

C. Announcements:

1. The Board of Auditors will hold their Reorganization Meeting on Tuesday, January 6, 2015 at 7:00pm
2. The next meeting of the Board of Supervisors will be held on Tuesday, January 20, 2015 at 7:00 PM
3. The Township Administrative Offices will be closed on Monday, January 19, 2015 due to Martin Luther King's Birthday.
4. Christmas Tree Drop-Off - Trees can be dropped off at the New Britain Road entrance of Central Park anytime between December 26th – February 15th.

D. Correspondences

1. Board & Committee Resignations

Ms. Manion made a MOTION; seconded by Mr. Touhill the Doylestown Township Board of Supervisors authorize Public Water and Sewer Advisory Committee Chairman; Ed Harvey remove member; Genevieve Querin from the Committee due to lack of attendance.

MOTION CARRIED 5 to 0.

Mr. Touhill made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisor accept with regrets Stephen J. White resignation as a member of the Bike & Hike Committee.

MOTION CARRIED 5 to 0.

2. PSATS Awards

Ms. Mason reported the township was awarded First Place in the PA State Association of Township Supervisors' 47th Annual Township Citizen Communication Contest for its Park & Recreation Program Guide as well as first place in the Cable TV Program Category regarding Roving Reporters for Kids Castle.

II. REORGANIZATION

A. Organize the Board of Supervisors for 2015

Acting Chairman and Secretary; Jeffrey P. Garton called the question for nominations for Chairperson of the Doylestown Township Board of Supervisors in 2015.

Chairman

Ms. Manion made a MOTION; seconded by Mr. Colello to nominate Mrs. Barbara N. Lyons as Chairman. With no other nominations called, Mr. Snyder made a MOTION; second by Mr. Touhill to close nominations.

MOTION CARRIED 5 to 0.

Mrs. Lyons was appointed Chairperson of the Doylestown Township Board of Supervisors by a 5 to 0 vote.

Vice Chairman

Mrs. Lyons called the question for nomination for Vice Chairman of the Doylestown Township Board of Supervisors for the year 2015.

Mr. Snyder made a MOTION; seconded by Mr. Touhill to nominate Mr. Richard F. Colello as Vice Chairman. Seeing no other nominations, Mrs. Lyons closed the nominations.

Mr. Colello was appointed Vice Chairman of the Doylestown Township Board of Supervisors by a 5 to 0 vote

Director of Public Safety

Upon Mrs. Lyons calling the question for nominations, Ms. Manion made a MOTION; seconded by Mr. Touhill to nominate Mrs. Barbara N. Lyons as Director of Public Safety.

Being no further nominations, nominations were closed.

Mrs. Lyons was appointed Doylestown Township Director of Public Safety by a 5 to 0 vote.

B. Approval of Minutes – December 16, 2014

Mr. Snyder made a MOTION; seconded by Ms. Manion the December 16, 2014 Doylestown Township Board of Supervisors Regular meeting minutes be approved.

MOTION was ADOPTED 5 to 0.

C. Proposed Guidelines for Supervisors, Public Meetings, and Chairperson

Mr. Snyder requested to add the following change be considered as part Section D of the Proposed Guidelines for Supervisors, Public Meetings and Chairpersons.

Any Board Liaison who cannot attend their appointed Board and/or Commission meeting shall make every attempt to have another Board member attend in his/her place in order to ensure a supervisor is in attendance at every meeting.

Mrs. Lyon noted a change in Paragraph F to remove the Open Space Committee from the list as it was retired in 2014.

Mr. Snyder made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors approve the 2014 Proposed Guidelines for Supervisors, Public Meeting and Chairperson Sections I, II, III up to Boards and Commission designations and with changes as presented by Mr. Snyder and Mrs. Lyons. The Proposed Guidelines are developed in accordance with 65 Pa.C.S.A., Section 701, et seq. Known as the "Sunshine Act" and Robert's Rules of Order (Roberts Rules, Revised, 10th Edition, Sect. 48) providing parliamentary procedure for the conduct of meetings.

Guidelines for Supervisors:

I. Rights and Responsibilities of Members:

- Receive notice of meetings
- Attend meetings
- Make and second motions
- Be on time
- Debate motions
- Vote on motions
- Know the meaning of the question being debated
- Object when rules are violated
- Not have to suffer personal attack
- Have access to minutes of all meetings
- Receive the treasurer's report
- Receive all information available to facilitate decision making
- Stay until the end of the meeting
- Be informed
- Be attentive
- Be open-minded
- Be prepared
- Treat everyone with courtesy
- Speak openly and allow others to speak openly
- Follow the rules of debate
- Make a point concisely
- Attack issues, not people
- Insist on law and order at meetings
- Work to create dignity and decorum
- Be familiar with the basic rules of parliamentary law
- Serve as liaison to boards, committees, and commissions of the Township
- Respect the rights of others
- Abide by the final decision of the majority
- Participate in committees

- Respect the chair's opinions and rulings
- Enhance the reputation of the Township

II. Socializing

The supervisors are encouraged to congregate at various times and socialize in order to engender a spirit of cooperation and camaraderie so long as the gathering is not used for the purpose to deliberate Township business or otherwise take any official action.

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III. Protocol

A. In order to promote efficiency and not incur unnecessary fees, the Supervisors will direct questions and requests for assistance to the Township Manager and not the professional support staff.

B. Issues and concerns from residents must first be directed to the Township Administration for resolution as soon as is practical; issues or concerns that cannot be resolved by the Administration, or otherwise requires Board consideration, must be listed as an agenda item.

C. Issues or concerns concerning the administration of Township business must first be directed to the Township Administration for resolution as soon as is practical; issues or concerns that cannot be resolved by the Administration, or otherwise requires Board consideration, must be listed as an agenda item.

D. Items pertaining to Township business or otherwise require Board consideration as listed in paragraphs B and C above will be added to a meeting agenda by presenting the item(s) to the Manager on or before 10:00 a.m. the Friday immediately preceding the meeting.

E. In the absence of the chair and vice chair, the senior most member present shall preside as chair.

F. The Board shall meet in January of each new year for reorganization at which time members may be appointed to serve as liaison to the following boards, committees, and commissions: Agricultural Security Advisory Committee, Bike and Hike Committee, Environmental Advisory Council, Inter-municipal Liaison , Municipal Authority, Parks and Recreation, Personnel and Administration, Planning Commission, Public Safety, Public Water & Sewer Advisory Committee, Roads and Bridges, Telecommunications Advisory Board, Traffic Advisory Committee, and Ways and Means Committee.

Guidelines for Public Participation in Board Meetings:

- Prior to addressing the board, all speakers should state their name and address and organizational affiliation, if any
- Questions and comments should be addressed to the entire board, not to individual members or to the chair
- Questions and comments should be confined to the specific topic under discussion
- Each speaker will limit his/her comments to two minutes
- Speakers are requested not repeat points already made by previous speakers
- It is expected that speakers will observe the commonly accepted rules of courtesy, decorum, and civility; resorting to personalities, or the use of abusive, intemperate or defamatory language will be ruled out of order
- Written statements will be received by the board in lieu of, or in addition to, oral presentation
- On controversial issues, speakers for and against a given topic may be recognized alternately by the chair

Chair's Responsibilities and Duties

- Preside at all meetings of the Board of Supervisors
- Open the meeting at the specified time
- Help prepare the meeting agenda
- Make sure that there is a quorum
- Announce the business and the order in which it will be considered
- State and put motions to a vote
- Announce the results of all votes
- Conduct an orderly debate
- Apply the rules of parliamentary procedure
- Enforce the rules of decorum
- Avoid wasting time
- Make the business of the meeting run as smoothly as possible
- Declare the meeting adjourned when all business has been concluded
- Announce any known meetings of the Board of Supervisors at the beginning and end of each meeting
- Help members to follow parliamentary law
- Make sure that a motion has been made and seconded before discussion
- Encourage all members to participate freely in debate
- Consider only one main motion at a time
- Resolve each motion fully before moving on in the agenda
- Keep in mind that the person who made the motion is entitled to speak first
- Give one person the floor at a time
- Restrict debate to the motion on the floor
- Act in a tactful, fair, and polite manner
- Encourage people to identify themselves before they speak
- Check to make sure that everyone knows and understands the question being debated
- Make sure that personalities remain out of the debate
- Refer complex issues to committees for additional information beginning and end of each meeting
- End all meetings by 10:00 p.m.

MOTION was ADOPTED 5 to 0.

D. Designate Board's areas of responsibility for 2015

Liaison defined: The Supervisor serves as liaison to a Township Board, Commission or Committee (B/C/C) as a representative of the Board of Supervisors and as a voice for the B/C/C before the Board of Supervisors. The liaison has no vote on the B/C/C, nor is it appropriate for the liaison to express his or her opinions or personal beliefs regarding any action or inaction the B/C/C might recommend to the Board of Supervisors. Any Board Liaison who cannot attend their appointed Board and/or Commission meeting shall make every attempt to have another Board member to attend in their place in order to ensure a supervisor is in attendance at every meeting.

Ms. Manion made a MOTION; seconded by Mr. Snyder to nominate Mr. Shawn Touhill as Board of Supervisor Liaison to the Agricultural Security Advisory Board, Bike & Hike Committee and Park & Recreation Board.

Mr. Touhill was appointed Liaison to the Agricultural Security Advisory Board, Bike & Hike Committee and Park & Recreation Board by a 5 to 0 vote.

Upon a question by Mrs. Lyons, Mr. Snyder requested to remain Board of Supervisor Liaison to the

Environmental Advisory Committee, Roads & Bridges Committee and no longer represent the Central Bucks Regional Aging Task Force and Telecommunications Advisory Board. He also requested to be considered as Board Liaison to the Ways and Means Committee.

Mr. Touhill made a MOTION; seconded by Ms. Manion to nominate Mr. Ken L. Snyder as Board of Supervisor Liaison to the Environmental Advisory Committee, Roads & Bridges Committee and Ways & Means Committee.

Mr. Snyder was appointed Liaison to the Environmental Advisory Committee, Roads & Bridges Committee and Ways & Means Committee by a 5 to 0 vote.

Mr. Touhill made a MOTION; seconded by Ms. Manion to nominate Mr. Richard F. Colello as Board of Supervisor Liaison to the Municipal Authority, Planning Commission and Public Water & Sewer Advisory Committee.

Mr. Colello was appointed Liaison to the Municipal Authority, Planning Commission and Public Water & Sewer Advisory Committee by a 5 to 0 vote.

Upon a question from Mrs. Lyons, Ms. Manion requested to serve as Liaison to the Telecommunications Board. Mr. Touhill made a MOTION; seconded by Mr. Snyder to nominate Ms. Ryan Manion as the Board of Supervisor Liaison to the Friends of Kids Castle Committee, Traffic Advisory Council and Telecommunications Advisory Board.

Ms. Manion was appointed Liaison to the Friends of Kids Castle Committee, Traffic Advisory Council and Telecommunications Advisory Board by a 5 to 0 vote.

Mr. Snyder made a MOTION; seconded by Ms. Manion to nominate Mr. Shawn Touhill as Board of Supervisor Liaison to the Central Bucks Regional Aging Task Force.

Mr. Touhill was appointed Liaison to the Central Bucks Regional Aging Task Force by a 5 to 0 vote.

Mr. Snyder made a MOTION; seconded by Ms. Manion to nominate Mrs. Barbara N. Lyons as Board of Supervisor Liaison to the Doylestown Dog Park Committee and Personnel Administration.

Mrs. Lyons was appointed Liaison to the Doylestown Dog Park Committee and Personnel Administration by a 5 to 0 vote.

E. Township Appointments

Mr. Snyder made a MOTION; seconded by Mr. Touhill the Doylestown Township Board of Supervisors designate the 2015 Township Appointments:

Code Enforcement Director / Asst. Zoning Officer-Sinclair Salisbury

Director of Operations- Richard E. John

Director of Parks & Recreation- Karen A. Sweeney

Finance Officer- Kenneth Wallace

Fire Marshal- Fredrick Schea

Parks Superintendent - Dietrich Froehlich

Road Superintendent - Paul Garr

Tax Hearing Officer - Stephanie J. Mason

Bike Hike Engineer - Chris Stanford, *Baker Engineering*

Emergency Mgmt. Coordinator - Sinclair Salisbury

Engineer -Mario Canales, P.E , *Pickering, Corts & Summerson*

Manager - Stephanie Mason

Planning Consultant -Judy Stern Goldstein, *Boucher & James*
Police Chief - Dean Logan
Police Lieutenant - Matt O'Connor
Secretary - Stephanie Mason
Solicitor - Jeffrey P. Garton, *Begley, Carlin & Mandio*
Traffic Engineer - Matthew Johnston, *Pennoni & Associates*
Treasurer - Stephanie Mason
Zoning Officer - Stephanie Mason
Open Records Officers -Jacqueline M. Rowand (Admin.) and Lt. Matt O'Connor (Police)
Water Superintendent - Scott Miele

The Township Appointments were approved by a 5 to 0 vote.

F. Appointments to Boards and Commissions for 2015

The Doylestown Township Board of Supervisors agreed by consensus to change a one time policy by appointing members to the Boards and/or Commission without conducting an interview.

Mr. Touhill made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors appoint Dick Bach as a member of the Bike and Hike Committee. Mr.

MOTION CARRIED 5 to 0.

Mr Snyder made a MOTION; seconded by Mr Touhill the Doylestown Township Board of Supervisors appoint Keith Peters to the Telecommunications Advisory Board.

MOTION CARRIED 5 to 0.

Appointments of Boards and Commissions

Ms. Manion made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors approve the 2015 Appointments to Boards and Commissions with the additions of newly appointed Mr. Dick Bach and Mr. Keith Peters:

Arborist -Robert McMullin

Agriculture Security Area Advisory Council - Jeffrey Fehr, Dr. Joshua Feldstein, Marge Kohl, Jordon Yeager

Dog Park Advisory Committee - Ada Popek

EAC/Shade Tree Commission - Sean Sablosky, Donald Richardson and Chairman Raymond Hendrick

Environmental Advisory Council - Botanist/ Ornithologist - Raymond Hendrick

Historic Architectural Review Board -Harry Mondoil

Municipal Authority - Ronald May

Park and Recreation - Susan Reichwein, Emily Rehmet

Planning Commission - Judy Hendrixson, Ed Harvey

Public Water & Sewer Advisory Committee - Wallace Patterson, Joseph Krumenacker, Joseph VanHouten,James Dowling

Telecommunications Advisory Board - Kurt Krause, Edgar Ebenbach

Traffic Advisory Committee - Mark Shiner (#2), Kevin Green (#3), Doug Rowe (#5)

UCC Board of Appeals - Judy Hendrixson

Vacancy Board - Emil Kiss, Jr.

Ways and Means Committee - Edgar Ebenbach, Edward Denton

Zoning Hearing Board - William Lahr, III

MOTION CARRIED 5 to 0.

G. Set 2015 Administrative Office Hours and Meeting Dates

Mr. Snyder made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors approve to set the 2015 Administrative Office Hours and Meeting Dates. The Board will be meeting the first and third Tuesday of the month at 7:00pm, except for March 3, 2015, June 2, 2015 and December 1, 2015 when meetings will begin at 4:00pm. Further, on February 3, 2015 and October 6, 2015 when meetings begin at 5:00pm.

MOTION CARRIED 5 to 0.

H. Acceptance of Fire Police

Mr. Snyder made a MOTION; seconded by Mr. Touhill the Doylestown Township Board of Supervisors appoint the following officers to the Doylestown Fire Company #1...

FP 19	Andrew McPherson as Captain
FP 19-1	George Erb as #1 Lieutenant
FP 19-3	Gian Luiso as an Officer
FP 19-4	Nick Popchuk as an Officer
FP 19-5	Peter Mills as an Officer
FP 19-6	Marc T. Grove as an Officer
FP 19-7	Samuel Casare as an Officer
FP 19-8	Quantin Maust as an Officer

MOTION CARRIED 5 to 0.

I. Designation of Depository: Any official depository in the Commonwealth of PA

Mr. Colello made a MOTION; seconded by Ms. Mansion the Doylestown Township Board of Supervisors approve the 2015 Designation of Depository.

MOTION was ADOPTED 5 to 0.

J. Appointments to Central Bucks Regional Aging Task Force

Mr. Snyder made a MOTION; seconded by Mr. Touhill the Doylestown Township Board of Supervisors appointed Roland Bender, Ernie Gash, Kevin Jamison and Alan Brennan to represent Doylestown Township at the Central Bucks Regional Aging Task Force. Meetings held at the Central Bucks Senior Center, 700 Shady Retreat Road, 1st Monday of each month at 1:00 PM

MOTION CARRIED 5 to 0.

K. Appoint Pension Committee:

Ms. Manion made a MOTION; seconded by Mr. Touhill the Doylestown Township Board of Supervisors appoint Sgt. Mark Wetmore (police) and Sinclair Salisbury (non-uniform) as voting member along with the Board of Supervisors to the Pension Committee.

The Pension Committee appointments were approved by a 5 to 0 vote.

L. Appoint TCC Representatives

Ms. Manion made a MOTION; seconded by Mr. Touhill the Doylestown Township Board of Supervisors appoint Stephanie Mason, Ken Wallace (alternate) and Barbara N. Lyons (alternate) to the Tax Collection

Committee (TCC).

MOTION CARRIED 5 to 0.

M. Certify delegates to State Annual Convention and establish one voting delegate

Mr. Snyder made a MOTION; seconded by Mr. Touhill the Doylestown Township Board of Supervisors appoint the Board along with Township Manager; Stephanie Mason as delegates to the State Annual Convention for the Pennsylvania State Associates of Township Supervisors (PSATS).

Mrs. Lyons made a MOTION; seconded by Ms. Mansion to nominate Mr. Richard F. Colello as voting delegate to represent Doylestown Township at the PSATS convention.

Mr. Colello was elected Voting Delegate by a 5 to 0 vote.

N. Resolution # 1800 – Amendment to Fee Schedule

Mr. Touhill made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors approve Resolution #1800 Amendment to the 2015 Fee Schedule.

MOTION was ADOPTED 5 to 0.

O. Resolution #1801 – 2015 Compensation / Professional Services

Mr. Snyder made a MOTION; seconded by Mr. Touhill the Doylestown Township Board of Supervisors approve Resolution #1801 for the 2015 Compensation of Professional Services as presented.

MOTION was ADOPTED 5 to 0.

P. Set Current IRS Mileage Rate - effective January 1, 2015

The Doylestown Township Board of Supervisors acknowledge the 2015 Standard Mileage Rates as ...

57.5 cents for business miles driven

23 cents per miles driven for medical or moving purposes

14 cents per miles driven in service or charitable organizations

Q. Designation of Official 2015 Township Holidays

Mr. Manion made a MOTION; seconded by Mr. Snyder the Doylestown Township Board of Supervisors approve the Designation of Official 2015 Township Holiday schedule:

New Years Day - 1/1/15

MLK Birthday - 1/19/15

Presidents Day- 2/16/15

Good Friday - 4/3/15

Primary Election Day - 5/19/15

Memorial Day- 5/25/15

Independence Day - 7/3/15

Labor Day - 9/7/15

Columbus Day- 10/12/15

Gen. Election Day - 11/3/15

Veterans Day - 11/11/15

Thanksgiving - 11/26 & 27/15

Christmas - 12/25/15

2016 New Years Day - 1/1/15

MOTION CARRIED 5 to 0.

R. Police Affairs Committee

Mr. Colello made a MOTION; seconded by Mr. Touhill to nominate Mr. Ken L. Snyder and Ms. Ryan Manion as Board members to the 2015 Police Affairs Committee.

Mr. Snyder and Ms. Manion was elected to the 2015 Police Affairs Committee by a 5 to 0 vote.

S. Recommend Treasurer's Bond - \$3,000,000.00

Ms. Manion made a MOTION; seconded by Mr. Snyder the Doylestown Township Board of Supervisors recommend the auditor set the Treasurer's Bond at \$3,000,000.

MOTION was ADOPTED 3 to 0.

III. NEW BUSINESS – N/A**IV. ANNOUNCEMENTS**

1. The Board of Auditors will hold their Reorganization Meeting on Tuesday, January 6, 2015 at 7:00pm
2. The next meeting of the Board of Supervisors will be held on Tuesday, January 20, 2015 at 7:00 PM
3. The Township Administrative Offices will be closed on Monday, January 19, 2015 due to Martin Luther King's Birthday.
4. Christmas Tree Drop-Off - Trees can be dropped off at the New Britain Road entrance of Central Park anytime between December 26th – February 15th.

V. ADJOURNMENT

The Doylestown Township Board of Supervisors Reorganization meeting was adjourned at 4:20pm.

Respectfully submitted by,

Stephanie J. Mason
Secretary