



# Board of Supervisors

## Regular Meeting

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Doylestown, PA 18901  
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215-348-9915

~ Minutes ~

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Tuesday, June 16, 2015

7:00 PM

Public Meeting Room

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### I. 7:00 PM REGULAR MEETING

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

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.

Absent: Supervisor: Ryan Manion

#### A. *Pledge to the flag*

The Board met in Executive Session, prior to the meeting to discuss personnel matters.

Mrs. Lyons introduced Doylestown Township's newly appointed Special Projects Coordinator; Autumn Canfield. Ms. Canfield is a graduate of Delaware Valley University with a Master's degree in Policy Studies and undergraduate degree in Wildlife Conservation.

#### B. Presentation – Township Building Proposed Renovations –Joe Phillips, Phillips & Donovan Architects, LLC

Joe Phillips of Phillips & Donovan Architects, LLC addressed the Board to present two project ideas for the Township's Municipal building expansion. Mr. Phillips reported upon meeting with the Board in August of 2014 and continuous discussions with township's Building Renovation Committee, tonight's options will provide a function for township operations that are secure, comply with accessibility regarding the Disability ACT, safe energy efficiency and serve emergency services requirements.

Benefits of a new facility are a better layout to enable staff to be more efficient and productive, which will save time and money. Clarifying points of service, streamlining interaction between staff and residents to provide a safe and secure area for transactions of township business. Improvements to the existing building envelope as well as mechanical, electrical and plumbing systems will allow staff and residents to become more comfortable, efficient and productive, while reducing over building operating costs.

Phillips & Donovan Architects studied 8 potential design concepts and building layouts. As a result, two options have been determined as the best concepts. Concept A is introduced as utilizing the existing municipal building with a renovation. While referencing the power point slides, Mr. Phillips explained; the existing municipal building will be renovated with an addition added. Some of the additions will include a carport for police parking, the existing 70x70 structure will be converted from Park Maintenance and large evidence impound into a fleet maintenance facility. The existing park works building and existing salt storage with a wash bay will be updated with an addition. A

new park maintenance storage is proposed that is currently in the 70x70 building. Adjacent to Kids Castle will be a park and recreation activity building. The main roadway and infrastructure will remain, which has some benefits. Inefficiencies and conflicts with existing public and private vehicular traffic will not have an extinct separation between public traffic and visitors that enter the building. One of the main components will be holding facilities for both juvenile and adults with an addition of the sally port. As per the committee's suggestion, an upgrade to the sally port facilities will be proposed. Next to the sally port will be evidence and temporary evidence processing with storage for large evidence. The large evidence storage will replace the space occupied in the existing 70x70 building.

The interior proposed for Concept A will mainly be unchanged for the main administration and code departments. The Park & Recreation and Finance offices will be moved out of the second floor. However, there will be some space challenges with heating and cooling mechanical issues. The Road and Public works offices will also be on the first floor with locker facilities, storage, kitchenette and lounge area. A number of entrances for the public will be provided for public works, parks & recreation, administration, meetings rooms and police.

The proposed park & recreation activity facility will be located near the amphitheater. The footprint will be twice the size and more flexible than the current offices. The new activity center will also have kitchen facilities, lounge and public restrooms. Restroom facilities for the park and Kid Castle will be separate from the internal restrooms and will be accessed from outside the building. Additionally, the restrooms can remain open when the center is closed with plenty of adjacent parking.

The existing 70x70 building across from Public Works will be converted into a fleet maintenance building. The concept will be the same for Concepts A & B. The Park & Recreation department financed some of the public works offices and will move into the block portion that currently houses these functions.

A new above ground fueling station with a canopy will also be utilized in both Concepts A & B with below grade tanks. They will also have above ground fueling station tanks. The area will allow plenty of room for trucks and vehicles to turn with a 4,000 gasoline and 2,000 diesel tanks proposed.

Concept B will better clarify access for public, private vehicular and pedestrian circulation. The concept proposes a new building to house administrative and finance functions. It will also modify the parking area and renovate the existing administrative building for police, which allows for public access off a common parking area. This will separate private police and truck traffic from the Public Works facilities into a separate parking and drive area. The public access will be very clear from the police, administrative and meeting room access from one controlled lobby point.

On the back of the site, a salt storage building will be proposed off of New Britain Road with a yard area and plenty of turning around space for trucks.

The main entrance of the new administrative building will have all access fed off the main lobby as a central point of service. As per the Delaware Valley Workers Compensation Trust, service windows will be added. Activities rooms will be available for administration and finance to increase the amount of conference space. Additionally, a multi-purpose space will also be added at 8,000 square feet to hold basketball and volleyball equipment. It also can be segregated through a separate entrance from the rest of the township building to be used when offices are closed.

The existing administrative building will be renovated into the new police offices with no additions. The public entrance will be off the public parking with a similar secure sally port and holding facilities for safety. The building will have an evidence storage and processing section. No changes will be made to locations of the fleet maintenance storage or fueling stations. The salt storage building will have a small addition to house a loader. The wash bay will remain attached to the existing Public Works Building under Concepts A & B. With providing a new salt storage building, the existing location will become a Park maintenance storage facility. The current Park & Recreation activity building will become the Public Works offices with locker facilities, lounge area and the existing kitchen.

The next slide showcased the area comparison categorized by department. Mr. Phillips explained the first column notes the existing area for Concept A and B. Concept A is a scaled back option that utilizes the existing Administrative building with an addition. Concept B converts the existing Administrative building into the proposed Police Department and constructs a new building for administrative meetings and Park & Recreation activities. Mr. Phillips noted; in order to accomplish Concept B, the tennis courts will need to be relocated. If the 8,000 square foot multipurpose room is removed from the plans, totals for both concepts are within approximately 5,900 square feet of each other, excluding the multipurpose room. Instead, it will be attached to the administrative building.

The final slide showcased the cost comparison summary for each concept, with a 10% estimating contingency and a 5% contractor overhead showing a profit above the cost estimate. The drawing presented along with a written outline of building systems and a report from the mechanical electrical plumbing consultant was used to generate the numbers. To date, no exterior elevations were studied. The additional 15% will decline as the project moves forward and more drawing information becomes available. The cost comparison notes, if the tennis courts are not removed, maintenance will be required for resurfacing, re-coating, relining and re-striping at an additional cost. As well as, new lights and light poles. There is no cost associated with the police department under Concept A due to department being part of the Park & Recreation. Concept B will be easier to phase and implement over time and with less disruption to township everyday practices than Concept A. In Concept A the administrative building will be totally renovated with temporary space provided at an additional cost.

Mr. Snyder questioned renovations will be needed to the administrative building regardless if a major renovation is not approved. Also, can an estimate cost be provided for just repairs to the administration building with no renovation? Mr. Phillips answered; no estimate cost for repairs have been submitted. However, one of the major needs for the administrative building is mechanical repair. If only repairs are completed, structural and spacing problems will still occur.

Mr. Snyder questioned the activity center in Concept A. Mr. Phillips explained; the center is not the same size or construction proposed for the multipurpose building, which would be attached to the administrative building in Concept B. It is also not the same building as proposed in the existing Public Works building. The multipurpose room will be twice the size as the existing public works building.

Mr. Snyder then questioned; other than space, are there other benefits in moving the Fleet Maintenance out of the current administrative building. Mr. Phillips answered; upon being aware of issues with fumes, exhaust and systems not functioning properly, it was difficult. Also, the building will become nicely contained.

Mr. Colello questioned; what is the reasoning behind the 8,000 square foot multipurpose room. Mrs. Lyons answered; there is no other option for a high demand indoor facility. The facility will be

utilized for indoor sporting events. As per Director of Parks & Recreation; Karen Sweeney recommendation, the multipurpose room will become cost effective due to its income producing opportunity in a short period of time. Mr. Colello then questioned, with the proposed cost of \$700,000 to build the facilities, how long will it take to recoup funds. Mrs. Lyons clarified, with the depreciation of the building and the income producing potential; it will not cost the township money. Mr. Colello commented he would like to view the numbers closely to determine if the building will actually save the township money. Mr. Phillips added; the intent in Concept A is to create a small activity building adjacent to Kids Castle to provide restrooms for the park. In Concept B, the larger multipurpose center can accommodate sports, such as basketball and is close to the Park & Recreation office for easy monitoring.

Mr. Colello then questioned what action is requested of the supervisors. Mrs. Lyons answered; direction is requested along with public input. In addition, the Board will request input from the Ways and Means Committee upon reviewing both options. No decision will be made until financing, budgeting requirements and needs are reviewed and discussed.

Upon a discussion amongst the Board regarding timeline and approval process, Mr. Colello commented both concept options will generate a tax increase. Mrs. Lyons responded; the Ways and Means Committee will explore alternate options with potential financing where a tax increase may not be a factor. Mr. Snyder suggested to research how a multipurpose center will benefit the township and break this option out from an approval process. Mrs. Lyons disagreed by indicating the multipurpose center is part of the concept B and no decision will be made now but in the near future. Mr. Snyder clarified the Board should look at the multipurpose center differently and not as a renovation.

Mr. Touhill questioned if a cost estimate can be provided for just repairs and not an entire renovation. Mr. Phillips indicated a quote for the mechanical and plumbing upgrades as part of the cost estimate can be provided. The estimate will be equivalent to the cost estimate to renovate the police department in Concept B.

C. Visitors/Public Comments

Resident, Karen Murphy, 68 Valley View Drive questioned if the regionalization of the police department will not continue. Mrs. Lyons answered; upon review, the Board decided not to proceed with the regionalization with Doylestown Borough and other departments. It made sense for the smaller boroughs, but not Doylestown Township.

Matthew Gallagher of 138 York Road commented on his recent interaction with police officers regarding his Seeing Eye dog and suggested the Board take into consideration the opinion of a blind person for ADA Federal requirements.

**II. ANNOUNCEMENTS**

- A. The next meeting of the Doylestown Township Board of Supervisors will be held on Tuesday, July 21, 2015 at 7:00 PM.
- B. Doylestown Township Administrative Offices will be closed on Friday, July 3, 2015 in observance of Independence Day.

**C. Sounds of Summer Concert Series – 2015**

- 1. June 24th – Fruitgum Company – Central Park - 7:00pm

2. June 28th – Philly Party Band /FIREWORKS – Central Park -7:30pm
3. July 15th – The Boy Band Project – Central Park – 7:00 pm in the newly constructed amphitheater.
- D. 2015 Discount Park Tickets are NOW available! To purchase ticket please contact the Administration Office.
- E. Father’s Day Fishing Derby, June 21, 2015 (rain or shine) at Peace Valley Park. Sailor’s Point. To pre-register or for further information please go to or contact the Twp. Administration offices.

### III. MINUTES APPROVAL: Regular Meeting - June 2, 2015

Mr. Snyder made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors approve the June 2, 2015 Regular meeting minutes with the following corrections...

A) Remove Mr. Garton from the agenda. He was not present at the meeting.

B) Page Five; New Business Section - change (A) General Code Book Clean up vote from 5 - 0 to 4 - 0 due to Mr. Touhill's absence. Mr. Colello then suggested the Board consider no votes to be passed until all the supervisors are present at one meeting.

MOTION was ADOPTED 3 -0- 1 with Mr. Touhill abstaining due to his absence.

Mr. Snyder made a MOTION; seconded by Mr. Colello the June 4, 2015 Doylestown Township Budget Work Session minutes be approved.

MOTION was ADOPTED 3 -0- 1 with Mr. Touhill abstaining due to his absence.

### IV. CORRESPONDENCES

#### A. Honor Flight Bucks County

Mr. Colello commented on his disagreement with Bucks County's tone that each municipality contribute to a cause, especially when tax payer money is involved.

Mrs. Lyons called the MOTION the Doylestown Township Board of Supervisors approve the Township contribute \$100.00 toward the Honor Flight program trip and \$550 for a 1/4 page advertisement in the October Veteran ID Card Directory.

MOTION FAILED 3 - 1

#### B. Delaware Valley University – Grant Application

Ms. Mason reported for informational purposes, Delaware Valley University will be applying for the Multimodal Transportation Grant for transportation improvement projects during fiscal year of 2015-2016. The money will be allocated to renovate the pedestrian access under the SEPTA rail lines and widen Campus Loop Road. Mrs. Lyons requested the township insure the trail plans and DART study are considered.

Upon Ms. Mason's recommendation, a letter will be sent to Delaware Valley University on behalf of the Board thanking them for the information and offering assistance, if necessary.

**V. REPORTS****A. Solicitor**

No Report

**B. Police Chief**

No Report

**C. Township Engineer**

No Report

**D. Manager – Request for Training – ICMA**

Mr. Colello made a MOTION; seconded by Mr. Snyder the Doylestown Township Board of Supervisors authorize Township Manager; Ms. Stephanie Mason attend with an overnight stay the 101st International City \ County Management Association Annual Conference in Seattle, WA from September 27th through 30th of 2015. The total amount of the trip is estimated at \$1,030.00 for airfare and registration.

MOTION CARRIED 4 to 0.

**E. Supervisors – Notice of Awards – B. Lyons**

Mrs. Lyons reported the township has received the 2015 Grassroots Leadership Award from the Heritage Conservancy for twenty five years of trail planning and twenty six miles of trails created in the community with members of the community, neighboring municipalities, businesses, hospitals, university and various individuals.

The township will be receiving the Conservation Organization of the Year award for the Environmental Advisory Council from the Bucks County Conservation District on Wednesday, July 22, 2015 at 6:00pm, Core Creek Park.

Mrs. Lyons reported the 21st Annual Golf Outing was well attended with 115 golfers participating. All proceeds went towards the restoration of Kids Castle.

Mr. Touhill clarified statements made in the newspaper regarding the last Zoning Hearing Board with regards to the Oscar Hammerstein proposed project. Some of the facts to clarify are Mr. Touhill has no interest in the project. There is interest in the land and Mr. Touhill removed his participation for any discussion or vote concerning the project. More specifically, Mr. Touhill never accepted any payments toward the project as reported in The Intelligencer newspaper.

Mr. Snyder reported the June 4, 2015 Budget Work Session was held with success. He encouraged any resident interested to view the information.

The Environmental Advisory Council Native Garden planting is scheduled for Saturday, June 20th from 9:00am until 12:00pm. Anyone interested in volunteering to assist with planting may arrive at the EAC Educational Center. Mr. Snyder commended the EAC for a job well done at the Summit conducted on June 4th.

Mr. Colello explained the Chairperson of the Board creates the agenda for each meeting and suggested to only include voting topics when all supervisors are present for better planning.

The Planning Commission discussed the Sign Ordinance at a recent work session. Three members of the commission have over thirty years of planning and zoning experience and two members worked on the

Pennsylvania Model ordinance from Montgomery County. Additionally, Ms. Mason and the township staff have over twenty five years in writing and implementing ordinances. Another commission member has over thirty years of experience in sales and marketing experience.

Mr. Colello questioned the status of the Pebble Ridge easement. Mr. Garton responded; currently there are three in hand with inquiries from an additional four or five. They would like to meet with the engineer site for review items. Responses are approximately at 40%, where reminders will be forwarded in a few days.

Mr. Colello commented on personal attacks received via an email from a resident, which were not appreciated. He then addressed that resident by stating his vote is not for sale.

## **VI. UNFINISHED BUSINESS**

## **VII. NEW BUSINESS**

### **A. 2015 Guiderail Bid**

Mr. John reported three bids were received to install guide rails along township roadways. The bid was divided into a base bid with a 1A and 2A alternate. Due to budgetary constraints, Mr. John recommends the Board award the bid to the lowest bidder, Collinsons, Inc for the base bid of \$28,500.00 and for alternate 2A in the amount of \$8,000.00 with a rejection to alternate 1A in the amount of \$20,000.00.

Mr. Colello made a MOTION; seconded by Mr. Snyder the Doylestown Township Board of Supervisors award the 2015 Guide Rail bid to Collinsons, Inc of Uwchland, PA in the amount of \$36,500.00.

Mr. Snyder questioned with the rejection of alternate 1A in the amount of \$20,000, what does it mean. Mr. John answered; replacement due for some guide rails will be postponed for another year with no safety issues in danger.

MOTION was ADOPTED 4 to 0.

### **B. Buckingham Retail Properties, LLC – Preliminary Land Development – Review Extension**

Mr. Garton reported Buckingham Retail Properties has a Zoning Ordinance Hearing scheduled for next month. Since a development plan cannot move forward without being reviewed by the Zoning Hearing Board, the applicants are requesting an extension through September 30, 2015.

Mr. Touhill made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors grant applicants; Buckingham Retail Properties an extension to submit a land development plan through September 30, 2015.

MOTION CARRIED 4 to 0.

### **C. Treasures Report – June 16, 2015**

Mr. Snyder made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors approve the June 16, 2015 Treasurer's Report.

MOTION was ADOPTED 4 to 0.

### **D. Bills List – June 16, 2015**

Mr. Snyder made a MOTION; seconded by Mr. Touhill the Doylestown Township Board of Supervisors approve the June 16, 2015 Bill's List in the amount of \$472,260.21

MOTION was ADOPTED 4 to 0.

**VIII. ANNOUNCEMENTS**

Ms. Lyons announced the Environmental Advisory Council will hold a planting at the Native Garden from 9:00am until 12:00pm, Saturday, June 20, 2015 at the Educational Center.

The Board of Supervisors are requested to attend the Bucks County Conservation District Award ceremony, presented by the Bucks County Planning Commission on Wednesday, July 22, 2015 at 6:00pm.

**IX. ADJOURNMENT**

The June 16, 2015 Doylestown Township Board of Supervisors Regular meeting was adjourned at 8:10pm.

Respectfully submitted by

Stephanie J. Mason  
Secretary