



Board of Supervisors

Regular Meeting

425 Wells Road
Doylestown, PA 18901
www.doylestownpa.org
Twitter: @DoylestownTwp
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215-348-9915

~ Minutes ~

Tuesday, October 20, 2015

7:00 PM

Public Meeting Room

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 conducted a Budget Work Session, prior to the meeting.

B. Visitors/Public Comments

No comments

II. ANNOUNCEMENTS

- A.** The next meeting of the Doylestown Township Board of Supervisors will be held on Tuesday, November 17, 2015 at 7:00 PM.
- B.** Doylestown Township Administration offices will be closed on Tuesday, November 3, 2015 due to the General Election and Wednesday, November 11, 2015 in observance of Veterans' Day.
- C.** Applications are being accepted for a vacancy on the Doylestown Township Zoning Hearing Board as well as other Boards and Commissions. Please check the Township website for information. If you are interested in applying for any opening please submit a letter of interest and resume to the Board of Supervisors, 425 Wells Road, Doylestown
- D.** Howl-O-Ween – Saturday, October 24th - 10:00am - 1:00pm (Rain date: Sunday October 25th) Turk Park III, adjacent to the dog park - Membership and/or pre-registration is NOT required
- E.** CB Cares PumpkinFest 2015 – Saturday, October 24, 2015 -Moravian Pottery & Tile Works 2:00 PM – 10:00 PM. \$20 per carload (cash only)
- F.** Doylestown Township Leaf and Yard Waste Recycling – The Drop Off Site is open every third Saturday of each month, March-December, 9 AM – 11 AM. Location: New Britain Road access to the back part of CENTRAL PARK

- G. Daylight Savings Ends on Sunday, November 1, 2015. Remember to turn your clocks BACK one hour and replace the batteries in your smoke alarms.

Resident; Ernie Gash of 15 Wilshire Road questioned can leaf and yard waste be dropped off before 9:00am. Mrs. Lyons answered; all leaf and yard waste can only be dropped off on the third Saturday from 9:00am until 11:00am.

III. MINUTES APPROVAL: Board of Supervisors. – October 6, 2015

Mr. Snyder made a MOTION; seconded by Mr. Colello the October 6, 2015 Doylestown Township Board of Supervisors Regular meeting minutes be approved with the following corrections as noted by Mrs. Lyons ...

Section E; Staffing Needs should read "the Police would like to hire two new hires to retain 21 police officers" One officer will be needed in November of 2015, the second in January of 2016.

MOTION was ADOPTED 4 to 0.

Mr. Touhill made a MOTION; seconded by Mr. Colello the October 6, 2015 Doylestown Township Budget Work Session meeting minutes be approved.

MOTION was ADOPTED 4 to 0.

IV. CORRESPONDENCE

V. REPORTS

- A. Solicitor
No Report
- B. Police Chief
No Report
- C. Township Engineer
No Report
- D. Manager

Ms. Mason reported on the importance of the non-uniform request for an HRA Card to assist with healthcare plan increase for visiting specialists. The non-uniform staff has not seen the same benefits as offered to the uniformed police in many years. Previously there was more parity between the two groups. Providing an HRA Card will have the township show their appreciation with the non-uniform staff. Ms. Mason then offered her time should the Board have any questions.

Mrs. Lyons questioned how much will the HRA Card for the entire non-uniform staff cost and was the matter discussed with the Ways and Means Committee. Ms. Mason answered the costs will be approximately \$10,000.00 per year and discussed with the Ways and Means Committee where it was indicated funds can be located to cover costs.

Mr. Snyder commented the topic of healthcare costs were mentioned at the recent Budget Work Session and once the Board is able to understand the request further, a decision can be made.

- E. Supervisor

Mr. Touhill encouraged any resident interested to attend the Bike & Hike and Park & Recreation meetings. The Bike and Hike Committee recently filled a vacancy with a Doylestown Borough member. However, the Park & Recreation Board has an available vacancy, where Mr. Touhill invited anyone interested to attend a meeting and submit their application.

Upon a question from resident; Mr. Gash, Mr. Touhill announced the Park & Recreation Board meets on the second Tuesday of each month at 5:30pm. The next scheduled meeting will be held on November 10, 2015.

Mr. Snyder thanked the township staff, Ways & Means Committee and the Supervisors for their attendance and contribution at the Budget Work Sessions. New materials was prepared, which was not reviewed before and many details were flushed out.

Mrs. Lyons reported on her trip to Harrisburg scheduled for Wednesday, October 28th to participate in a show and provide input regarding Drug Awareness Education. The Pennsylvania Association of Township Supervisors is also interested in what Doylestown Township has developed and requested Mrs. Lyons attendance to provide comments and input. Mrs. Lyons then requested Board input, so she may forward accordingly.

VI. NEW BUSINESS

A. Employment Contracts

Mrs. Lyons reported the Police Benevolent Association (PBA) approved the most recent Police Contracts and currently in need of Board approval. Mr. Garton added; should the Board approve the four year contract beginning January 21, 2015 through December 31, 2018. Contracts includes, 3 1/2 percent pay increase each year for four years, day to day operations issues of the department, significant modifications to the healthcare, such as co-pays and for the first time the police will be contributing to their healthcare.

Mrs. Lyons noted in the contract, the HRA Card will provide the police with \$800.00 each for family and \$600.00 each for singles. She then questioned if the contracts indicates when a patrolman or non-supervisory staff can stand in as an acting supervisor for a limited amount of time. Mr. Garton answered; the contract states on page six; if a Sargent is not available to work for more than seven consecutive work days, which is considered two calendar weeks.

Mr. Touhill made a MOTION; seconded by Mr. Snyder the Doylestown Township Board of Supervisors approve the Agreement between Doylestown Township and Doylestown Township Police Department.

MOTION was ADOPTED 4 to 0.

Mr. Touhill made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors approve the Agreement between Doylestown Township and Doylestown Township Police Chief; Arthur Dean Logan.

MOTION was ADOPTED 4 to 0.

Mr. Snyder made a MOTION; seconded by Mr. Touhill the Doylestown Township Board of Supervisors approve the Agreement between Doylestown Township and Doylestown Township Lieutenant; Matthew J. O'Connor.

MOTION was ADOPTED 4 to 0.

B. Imagine Scanning Proposal – Code Enforcement

Ms. Mason referenced Code Enforcement Director; Sinclair Salisbury October 15, 2015 memorandum requesting approval to purchase a scanning service to scan and file township documents. The 2015 township budget allotted \$19,000.00 for scanning. Three quotes were obtained and Ms. Mason recommended Scantek be awarded the bid in the amount of \$17,139.75 to scan and place on hard drive the Code Enforcement department's property files. A total of 111 boxes with 2,500 pages are needed to be scanned.

Mr. Salisbury added; purchasing the scanner is part of an ongoing quest to provide the best possible service for the community. Scanning documents will enable the staff to retrieve records quickly in digital form. It will also assist in researching properties for residents, contractors and the township staff more efficiently.

Mr. Snyder questioned what will happen to the boxes once the scanning is completed. Mr. Salisbury answered; the boxes will be treated within the Record Retention requirements for disposal. Any permits associated with buildings will be archived and retained for the life of the buildings. Mr. Snyder then questioned if Scantek services have been used in the past. Mr. Salisbury explained; Scantek is a local company based in Willow Grove, PA who has completed work for many commercial operations and has a very good reputation. Mr. Salisbury continued to explain; Scantek will pick up the boxes and return to their facilities. There, materials will be de-stapled, sorted, scanned and indexed. Mr. Colello commented on a feature where Scantek will also organize files for the township, keeping it ahead of the twentieth century.

Mr. Snyder then questioned how long will the process take. Mr. Salisbury was uncertain of the exact time, but indicated the service will be completed prior to the end of the year.

Resident; Lee Schwarz of 189 Sunset View Drive questioned if the documents will be available online. Mr. Salisbury answered; due to the confidential nature of the documents, it will not be available online. The service is mainly to provide efficient service to the residents who request information, research during permit issuance and historic information related to each property.

Mr. Touhill made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors award the 2015 Code Enforcement Scanning bid to Scantek of Willow Grove, PA in the amount of \$17,139.75.

MOTION was ADOPTED 4 to 0.

C. Tabor Property Sketch Plan

Mr. Garton reported a sketch plan does not require Board action. Attorney for the applicants; Robert W. Gunlach of Fox Rothschild requested Board comments and recommendations of the current sketch proposed to construct 20 new single family homes along the Tabor Property.

Mr. Gunlach reported over the years, the Tabor property has sold off several parcels. Most recently, four to the five single family homes and land across Easton Road for the Commerce Center. Currently, the Tabor property conducts business as a daycare center with several office facilities on site. However, the Tabor will only need approximately five acres to continue business and recently solicited proposals from developers for use of approximately 14 acres. Applicants; Saurman Associates, LLC's bid was accepted and entered into an agreement of sale to purchase fourteen acres, which includes the existing Manor House. The site is currently zoned in the C3 District, which allows a limited amount of commercial and does not permit retail. The applicant is proposing the property be developed as single family residential and requires re-zoning a portion of the property to the R1 District with a text amendment to allow single family in combination with the preservation of a historic home. With the Manor House listed as a historic property, the applicants are also proposing to renovate the home as part of the plans. Current in R1, development of town homes with the preservation of historic structure is allowed. Upon research with

NB Homes, a national builder in the Central Bucks area who determined single family will be more appropriate for the property and location.

Mr. Garton questioned what is the minimum lot size required in R1 and what is the minimum lot size proposed in the text amendment on the plan. Mr. Gunlach answered; the plan included a text amendment to identify the B16 Use to allow smaller lots as 10,000 feet. The plan proposes a different mix of village style home. The existing zoning in R1 allows 40,000 square foot lots. The applicants are also proposing open space, which is not part of the R1 for open lots.

Upon confirming the proposed site is approximately fourteen acres, Mrs. Lyons questioned how many houses are to be built. Mr. Gunlach answered; 20 new single family homes are proposed to be constructed. Along with the existing manor home, the total will be 21. This will leave the Tabor improvements on approximately five acres.

Kristen Holmes of HC Engineering explained the proposed development is split with a red subdivision line that comes down through the center of the property and bends around the existing facilities along Tabor services in order to retain the existing buildings. Lot A of the sketch plan is 5.05 acres and maintains the existing driveway access to New Britain Road. It also maintains all existing driveways along the frontage of New Britain Road, an existing daycare building and former dormitory building. Both the daycare and dormitory is proposed to remain. The subdivision line goes along the existing building so to preserve the functions.

For the residential portion, the surrounding properties to the West and North are zoned R1 residential. It's proposed to re-zone the property to R1 residential. The proposed improvements are to maintain the existing historic dwelling on a larger lot and the view shed that exists today along Easton Road. Storm water basins for all new improvements as part of the subdivision and a deed restriction open space area along the road frontages of New Britain Road and Easton Road. The front of the historic dwelling is proposed to preserve the view shed. The twenty proposed lots are distributed throughout the portion of the property with two proposed streets. The main entrance will come out the existing signalized entrance at Easton Road. It comes with the office complex across the street and a secondary right in and out access is further down Easton Road as additional access to serve the dwellings. The proposed lots with the text amendments are a minimum 10,000 square foot lot area. They are distributed with different lot sizes and the plans show averages of 18,000 square foot lots between the twenty lots. There are changes to the tract area dimensional requirements as part of the text amendment as well as the individual lot dimensional requirements. All are proposed under the B16 Use for the text amendment. Buffers are also required between the residential district and commercial zoning district.

Mr. Garton questioned what will be the lot yield if the text amendment is not granted and if the plan moves forward traditionally as a R1. Ms. Holmes answered; it would be approximately 14 to 15 lots. Upon questions from the Board, Ms. Holmes clarified; with 13.7 acres on the residential portion of the property divided by 40,000 but a full survey has yet been completed on the property. An aerial imagery was used to determine the woodlands area, property line and tax map information for boundaries to approximate items. The net build able site area for the proposed residential portion is approximately 11 acres. Mr. Gunlach added; the calculations are based upon the current zoning because it's not considered R1, it will allow office at two 60,000 office buildings. Mr. Holmes continued to explain; it will be larger scale office buildings with larger parking areas on the tract. Open space proposed is 20% around the historic home and the along the road frontage is to maintain the view shed.

Mr. Gunlach concluded by requesting the Board's comments and suggestions to the redevelopment of the Tabor property for single family as opposed to commercial. The applicants met with the Doylestown Township Planning Commission where a site visit is scheduled next week. Upon the visit, the applicants will meet again to discuss findings. However if the Board of Supervisors do not feel the proposed plan are appropriate, the applicants are prepared to change their direction.

Mr. Colello commented on the exceptional Planning Commission reputation, but the situation is complex. He suggested to wait until comments from the Planning Commission is received after the site visit before moving forward, Mr. Snyder and Mr. Touhill agreed.

Mr. Snyder questioned if the architectural style fits within the historic home. Mr. Gunlach answered; the style will be customized and the renderings provided are a type of homes the designer is leading towards. It will be a stone accent on homes to complement the manor house.

Upon a discussion amongst the Board regarding the village style proposed, Mr. Gunlach indicated a walking trail along the entire frontage of the property is proposed, which would connect out and take residents closer to the Doylestown Borough. Mrs. Lyons questioned if the proposal is for residential only. Mr. Gunlach indicated yes and the second right in and out access can be a discussion item and easily adjusted upon Board's direction.

D. Discuss Items Related to Future Township Budgets

Mrs. Lyons began the discussion with requesting Board comments with borrowing funds for replacement of the Chapman Road Bridge.

Mr. Snyder commented when the Roads Department completed upgrades and renovations on the bridge, the thought was to last five years. He suggested to have the township plan a full renovation within three years and no more than five. Accommodations will be needed to complete the project.

Mr. Colello is in favor of borrowing funds to have the Chapman Road Bridge replaced. The borrowed funds will be approximately one and a half million dollars.

Mrs. Lyons questioned, if the funds are borrowed, how will the debt services be paid for. Mr. Garton first questioned when will the debt services from Central Park be removed from the township's accounting records. Mrs. Lyons responded; these funds will need to be absorbed. Mr. Garton then indicated the township will not be able to lead into the next debt.

Mr. Colello noted; the township may have an opportunity to receive a loan to cover Chapman Road Bridge and a new building.

The Board agreed by consensus to choose a design of a construction path to build or expand and repair the Chapman Road Bridge. Mrs. Lyons questioned if the idea will be to finance both at the same time. Mr. Touhill noted due to requirements, the two scheduled projects may have to be completed separately to keep within three years. Mr. Garton indicated funds for designs of the building and bridge may be spent, prior to the time of when borrowing will begin. Another alternative is to create resolutions to state if there is enough funds, an advance of cash to pay the township back from financing. He advised to have one financing place to avoid paying the same costs twice. A loan anticipation resolution will enable the township to pay themselves back.

Mrs. Lyons questioned if funds are borrowed in year one, will all project be completed by year three. As per requirements, all projects should be 85% completed. Mr. Garton stated it will take planning and discussions to determine a schedule. He then suggested having a bank loan to finance the bridge and then pay the bank loan off with a bond financing.

As clarification, Mrs. Lyons stated both projects will be completed by the township financing the replacement of the bridge with a bank loan, depending upon the timing. She then suggested by the end of December, the Board will provide direction on the building. The Board agreed.

Ms. Mason reported upon working with Pennoni & Associates regarding the bridge, analysis were completed and permitting, engineering with design work will cost approximately 20% of construction and 15% for inspection totaling \$350.00. With a full year of construction, the cost may raise to \$18,000.00. Mrs. Lyons questioned can the construction of one year be closed down. Mr. Canales responded a request to have Pennoni & Associates speed up their construction schedule can be placed. He added; although one year sounds long, the plans may include hidden items such as utilities. However, design and permitting may take up to one year and can begin immediately. Upon Mrs. Lyons request, Ms. Mason agreed to begin the permitting and design in December. Mr. John added; with receiving Board directions, planning can begin sooner.

Mr. Touhill commended Mr. John and the Roads crew on their tremendous efforts with the restoration of Chapman Road bridge. He then reported the replacement of the bridge is necessary to solve deeper issues with the bridge for safety.

Mr. Colello questioned if the resolution has a time limited of when it should be created. Mr. Garton answered; before any money is spent, the resolution should be created and by the end of the year.

E. Treasurers Report – October 20, 2015

Mr. Snyder made a MOTION; seconded by Mr. Touhill the October 20, 2015 Doylestown Township Treasurer's Report be approved.

MOTION was ADOPTED 4 to 0.

F. Bills List – October 20, 2015

Mr. Snyder made a MOTION; seconded by Mr. Touhill the October 20, 2015 Doylestown Township Bill's List in the amount of \$210,007.90 be approved.

MOTION was ADOPTED 4 to 0.

VII. ANNOUNCEMENTS

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VIII. ADJOURNMENT

The October 20, 2015 Doylestown Township Board of Supervisors Regular meeting was adjourned at 7:44pm.

Respectfully submitted by

Stephanie J. Mason
Secretary