



Board of Supervisors

Regular Meeting

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215-348-9915

~ Minutes ~

Tuesday, December 1, 2015

4:00 PM

Public Meeting Room

I. 4:00 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, 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. Presentation - Stormwater Annual Update by GHD – R. Burns and R. Mehalick

Richard Burns and Russell Mehalick of GHD, formerly Conestoga Rovers & Associates presented their annual Illicit Discharge Detection and Elimination (IDD&E) report. During the 13th year of the program, typical hot spots IDD&E sampling was conducted along several out falls throughout the township to locate illicit discharge and fecal coliform. In the last few years, concentration was toward hot spots with elevated fecal coliform readings. As per the township request, 60 additional outfalls and hot spots were inspected.

The Pennsylvania Department of Environmental Protection (PADEP) remains pleased with how Doylestown Township is monitoring the program and is aware of the application submission for permit updating. PADEP is currently working on new permit conditions and new permits will be available in March of 2018. At this time, the township will receive a new full permit. The township is due to submit a notice of intent for the individual applications by September 15, 2017.

In 2015, focused inspections and sampling were completed in historic spots along Areas 1, 2 and 3. Additional inspections and sampling were completed along Area 1 and 2, as per the township's request. In total, there were 60 additional inspections completed. One inspection completed was an indicator test which recognizes *Escherichia coli* (e coli) as part of the Environmental Protection Agency (EPA) Clean Water ACT. Test results were identified as, Area 1 with 11 samples, Area 2 with 14 and Area 3 with 3.

Upon sampling, data is collected and forwarded to an accredited laboratory for fecal coliform testing. The total fecal coliform numbers are then reviewed and specific areas are chosen with increased levels in the past and in 2015. The numbers selected had DNA fingerprinting completed to determine whether the fecal coliform is from a human or animal.

In 2015, Area 1 had 16 samples completed at 14 outfalls with 2 samples collected tfor DNA testing. Results found 6 samples tested positive for fecal coliform (FC) greater than 200 colonies per 100 milliliter. This is considered the states' baseline for contamination. The maximum number was

greater than 1,900 colonies per 100 milliliter. DNA testing resulted in one positive for human and one for dog.

Area 2 had 14 samples completed at 11 outfalls with 3 samples collected to DNA testing. Results found 4 samples tested positive for fecal coliform greater than 200 colonies per 100 milliliter. The maximum number was greater than 6,000 colonies per 100 milliliter. The state's baseline consider the area highly elevated. DNA testing resulted in two positive for human and one for dog.

Area 3 had 3 samples completed at 3 outfalls with no DNA testing. Results found no samples tested positive for fecal coliform greater than 200 colonies per 100 milliliter.

As a summary, Area 1 FC levels decreased somewhat from 2014 at 2 samples greater than 6,000 colonies per 100 milliliter. Area 2 FC sampling had no significant change from 2014. In 2015, the maximum number was greater than 1,200 colonies per 100 milliliter. Area 3 showed no FC number greater than 200 colonies per 100 milliliter.

Going forward, GHD will continue to conduct hot spot sampling in Areas 1, 2 and 3 throughout the township's 25 locations. This also includes additional inspections and/or sampling as per the township's direction. GHD will also continue to comply with the current per PAG-13, dye tracing to determine catch basins in the street, TV inspections along catch basins to determine illegal connections into the storm sewers and DNA testing will be completed on a as needed basis.

Takeaways are the township continues to be in compliance and complete all necessary inspections, sampling and maintenance to improve the water quality along the township.

Mr. Snyder referenced the 16 sampling conducted along Area 1 and questioned if the results are considered good or bad and does the program note repeat offenders. Mr. Burns answered; 200 colonies are the baseline criteria and the results will be followed up during the next scheduled sampling. Mr. Mehalick answered hot spots have been historically high in the area, where televising of outlets was performed to look for illicit discharge and illegal hook ups in the storm pipes. An exact resident with high readings cannot be pin pointed. Only areas with high readings are documented and considered a hot spot. With dye tracing, until the discharge goes through the septic system and through the ground, it cannot be seen in the catch basins. High counts are considered a warning indicator that something is wrong. Mr. Burns added; some of the reading may have been lower than previous years. Ms. Mason noted some of the areas with high readings are along the Pebble Ridge area where public connections are scheduled.

C. Visitors/Public Comments

Resident; Keith Peters of 116 Steeplechase Drive presented the Board with his Concept I proposal regarding options other than the proposed renovations to the Municipal Buildings. There is enough land along the Municipal Complex to place a new or renovated building and not disturb the tennis and basketball courts or any part of Central Park. Some options include building up or down, installing solar panels or roofing to make ecological sense. Switching the police department location with the administrative side of the building is a good idea from a traffic stand point with park side access.

Mr. Peters suggested the common meeting room proposed along the police side could be determined as the new public meeting room. Other suggestions included, squaring off the front of the building to create additional parking for the lobby area along the police side and preventing the mural from being demolished.

II. ANNOUNCEMENTS

- A. The next meeting of the Board of Supervisors is scheduled for Tuesday, December 15, 2015
- B. Great Gift Ideas!

III. MINUTES APPROVAL – Regular Meeting – November 17, 2015

Mr. Snyder made a MOTION; seconded by Ms. Manion the November 17, 2015 Doylestown Township Board of Supervisors Regular meeting minutes be approved.

MOTION was ADOPTED 5 to 0.

IV. REPORTS

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

D. Manager

- 1. Set meeting times for Reorganization Meetings – Monday, January 4, 2016 (BOS) and Tuesday, January 5, 2015 (Auditors)

The Board agreed by consensus to schedule the January 4, 2016 Doylestown Township Board of Supervisors Re-organizational meeting at 4:00pm and the Doylestown Township Auditor's meeting on January 5, 2016, at 7:00pm, upon confirmation.

- 2. Status and Update - Doylestown II – Rt. 313 TVC-ARC, LP – Amendment to ZHB Application

Ms. Mason reported for informational purposes on the status of Ms. Julie Von Spreckelsen of 33 Neill Drive in Fountainville Zoning Hearing Board amendment application regarding Doylestown II at Route 313. A new hearing has been scheduled for January 28, 2016. The application was also amended to include a variance due to dropping below the 5 acre requirement. As per the Board's request, Mr. Garton and Ms. Mason are scheduled to attend the hearing in order to report back to the Board.

- E. Supervisors

Ms. Manion commended the township staff on a job well done in researching the current budget to locate areas to reduce costs. Ms. Mason indicated any Board comment or suggestion can be submitted prior to the Ways & Means Committee next meeting on December 9th. All updated materials will be available for the December 15, 2015 Board of Supervisors Regular meeting.

Mr. Colello reported on the recent Planning Commission meeting where the commission conducted a site walk through along the Tabor Services property. Some issues were raised during the site walk

regarding a request to change zoning and text amendment. As a result, all parties agreed to meet and discuss a course of action that will benefit everyone.

Mr. Colello stated his comments at the November 17, 2015 Board of Supervisors meeting were received significantly different than intended. Mr. Colello apologized and clarified; the budget has been worked on for many months. Many volunteers from the Ways & Means Committee, Supervisors and Township staff spent well over 100 hours going through the proposed 2016 budget. After the budget was compiled and placed into draft form, the next step was to vet the entire budget as a whole. This analysis of the total budget picture takes several weeks, but critical. Pieces of the budget was assembled and submitted to the Board, but because of self-imposed time constraints was not vetted as a complete picture. The Board of Supervisors should not receive a draft of the budget without or until the Township Manager had enough time to view the total assembled budget in line by line form. The budget was by no means thrown together. Mr. Colello stated his previous comments were never meant to imply the budget was thrown together. Each of over 100 count lines were analyzed. The good news is the rush to submit the budget to the Board will not happen again. Procedures are being changed to ensure that in the future the final draft budget will be delivered in an adequate time for proper vetting.

Mr. Snyder commented on how hard the Township Staff and Environmental Advisory Committee (EAC) worked to develop meadows throughout the township property and completed a good job. With preparation for spring mowing beginning, the EAC requests mowing remain within the required confines and not thread into the meadow territories.

Mr. Snyder reported upon discussions with Ways & Means Chairperson; Lee Schwarz, one item scheduled for the January 2016 meeting is to conduct a post review of the 2015 budget process. Many changes were made in 2015 during the budgeting process to improve certain procedures.

Mr. Touhill reported bricks, benches and sections of bike & hike path are available for purchase and will be a great gift idea for the holidays. The township administrative offices can be contacted for more information. Ms. Manion added; pieces of Kids Castle can also be purchased.

Mrs. Lyons commented on the Township Staff November 30, 2015 memorandum received regarding the 1/2 millage reduction in the 2016 Township budget, where she is in favor of most of it. Mrs. Lyons disagrees with the removal of the proposed non-uniform HRA Cards from the budget. It's an appropriate expense of the non-uniform staff.

Upon speaking with Ms. Mason regarding the Emergency Non-continuity Servers and is an item that should be reviewed as a proposed addition of the facility renovations.

Mrs. Lyons recently had a conversation with the Chairman of Kids Castle and agrees the \$25,000 can be reduced by \$9,100. However, \$15,900 is still needed in the 2016 Township Budget to meet funding grant requirements.

V. CORRESPONDENCE

None

VI. UNFINISHED BUSINESS

- A. Shared Use Path – Grant Agreement – Lower State Road -Tabled from 11/17/15 meeting

Ms. Mason reported the 100% reimbursable grant from the Pennsylvania Department of Transportation (PennDot) as a Federal Transportation program. The grant was increased by \$467,366 and the match for engineering did not change. Instead, the township will receive extra money to assist with the railroad crossing.

Bike & Hike Vice Chairman; Thomas Kelso reported the additional funds will assist with the Septa crossing at Lower State Road. The crossing is known to be a dangerous pedestrian and bicycle activity and will be a key component of the overall trail plan for the community as a whole. Although SEPTA was unable to contribute to the program, they have been extremely cooperative. However, SEPTA has agreed to pay 100% towards a future railroad crossing along an adjoining community. Mr. Kelso concluded by requesting Board approval to have the township enter into a Shared Path Agreement and have funds applied towards improvements to the Lower State Road SEPTA crossing. Ms. Mason added the 100% reimbursable grant will total \$1,260,000.

Mr. Snyder requested clarification as to why SEPTA did not contribute to the program. Mr. Kelso answered; normally SEPTA shares in the costs with railroad crossing projects, although not required. On this project, SEPTA chose not to participate because one of their stations were not involved. However, they will assist with the design and inspections of the crossing.

Mr. Touhill made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors approve Shared Path Agreement with the Commonwealth of Pennsylvania through the Department of Transportation and have funds applied towards improvements to the Lower State Road SEPTA crossing for a total amount of \$1,260,000.

MOTION was ADOPTED 5 to 0.

B. Township Building Renovations – Continued Discussion

Mr. Snyder reported on the newly created committee to oversee the proposed Township building renovations. The committee includes Mr. Snyder, Ms. Stephanie Mason, Mr. Richard John and Architect; Joseph Phillips. The committee's first meeting was held on November 25th. Additional experts will be assigned on a as needed basis.

During the first meeting, the committee agreed to build upon the existing plans and review alternatives for space and space requirements. Additionally, the committee agreed to resolve any immediate issues such as site security, balance with future site plans and what financial impact it will have.

For the project concept, the administrative and police departments will remain on the existing site, but have the locations flipped with the administrative offices open to the park area. This will provide the police with a controlled secured access onto the site and egress, separate from the public. However, how much additional construction has yet been decided. Upon a decision, all options will be presented for Board approval on a future date. The committee would first like to review all options to provide the best manageable space.

The committee also viewed projects that can be deferred or reduced as the wash bay will be deferred at a value of \$167,000. Salt storage was reduced from \$338,000 to \$80,000, which is included in the 2016 Township budget. Park maintenance storage will be reduced from \$627,000 to \$75,000. The multi-purpose recreation building is to be deferred.

If no renovations are completed, allocation is still needed as part of the five year budgeting process to spend on infrastructure in the capital plan in the amount of two million dollars. HVAC and heating systems will need to be upgraded, if no renovations are to be completed. Whether the Board

approves or denies the proposed renovations, a large amount of funds will still be needed for improvements.

Mr. Snyder then requested Board approval to switch locations of the police and administrative offices as part of the renovations with playing courts remaining at the same location. Further, have the multi-purpose room be deferred. Should a proposal to build a multi-purpose room be offered, it will stand on its own merit and not be placed as part of the renovations.

Mrs. Lyons questioned with the departments flipped, will it include an expansion of the existing building. Mr. Snyder indicated yes. However it's yet to be determined whether the extra square footage will be added to either the police or administration offices. The committee is currently working on a concept and once the switching of the departments are approve, the next steps will be determined.

Ms. Manion questioned what is the biggest reason for the flipping of locations. Mr. Snyder answered; to provide one access in for police and away from the park and public.

Mr. Snyder then reported the next project meeting is scheduled for December 9, 2015 and the committee will continue to provide updates. He then indicated the committee will provide their recommendations by February 3, 2016.

VII. NEW BUSINESS

A. Police and Fire Federal Credit Union – Request to add to employee options

Ms. Mason reported the Police and Fire Federal Credit Union held a presentation to the entire Township staff. After the presentation, several uniform and non-uniform employees requested the ability to bank with the Federal Credit Union. Ms. Mason indicated a letter will need to be provided requesting township employees have approval to become a member to utilize banking services.

Ms. Manion made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors authorize a letter be written granting permission to any Township staff interested in becoming a Police and Fire Federal Credit Union member to utilize their banking services.

MOTION CARRIED 5 to 0.

B. 2016 GHD Proposal – Stormwater

Ms. Touhill made a MOTION; seconded by Mr. Snyder the Doylestown Township Board of Supervisors approve the GHD 2016 Proposal for Scope of Work and Cost Estimate in the amount of \$14,950.00.

MOTION was ADOPTED 5 to 0.

C. Zoning Hearing Board Application – 155 Pine Run Rd. – Requests an appeal and variance.

Ms. Mason reported Robert & Brandy Alexander of 155 Pine Road requested an appeal of a zoning enforcement action taken by the township's Code Department. Mr. & Mrs. Alexander have established a daycare center in a R1 Zoning District. As per Mrs. Lyons question, Ms. Mason clarified the applicants are renting a cottage for a daycare center on the property, which is in violations of the township's requirements. Ms. Mason recommends Township Solicitor; Jeffrey P. Garton attend the hearing.

The Doylestown Township Board of Supervisors agreed by consensus to have Township Solicitor; Jeffrey P. Garton attend the zoning appeal hearing of Robert & Brandy Alexander of 155 Pine Road with regards to their appeal request.

Mrs. Lyons questioned who bears the costs if the township is found successful. Mr. Garton indicated the township will bear all costs. Additionally, Mr. Garton reported the applicants can continue running the daycare center until a decision is made by the Zoning Hearing Board.

VIII. ANNOUNCEMENTS

The Board will be meeting with Boards and Commission vacancy candidates.

IX. ADJOURNMENT

Hearing no further business, the December 1, 2015 Doylestown Township Board of Supervisor Regular meeting was adjourned at 4:49 pm.