



# Board of Supervisors

## Regular Meeting

425 Wells Road  
Doylestown, PA 18901  
[www.doylestownpa.org](http://www.doylestownpa.org)  
Twitter: @DoylestownTwp  
[www.facebook.com/doylestowntwp](http://www.facebook.com/doylestowntwp)  
215-348-9915

~ Minutes ~

---

Tuesday, November 15, 2016

7:00 PM

Public Meeting Room

---

### I. 7:00 PM REGULAR MEETING

Members of the Board of Supervisors in attendance included Chairperson; Barbara N. Lyons, Vice Chairman; Richard F. Colello with 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. Presentations - PBA Fund Raising – Of. S. Magee

Officer and President of the Doylestown Township Police Benevolent Association (PBA); Shaun Magee addressed the Board to explain recent changes of the PBA as an organization comprised of all the Township's police officers with a goal of creating a positive relationship with the community of which it serves. The PBA is interested in becoming more involved to include participation and financially supporting local events, such as the holiday fundraiser at the Barn Nature Center, Kutz Elementary and the annual Touch a Truck event.

To assist the PBA, Officer Magee requested Board approval to implement a fundraiser by sending letters to resident requesting support. Funds raised will be placed into an account that will be filtered throughout the year towards different community events.

Mrs. Lyons commented; she is in full support and commends the Organization on their efforts. Officer Magee added; his hope is to meet with the Board and the Parks and Recreation department in 2017 to coordinate different events they may assist with.

Mr. Snyder questioned if this is the first year the PBA began the program and what is the plan for the letters. Officer Magee indicated yes and letters will only be forwarded to residents of Doylestown Township to only assist in supporting community run events.

The Doylestown Township Board of Supervisors agreed by consensus to support the Doylestown Township PBA and approve they move forward with their fund raising efforts.

C. Visitors/Public Comments

None

**II. ANNOUNCEMENTS**

- A. The next meeting of the Board of Supervisors is scheduled for Tuesday, December 6, 2016 at 4:00PM.
- B. Doylestown Township Municipal Building will be closed on Thursday and Friday, November 24 & 25, 2016 in observance of Thanksgiving.
- C. 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.

**III. MINUTES APPROVAL – Budget Work Session-10/18/16 and Regular Meeting-10/18/16**

Mr. Colello made a MOTION; seconded by Mr. Snyder the Doylestown Township Board of Supervisors approve the October 18, 2016 Budget Work Session minutes.

MOTION was ADOPTED 5 to 0.

Mr. Snyder made a MOTION; seconded by Mr. Colello the October 18, 2016 Doylestown Township Board of Supervisors Regular meeting minutes be approved.

MOTION was ADOPTED 4 to 1 with Ms. Manion abstaining due to her absence.

**IV. REPORTS**

- A. Solicitor  
No Report
- B. Police Chief

Chief Logan reported on a speed change initiated by the Pennsylvania Department of Transportation (PennDot) along Swamp Road, between Curley Hill Road and Saw Mill Road. The speed limit was reduced to 35 miles per hour. The speed change is in result of a number of vehicle accidents t off Route 313 at Christopher Day Drive.

The second speed limit change was recommended by the Traffic Commission and located at Cherry Lane, where the speed limit will be reduced to 25 miles per hour from 35 miles per hour.

- C. Township Engineer  
No Report
- D. Manager - 2017 Meeting Schedule

Ms. Mason introduced and welcomed Mr. Dave Tomko as the newly hired Director of Operations for Doylestown Township. Mr. Tomko is shadowing Mr. John, who retires in March of 2017.

Ms. Mason reported; the resident of 53 Pine Valley Road is currently going into settlement and has submitted the necessary materials to DEP with regards to a public connection, which is part of the settlement agreement. Upon Ms. Mason's request, the Board of Supervisors agreed by consensus to have the matter move forward to have pubic connection completed through DEP.

Ms. Mason requested Board approval to finalize the 2017 Doylestown Township Board of Supervisors meeting schedule. Upon a discussion amongst the Supervisors, it was confirmed one meeting will be held in April on the 18th at 7:00pm, change the May 7th meeting to 4:00pm. Upon Mr. Snyder's recommendation, the Pension Meeting will be moved from September 19th to August 15th and the Budget Work Session be held on April 18th, June 20th, October 3rd and October 7th with the Board of Supervisors Regular meetings following.

Mr. Colello suggested having the Budget Work Session as part of the Board meeting so they may be taped for public viewing. Ms. Snyder suggested to provide a summary of the sessions at the Board meetings.

Mrs. Lyons noted one correction as the Dog Park Committee meetings are now scheduled at 5:00pm instead of 6:00pm.

Ms. Mason provided the Board with an update on the Grasso Tract by reporting on the applicant's engineer who requested to visit the site to complete studies. Township Planning Consultant; Judy Stern Goldstein reported; the applicant submitted a permit for tree clearing and tree removal. The request was reviewed against the zoning ordinance and stipulation agreement signed by the Board. Upon reviewing the studies, it was found the trees are not the same size as they are today and coincides with the size recorded on August of 2011. The plans had some issues and revised, all the tree protection fencing was staked out and two area of tree clearing was completed as Phase 1 and Phase 1A.

The first phase was reported as removing individual trees to conduct testing and the second was recorded as brush hogging what had been meadow now looked like a woodland. However, the area had been meadow, where there was a right to clear. Ms. Stern Goldstein asked to keep any trees that were six (6) inches or greater today, because not all the trees needed to be removed. Trees removed due to stormwater testing to include infiltration, sewer system and well testing. The brush hogging area was due to surveying to provide detail engineering. Boucher & James, Inc inspected the tree protection fence and temporary construction fence for each phase repeatedly until it was correct in the field. Meetings were conducted on-site during tree removals and spots checks while removing the trees. No trees were removed from the site and no logging was performed. Tree removal from the site and earth disturbance will be completed once approval for land development is received.

Mr. Canales and Ms. Mason added; DEP is scheduled to visit the site on the 7th and 8th of December to conduct perk testing for the septic system. DEP was also on-site approximately two weeks after tree clearing to conduct soil profile testing to determine the best area for a septic system and to finalize numbers to size the system. Mr. Canales clarified; the DEP perk testing will include digging holes, then filling with water by saturating. On December 7th and 8th, DEP will then return to continue filling the holes with pre-determined water and time how long the water will take to infiltrate into the ground. This information is used to determine the size of the septic system.

Upon Ms. Mason's question; the Doylestown Township Board of Supervisors agreed by consensus to hold the January 3, 2017 Reorganization meeting at 4:00pm

## **E. Supervisors**

Mr. Colello reported; at previous Pension meetings the topic of non-uniform pension plan was significantly funded lower than other plans was discussed. Additionally, the Township's consultants recommended more funds be added to the non-uniform plan. The intention is not to open the current budget, but to allocate the non-uniform plan funds into the 2018 Township budget.

Mr. Colello made a MOTION; seconded by Mr. Snyder The Doylestown Township Board of Supervisors consider having the Ways and Means Committee review the feasibility in adding additional funds to the MMO for the non-uniform pension plan, so the plan can be equivalent to other pension plans beginning 2018.

MOTION was ADOPTED 5 to 0.

Mr. Snyder offered to present the motion to the Ways and Means Committee to insure the topic is included on their agenda next year.

Mr. Colello referenced a thank you letter received from a resident praising Township Administrative Assistant; Jackie Rowand in forwarding a professional and well organized packet to DEP.

Mr. Colello reported on the excitement from the Public, Water and Sewer Committee with the proposed public connection project to Pebble Ridge \ Woodridge area. He then questioned on the status of the two easements not executed and new date for the Zoning Hearing Board. Ms. Mason clarified; two easements are still pending due to a father and son relationship with property. An agreement has been made, but currently waiting on a decision on the location of the pump station. The dollar amount may change due to the location. Mr. Garton is making progress with their attorney who is in receipt of all paperwork. Mr. Garton added; the attorneys had a question regarding if the property will be impacted by future construction, where Gilmore and Associates provided a report. Mr. Garton anticipates all easements received by the end of December, 2016.

Ms. Manion reported; TAB meeting announced a YouTube channel will be designed for the Township to post past meetings recorded on Doylestown Television (DTV).

The Bike and Hike Committee announced construction for the Lower State Road trail will begin in the Spring of 2017. The connections will begin at Lower State Road and the Parkway and run towards Doylestown Borough.

Mr. Snyder reported; on the Fire Company Stipend Program created, as the company is trying new avenues to energize the department and recruit volunteers. Mr. Snyder then encouraged the Fire Company to attend a public meeting to present and explain the program to residents.

The Municipal Building project is moving along where the plans are progressing with structural analysis regarding what walls will remain. Tasks are being developed regarding what is needed to vacant the building in order to prepare for renovations. The architects are scheduled to attend the Board's December 6, 2016 regular meeting to present current plans, what has been accomplished to date and what is scheduled for the future.

Mr. Snyder questioned; if the draft Pension meeting minutes can be approved earlier than six months. Upon a brief discussion amongst the Board, it was decided to provide draft meeting minutes to the Board for their review with approval occurring at the meeting.

Mr. Touhill reported; upon speaking with Director of Operations; Mr. John fencing and signage will be posted around the Saurman Park pond. Mr. Touhill then relayed a message of salutation from former Environmental Advisory Board Chairman; Ray Hendrick.

## V. CORRESPONDENCES

- A. Resignation from Planning Commission – E. Redfield

Mr. Colello made a MOTION; seconded by Mr. Snyder the Doylestown Township Board of Supervisors accept the resignation of Mr. Edward Redfield as a member of the Planning Commission.

MOTION CARRIED 5 to 0.

**VI. UNFINISHED BUSINESS - NA**

**VII. NEW BUSINESS**

**A. Sign Ordinance – Review**

Mr. Garton explained the Sign Ordinance is a combination of efforts from the Doylestown Township Planning Commission, where a draft has been prepared with added comments. Upon a discussion with Ms. Mason and Ms. Stern Goldstein, modifications were made in response to previous comments. Mr. Garton then requested Board approval to authorize advertisement for public hearing.

Mr. Colello made a MOTION; seconded by Mr. Touhill the Doylestown Township Board of Supervisors authorize the Doylestown Township Sign Ordinance be duly advertised for the purpose of a public hearing.

MOTION was ADOPTED 5 to 0.

**B. Bond Issue – Proposals for Bond Counsel Services**

Mr. Colello made a MOTION; seconded by Mr. Snyder the Doylestown Township Board of Supervisors award the Bond Counsel Service bid to Obermayer, Rebmann Maxwell and Hippel, LLP in the amount of \$14,000, plus expenses for 2017 and \$7,500, plus expenses for 2018.

MOTION was ADOPTED 5 to 0.

**C. Township Building Renovations**

Mrs. Lyons questioned the Standard Contract Terms and Conditions page of Pickering, Corts and Summerson's design and construction documents and indicated it's not in the best interest of the Township for the Board to sign. Mr. Canales responded; he will address the decision with the firm.

Mr. Snyder made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors table the matter of Pickering, Corts and Summerson's Design and Construction document with regard to the Township Building Renovations to the December 6, 2017 Regular meeting.

MOTION CARRIED 5 to 0.

Mr. Snyder made a MOTION; seconded by Mr. Touhill the Doylestown Township Board of Supervisors approve Boucher & James, Inc Proposal (P1645042) for Professional Services with regards to the Municipal Complex.

MOTION was ADOPTED 5 to 0.

**D. Request Waiver of Land Development Fees – Doylestown Mennonite Church**

Scott Mills of Van Cleef Engineering addressed the Board to request a waiver of Land Development on behalf of applicant; Doylestown Mennonite Church. The project includes the location of the property at Broad Street and Sandy Ridge Road. The church building is located at the corner of the property with

parking surrounding two sides. An existing garage is located at the end of one parking area with a cemetery to the south of the site. Part of the community trail runs along Broad Street and ties into Meetinghouse Road, along the frontage of Sandy Ridge Road.

Part of the improvements is to extend the eight (8) foot wide community pathway to the edge of the property along Sandy Ridge Road. A five (5) foot wide pathway is also proposed to extend the community trail to an existing cemetery lane that extends the length of the site. The lane will be widened by one foot and provide a loop for the church community. It will also provide better access to an existing community garden along the west end of the site. As part of the improvements, the applicants will update the existing point of access that crosses Sandy Ridge Road to become Americans with Disabilities Act (ADA) compliant. A topsoil stock pile located in the southern corner of the site will be spread along low areas of the site near the parking lot. A future phase located behind the garage is noted on the plans. The garage will be removed and the future proposed site graded to become flat to provide for a 25x25 pavilion and a tot lot.

Mr. Mills concluded; due to limited amount of improvements proposed, a request to waive land development is warranted. Mr. Garton added; the Township staff agrees due to the improvement having a public purpose. Mr. Garton recommended Board approval be subject to a waiver of land development agreement.

Mr. Colello noted the trail is a key point for the Bike and Hike trail to provide access towards Twin Oaks Road.

Mr. Colello made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors waived land development for applicants; Doylestown Mennonite Church subject to execution of a Waiver of Land Development Agreement with the Township.

MOTION was ADOPTED 5 to 0.

#### E. Budget Presentation

##### Doylestown Township 2016 Revised Budget:

Ms. Mason reported; the 2016 Doylestown Township Revised Budget includes total milage remains at 10.875, Revenue at \$13,742,146, Expenses at \$13,933,543, Fund Balance at \$6,072, 282, which is different from the original budget at \$12,829,821 and \$13,973,721. Ms. Mason presented the break down as the revenues increasing by \$912,325 and expenses decreasing by \$40,178.

The Township's 2016 budget highlights accomplishments include major grant projects, such as the Neshaminy Greenway Trail Phase 1, a Tub grinder and the construction of the Sensory Trail in Central Park.

The 2016 Road program highlights include the repair of 4.13 miles of roads included, Wells Road, Chestnut Valley, Settlers Drive, Charter Circle and Meetinghouse Road.

Mr. Snyder made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors approve the 2016 Revised Budget.

MOTION was ADOPTED 5 to 0.

##### Doylestown Township 2017 Preliminary Budget:

Ms. Mason reported the 2017 Doylestown Township Preliminary Budget includes total millage of 11.875, which is a 1 mil increase. Total Revenue is expected to be \$25,263,424 includes ten million dollars of Fund 18, an anticipated bond issuance in 2018. The Township will be using a portion of Reserve funds at \$666,502, Expenses are anticipated at \$25,929,926 and Fund Balance is anticipated at \$5,405,780 this time next year.

Additional notes on millage include some items being adjusted with the General Fund going from 5.75 to 7 mils. This is designed to have the 1.25 mils reallocation from the Debt Service Fund for 2017. The Fire Fund will remain at 1.25, Recreation Fund at .75, Debt Services will be going from 1.75 to 1.50 mils, Ambulance Fund at .38, Roads and Bridges Fund at 1.0 with a one (1) mill increase. How the township will use the debt service will decrease the millage by one half and moving 1.25 to the General Fund.

The breakdown of the revenue sources shows bond proceeds due to come in at ten (10) million dollars, Earned Income Tax at over four (4) million and Real Estates taxes at over two (2) million.

The breakdown of expenditures by department and how funds are being allocated as two (2) million for Police, 2.9 million for Capital, 1.7 million for Administration, 1.3 million for Public Works and Operating and Expenses at 9 million for large projects, such as building renovations and Chapman Bridge.

Proposed 2017 Expenses are identified as a functional category and has a different view of expenditures. The average home is assessed at \$40,330,001 with a tax bill of \$478.93 based upon the total millage of 11.875. Compared to the current millage for Bucks County and Central Bucks School District, the Township still has the smallest portion of millage overall for real estate.

The Township's 2017 budget goals include the Road Program at \$925,000. The building and bridge design and construction projects. For the Code Department, a large permit plan scanning project is scheduled. For the Parks and Recreation Department, a continuation of the Thompson Performance Series is scheduled. For grant projects, the township received a TAP Grant, which will go towards the Lower State Road trail connection project and Neshaminy Greenway Trail for Phase II. Funding is needed to begin the process of the state mandated permit system that will take effect in 2018. For Police Capital projects, mobile body cameras, polygraph equipment and training, a motorcycle unit and two additional police vehicles are allocated.

Mr. Snyder thanked Ms. Mason, Township staff and the Ways and Means Committee for their hard work. He then requested to have one township position be moved from part time to full time. The Board previously rejected the request due to lack of information, such as salary range. Mr. Snyder requested the position be moved into the 2017 budget in order to take the Township to the next step in productivity and day to day finance.

Mr. Snyder made a MOTION; seconded by Mr. Touhill the Doylestown Township Board of Supervisors move the position of Budget Analyst from a part-time to full-time position and included in the 2017 Township Budget.

Mr. Colello noted on September 20, 2016 the Board unanimously agreed not to place the Budget Analyst position into the 2017 budget until better data is received. The Board also agreed to view the data in June of 2017 for consideration to budget for the position in 2018. Mr. Colello then noted during the 2016 budget process, it was difficult process when considering the Healthcare cards at the

last minute. He suggested not to open the 2017 budget and consider the Budget Analyst full-time position for the 2018 budget and is opposed to opening the 2017 budget. Ms. Manion agrees.

MOTION CARRIES by a 3 to 2 vote with Mr. Colello and Ms. Manion voting nay.

Mr. Snyder made a MOTION; seconded by Mr. Touhill the Doylestown Township Board of Supervisors hang the 2017 Doylestown Township Preliminary Budget to include the position of Budget Analyst moved from part-time to a full-time position with comments.

Ms. Manion commented during the last Budget Work Session, she indicated and understood no changes were to be made to the 2017 Preliminary Budget.

MOTION was ADOPTED by a 3 to 2 vote with Mr. Colello and Ms. Manion voting nay.

Mr. Colello questioned if funds for the Police Department was included in the 2017 Preliminary Budget. Ms. Mason responded; funds for the Police Department was placed in the General Fund, but not allocated. Mr. Colello noted the funds should not be allocated, because it will not be needed until late 2017. Upon Mr. Colello's request to place \$20,000 of \$90,000 allocated for the Police Department towards the 2016 MMO pension plan for non-uniform employees. Mr. Garton noted; the Township will have to make an additional contribution in next year's budget, which would have been the MMO received in September and October. The MMO scheduled for next September and October is scheduled for 2018. As a result, the funds would not be added to the MMO, instead an additional contribution will be made in 2017. Mr. Colello responded; in order to make the change in 2017, it would have to be noted in the budget. Mr. Garton agreed.

Mrs. Lyons indicated as per Mr. Snyder's suggestion, the MMO will be passed to the Ways and Means Committee for their consideration.

Mr. Colello made a MOTION the Doylestown Township Board of Supervisors reopen the 2017 Preliminary Budget to allocated \$20,000 towards the 2017 MMO pension plan for non-uniform employees due to the low funded liability.

Hearing no second, MOTION FAILED.

F. Zoning Hearing Board – Doylestown Twp. Pump Station – Request Variance and other relief

Mr. Garton reported; Board approval is requested to submit an application to the Zoning Hearing Board for a variance of relief related to the pump station in relation with the public sewer connection.

Mr. Colello made a MOTION; seconded by Mr Touhill the Doylestown Township Board of Supervisors approve their submission of a Zoning Hearing Board application for 3335 Bristol Road regarding their request for a variance with regards to being the equitable owner of a permanent easement which is subject to a public sewer connection.

MOTION CARRIED 5 to 0.

G. Towns Edge Land Development Agreement

Ms. Manion made a MOTION; seconded by Mr Touhill the Doylestown Township Board of Supervisors approve Development Agreement between the Township and Lower State Associates, LLC regarding the Towns Edge Land Development.

MOTION was ADOPTED 5 to 0.

**H. Treasurer's Report – November 15, 2016**

Mr. Snyder made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors approve the November 15, 2016 Treasurer's Report

MOTION was ADOPTED 5 to 0.

**I. Bills List – November 15, 2016**

Ms. Manion made a MOTION; seconded by Mr. Snyder the Doylestown Township Board of Supervisors approve the November 15, 2016 Bill's List in the amount of \$432,536.07.

MOTION was ADOPTED 5 to 0.

**VIII. ANNOUNCEMENTS**

- A. The next meeting of the Board of Supervisors is scheduled for Tuesday, December 6, 2016 at 4:00PM.
- B. Doylestown Township Municipal Building will be closed on Thursday and Friday, November 24 & 25, 2016 in observance of Thanksgiving.
- C. 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.

**IX. ADJOURNMENT**

Hearing no further business, the November 15, 2016 Doylestown Township Board of Supervisors Regular meeting was adjourned at 8:03pm.

Respectfully submitted by

Stephanie J. Mason