



Board of Supervisors

Regular Meeting

425 Wells Road
Doylestown, PA 18901
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215-348-9915

~ Minutes ~

Tuesday, December 20, 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

Planning Commission Nomination

Mr. Colello made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors appoint Gregory Reppa as a member of the Doylestown Township Planning Commission.

MOTION CARRIED by a 5 to 0 vote.

Dog Park Advisory Committee

Mrs. Lyons made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors appoint David Cochran as a member of the Doylestown Township Dog Park Advisory Committee.

MOTION CARRIED by a 5 to 0 vote.

Bicentennial Committee

Mrs. Lyons made a MOTION; seconded by Mr. Touhill the Doylestown Township Board of Supervisors appoint Joseph Paternostro as a member of the Doylestown Township Dog Park Advisory Committee.

MOTION CARRIED by a 5 to 0 vote.

Mrs. Lyons made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors appoint the following residents as Associate members with Non-Voting rights of the Bicentennial Committee:

David Hanson

Tina Mazaheri
Stu Abramson

MOTION CARRIED by a 5 to 0 vote.

B. Presentations

1. Plaque presented to David and Jan Hansen, Doylestown Dog Park

Friends of Doylestown Dog Park Chairperson; Kathy Brown introduced David and Jan Hanson as founding members of the Friends of Doylestown Dog Park Committee. The Dog Park was created with their efforts, where they became the hardest working members of the Committee. Ms. Brown concluded by wishing Mr. & Mrs. Hanson well on their retirement and their imprint will be listed on the Dog Park forever.

Mr. Hanson stated; he was surprised and thankful for the recognition. He is grateful for the experience and thanked everyone for their support.

On behalf of the Board of Supervisors, Mrs. Lyons presented Mr. & Mrs. Hanson with a plaque in recognition of their many years of service for the Township and Dog Park.

2. Stormwater - GHD

Richard Burns of GHD Services, Inc provided an overview of the annual Illicit Discharge Detection and Elimination Program (IDD&E) as required by the United States Environmental Protection Association (EPA) and run as a state program under the National Pollutant Discharge Elimination System (NPDES).

Doylestown Township began the program in 2005 and entering their 14th year. GHD has monitored over 300 outfalls throughout the Township. GHD has conducted several tests to include, sampling for fecal coliform along the storm water outfalls. Hot spots sampling where detections in the past resulted in elevated readings. Doylestown Township remains in compliance and the Pennsylvania Department of Environmental Protection (DEP) was provided an overview of GHD's survey plans. The township annual report was submitted and in good standing. The Township also submitted an application to extend their permit, where some changes will be made to the program. Changes will reflect new conditions due in March of 2017. In September of 2016, a notice of intent (CNOI) was created to comply with the deadline to submit a permit application due in March of 2017.

Other inspections included, dry weather inspections of storm water conveyances to include outfalls on township properties. Inspections were conducted during dry weather conditions or when it hasn't rained within 72 hours to track licit discharges. Basins are also inspected to look for the direction of flow and if the flow is towards a public water way, such as Neshaminy Creek.

In 2015, the focus was on Hot Spot sampling continued based upon historic results. In total, approximately 30 outfalls were inspected and about 1/3 showed flow during dry weather sampling over three areas. Other tests completed were a data review to collect samples and a second year of DNA fingerprinting along three different locations from last year. Some of sources were found to be from humans via septic systems that are not maintained or old. Other sources can be from various animals, such as cows, deer and geese that can potentially impact

the water way. A separate lab is utilized for the DNA fingerprinting, where results can be broken down to determine the source, such as a geese, deer, sheep, dog or human.

Russell Mehalick of GHD reported; Out of six (6) samples in Area 1, two (2) samples tested positive for fecal coliform (FC) greater than 200 colonies per 100 milliliter. The result is considered allowed to be discharged by a sewer treatment plant to the water way. Higher readings can impact the water way. The maximum fecal discharge was 420 and the DNA sample was negative. Mr. Mehalick noted; there are certain animals that can be fingerprinted via DNA. Although the fecal coliform was tested high, the DNA came back negative for the goose, sheep, deer and dog. However, the results doesn't exclude, fish, frog and other wildlife that could be impacting the water way.

Area 2 is considered the hottest spot along the Township. Eight (8) samples were collected. Out of the eight, four (4) were collected for DNA. Five (5) samples were greater than 200 colonies per 100 milliliter with a maximum fecal of 1700 colonies. Out of the DNA, two (2) tested positive for human, one (1) for dog, deer, sheep or any animal with more than one stomach. One sample returned as negative where the fecal was higher than 200 colonies per 100 milliliter and caused by something else.

Area 3, zero (0) samples tested greater than 200 colonies per 100 milliliter where no DNA testing was required.

Overall for fecal levels in 2016, Area 1 decreased with two samples greater than 200 colonies per 100 milliliter versus six last year. Area 2 increased with one more higher than 200 colonies per 100 milliliter than last year. Area 3 stayed the same.

Going forward, GHD will begin Global Positioning Satellite (GPS) the outfalls to be overlay on the Geographic Information System (GIS) map. Mr. Burns reported; the DEP is requiring the map be in GPS coordinates for each and every outfall. Next year, GHD will repeat the inspections and the hot spot sampling throughout the township along 25 to 30 locations. Other inspections include, sampling as per township request. Continue to comply with the current permit and additional source investigations as needed. Individual dye tracing on individual homes to check failing septic systems. TV inspections to check for illegal or unknown connections, where water may be flowing out from homes. DNA testing will be repeated.

The DEP has a website, which provide information on the new requirements GHD's program focus on fecal coliform. However, the EPA is mandating total suspended solids, various nutrients, such as nitrates.

The takeaway for 2015 include, to remain in compliance, continued inspections and samplings, GPS 300 outfalls to record on township maps, septic system maintenance and public participation and maintenance.

Mr. Colello questioned when a human DNA is located from an outfall, the likely hood is a failed on-lot septic system. Mr. Burns indicated yes, where GHD will meet with township staff to discuss where dye tracing can be focused. Mr. Snyder questioned if the resident is required to comply. Mr. Burns indicated no.

Resident; David Lay questioned if the DEP website is available on the Township's website. Mr. Burns answered; Doylestown Township has a link to the DEP website available. Ms. Mason added; all reports on posted on the website as well.

Resident: Joe Salvati questioned; in Area 2 where the fecal coliform testing increased, is the differences are able to be quantified. Mr. Mehalick indicated yes. The township received a report with analysis that shows three different DNA results for human. In Area 2, the results came back moderate to high readings of human and all three fingerprints returned as human. In order to closely identify the source, dye tracing or TV testing is required. However, completing five DNA testing cannot quantify the source.

C. Visitors/Public Comments

Resident; David Lay of 559 McCarty Drive, Furlong requested the township inspect an storm drainage issue along his community. He recently spoke with Paul Garr who recommended Mr. Lay request Board consideration to inspect the cul-de-sac roadway, which is lower than the existing road. The rain water backs up to 18 inches deep and freezes during winter. The frontage is 160 feet and 2/3 is water. Mrs. Lyons recommended either Mr. John and Mr. Tomko inspect the site to conduct an assessment.

II. ANNOUNCEMENTS

- A. Doylestown Township Municipal Offices will be closed Monday, December 26, 2016 in observance of Christmas and Monday, January 2, 2017 in observance of New Year's Day.
- B. The Board of Supervisors Reorganization meeting is scheduled for Tuesday, January 3, 2017 at 4:00 PM.
- C. Doylestown Township Board of Auditors Reorganization meeting will be held on Wednesday, January 4, 2017, at 7:00 PM.
- D. The next regularly scheduled meeting of the Board of Supervisors will be held on January 17, 2017 at 7:00 PM.
- E. Great Gift Ideas! Movie Tickets, Ski Tickets, Benches, Commemorative Bricks, Segments of Trails, Kids Castle play pieces and Township Mural Prints. Contact the Administration Office for more information.
- F. Christmas Tree Drop-Off - Trees can be dropped off at the New Britain Road entrance of Central Park anytime between December 27th – February 15th

III. MINUTES APPROVAL – Regular Meeting - December 6, 2016

Mr. Snyder made a MOTION; seconded by Mr. Touhill the December 6, 2016 Doylestown Township Board of Supervisors Regular meeting minutes be approved.

MOTION was ADOPTED 4 to 1 with Mr. Colello abstaining due to his absence.

IV. CORRESPONDENCES**V. REPORTS**

A. Solicitor
No Report

B. Police Chief
Chief Logan informed the public, it is possible to submit a request for speed reduction on township roadways, but there is a process. All concerns are reviewed and upon following the proper protocol, speed reduction will be considered is there is a desired effect.

C. Township Engineer
No Report

D. Manager – DCNR Grant Announcement

Ms. Mason reported on a phone call received from State Representative; Marguerite Quinn and a receipt of Pennsylvania Department of Conservation of Natural Resources press release informing Doylestown Township was awarded a \$200,000 grant to further the development of Kids Castle. Ms. Mason congratulated the Board, Kid Castle Committee Chairman: Joe Salvati and staff on a job well done.

Mr. Salvati thanked Township Planning Consultant; Judy Stern Goldstein on her guidance in submitting the application, Autumn Canfield, the Board and volunteers for their support and hard work. Mrs. Lyons questioned; with the \$200,000 grant, how far along will the castle be until completion. Mr. Salvati answered; a better idea will be presented once the funds are received. However, most of the matching funds are raised. Currently, a section poured in place is scheduled and a separate piece not installed. The Committee will be submitting an application for another grant for a second poured in place area.

Mr. Snyder questioned the timing of the entire project. Mr. Salvati answered; the grant is for three years, where currently the Committee has \$140,000 in place. Once the grant paperwork is processed, orders will be placed. Ms. Manion commended Mr. Salvati on his hard work and dedication.

E. Director of Operations – Building Renovations

Mr. David Tomko updated the Board on the revised building renovation schedule since presented at the December 6, 2016 regular meeting. Upon meeting with architects; Phillips Donovan on December 14, 2016, issues with the schedule was vetted to include the overall project dates were changes as the project advertisement, bidding, bid review and award is scheduled for February 7, 2017 and July 28, 2017 instead of April 10, 2017. Construction date was also rescheduled to April 3, 2017, where the move in date remains on November 30, 2018.

In order to move the project forward the revised design and bidding schedule was changed to reflect two construction phases and one demolition phase. Phase I is the renovation of the existing Park & Recreation building to have the Public Works department occupy the space. Also, the large evidence storage and carport will be constructed for the Police Department. The

bulk of the work for this building comes from the Public Works, Police and garage. During this phase, the Administration and administration for the Police Department will be housed in temporary buildings. Phillips & Donovan will advance separately with the architectural plan and construction documents preparation and advertise as separate project as the three phases.

During Phase II, it was determined the existing Administration building will be demolished. Upon a discussion with the constructional engineers, some requirement needed to update an existing building will cause some difficulties with space layout and contingencies. A new Administration, Police and Park & Recreation building will be constructed. Bids will be accepted for the demolition contract. In total, three contracts will be proposed for the Public Works, the carport and the renovation of the Park & Recreation building.

On December 21, 2016 the Doylestown Township Planning Commission is scheduled to review and recommend the Zoning Text and Map Amendment for advertisement.

The Revised Construction schedule is presented as two phases of construction and one demolition phase. Construction for the Fleet Maintenance building has been changed from April 3, 2017 to July 31, 2017. The Police carport and large evidence storage construction has been changed from April 3, 2017 to May 31, 2017 and the Public Works building will now be construction from June 1, 2017 to September 28, 2017.

Mrs. Lyons requested clarification on if the Public Works building will be deferred due to the Public Work building construction. Mr. Tomko indicated yes and as per his conversation with Director of Parks & Recreation; Karen Sweeney. Mr. Tomko added the Parks & Recreation programs are scheduled until the end of May, 2017. However, he will check his records. Mr. Snyder commented; he was under the impression the construction will first coordinate with Park & Recreation to confirm the list of activities. Mr. Tomko added; it's shown the new Park & Recreation space will take four months to construct. This time may not be needed and a separate contract will be implemented. The phase will have it's own contractor and construction schedule.

Ms. Sweeney indicated; the construction timing depends upon the timing up until the day the program guide is printed. The timeline was checked and confirmed. However, Ms. Sweeney did not see the revised dates until yesterday, December 19th. The Parks & Recreation program dates end on May 31, 2017. Upon Mr. Snyder's question, Mr. Tomko confirmed the Parks & Recreation building will begin construction on June 1, 2017.

Mr. Colello requested confirmation on if the Administration building will be demolished on April 1, 2017. Mr. Tomko confirmed July 3, 2017 is the scheduled demolition date for the Administrative building.

Resident: Joe Salvati questioned; if the township needs to contact anyone to inform the voting facilities will be changed. Mrs. Lyon answered; the township is part of that process and will notify all residents of the new voting locations.

The Supervisors by consensus were okay with the new schedule and directed staff to continue as outlined.

F. Supervisors

Mr. Touhill wished everyone Happy Holidays and a safe New Year.

Mr. Snyder reported; the Ways and Means Committee was provided direction and guidance on how to proceed with the decrease of pension liability for non-uniform employees. During a meeting scheduled last week, a discussion began where the committee has also begun gathering data to present a recommendation in the near future.

Mr. Snyder requested Board consideration to have the Director of Operations, David Tomko attend the next scheduled Pennsylvania State Association of Township Supervisors (PSATS) conference. The Board agreed by consensus to have Mr. Tomko attend the April 2017 PSATS conference.

Mr. Colello commented; upon Board approval, last year two committees that were in disarray, are now thriving. Mr. Colello thanked Joe VanHouton, who was a major instrument in organizing both committees. The committees were recognized as the Doylestown Township Municipal Authority and Public Sewer and Water Advisory Board.

VI. NEW BUSINESS

A. 2017 Doylestown Township Final Budget

Ms. Mason reported the 2017 Doylestown Township Final Budget consists of revenues anticipated at \$25,263,424, where \$665,502 will be used from reserves. Expenditures are anticipated at \$25,929,926 and Fund Balance at the end of 2017 to be \$5,407,206. The reason for the jump is the building project and the anticipated bond issue of \$10,000,000.

The milages is currently at 10.875, where it will rise 1 mil for a total of 11.875. Some of the existing milage will be moved from Debt Services to the General Fund.

The sources of the Township revenue consists of bond proceeds, earned income tax, real estate taxes and state aid.

2017 Budget expenses consist of large capital projects, such as the building renovations and capital expenditures, such as police, administrative and public works.

Doylestown Township's average real estate taxes are expected at \$470.93, which is at the lowest of taxes jurisdictions under real estate mills for the average homes assessed.

The budget planning process consists of continuous improvements. There was a lot of work accomplished for the Township budget in 2016 and set to continue moving forward in the future. The process includes recommendations from the Ways and Means Committee with the five year projection and monitoring the capital expenditures on an annual basis. The Committee assists in tactical and future financial issues. The details revenue instituted with the department heads on the capital expenditures projects has been very helpful. Lastly, the committee also assists in establishing the process to measure financial impact of programs and work towards control expense growth.

Mr. Snyder made a MOTION; seconded by Mr. Touhill the Doylestown Township Board of Supervisors approve the 2017 Doylestown Township Final Budget.

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

B. Resolution No. 1894 - Fixing the Tax Rate for Fiscal Year Ending December 31, 2017

Mr. Snyder made MOTION; seconded by Mr. Touhill the Doylestown Township Board of Supervisors approve Resolution #1894, Fixing the Tax Rate for Fiscal Year ending December 31, 2017.

MOTION was ADOPTED 5 to 0.

C. Stormwater NPDES– Proposals

Ms. Mason referenced Special Projects Coordinator; Autumn Canfield's December 15, 2016 memorandum and reported; proposals were received from Pickering, Corts & Summerson, Inc and GHD Environmental Consulting pertaining to service needed for the Stormwater NPDES requirements in the coming year. The funds associated with both proposals are included in the 2017 Township Budget. Ms. Mason noted; the NPDES stormwater requirement has a deadline next year, where all work needs to be completed by July of 2017 in order to submit permits to DEP. Both parties are prepared to begin work in January. Ms. Mason then requested Board approval for both proposals.

Mrs. Lyons questioned the total amount of GHD's proposal. Ms. Mason answered; \$39,236. Mr. Snyder questioned how much total has been allocated in the budget. Ms. Mason indicated \$60,000. She then added; Mr. Canales completed a very thorough review and provided a clear list of what is needed to become compliant with the stormwater requirements.

Mr. Snyder questioned what is the different between the first proposal submitted for the requirement and can both be merged. Mr. Canales responded; there is one program. The current permit has six minimum control measures where each has a number for best management practices. There are over 30 requirements right now that the Township completes. One of the requirements is a public presentation on a yearly basis notifying what steps the Township is taking in monitoring the illicit discharge portion of the permit, which was completed earlier in the agenda. Moving forward for the 2018 permit, the six minimum control measures and related best management practices continues. DEP has additional requirements for the permit, such as enhancing the mapping to show items beyond what was shown. The Township will also have to devise a TMDL plan, numerous sub watersheds, nutrient reductions and pollution control plans. DEP requires all be listed under the notice of intent due in September of 2017. The Township has a deadline of June 2017, so they may be advertised under the thirty day required period and schedule a meeting for public participation prior to approval and forwarding to DEP.

Mr. Touhill made a MOTION; seconded by Mr Snyder the Doylestown Township Board of Supervisors approve GHD Services, Inc proposal to complete scope of work and cost estimate of 2017 activities with regards to the NPDES IDD&E program in the amount of up to \$39,836.00

MOTION CARRIED 5 to 0.

Mr. Snyder made a MOTION; seconded by Mr Touhill the Doylestown Township Board of Supervisors approve Pickering, Corts & Summerson proposal of the scope of work and cost estimate of up to \$18,000 with regards to the NPDES IDD&E program.

MOTION CARRIED 5 to 0.

D. Chapman Road Bridge – Boring Bid Recommendation

Mr. Snyder made a MOTION; seconded by Mr Touhill the Doylestown Township Board of Supervisors award the Structure Boring Bids with regards to the Chapman Road Bridge construction to Sano Drilling, Inc in the amount of \$9,290.00.

MOTION CARRIED 5 to 0.

E. Sauerman Park Pond - DCNR Grant Application

Ms. Mason reported, upon approval of the Board, the Township installed a fence around Sauerman Pond. In addition, a proposal was created to produce a wetland Best Management Practice (BMP). The township has a proposal to enter a Department of Conservation and Natural Resource (DCNR) grant and recommend the resolution be signed by the Board, so that the process may move forward by January 13, 2016.

Upon Mrs. Lyons question, Mr. Fred Lubrow of Princeton Hydro answered; 15% is for the in-kind match to include services, time placed and water quality sampling associated with the project. A cash match can also be included, but not required.

Mr. Snyder questioned; what feeds the pond and requested to add the information into the scope of work recorded. Mr. Lubrow answered: the feeding of the pond is included in Princeton Hydro design works and an H&H analysis will be completed. This will cause the pricing to be higher for the design portion of the proposal at \$45,000. The pond will need to be teased apart in terms of the hydrology.

Ms. Manion made a MOTION; seconded by Mr. Snyder the Doylestown Township Board of Supervisors approve the Resolution providing Princeton Hydro the authority to submit an application for the DCNR Go Green grant pertaining to the maintenance of the Sauerman Park Pond.

MOTION was ADOPTED 5 to 0.

F. Treasurer's Report – December 20, 2016

Mr. Snyder made a MOTION; seconded by Mr. Touhill the Doylestown Township Board of Supervisors approve the December 20, 2016 Treasurer's Report.

MOTION was ADOPTED 5 to 0.

G. Bills List – December 20, 2016

Mr. Snyder made a MOTION; seconded by Mr. Touhill the Doylestown Township Board of Supervisors approve the December 20, 2016 Bill's List in the amount of \$337,962.44.

MOTION was ADOPTED 5 to 0.

VII. ANNOUNCEMENTS

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- D. The next regularly scheduled meeting of the Board of Supervisors will be held on January 17, 2017 at 7:00 PM.
- E. Great Gift Ideas!
- F. Christmas Tree Drop-Off - Trees can be dropped off at the New Britain Road entrance of Central Park anytime between December 27th – February 15th

Due to their confusion, Mr. Colello made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors rescind each of their votes to approve the Resolution No. 1894 to Fix the Tax Rate for Fiscal Year Ending December 31, 2017.

MOTION FAILED by a 2 to 3 vote.

Ms. Manion made a second MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors rescind each of their votes to approve the Resolution No. 1894 to Fix the Tax Rate for Fiscal Year Ending December 31, 2017.

MOTION was ADOPTED 5 to 0

Mr. Snyder made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors approve the Resolution No. 1894 to Fix the Tax Rate for Fiscal Year Ending December 31, 2017.

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

VIII. ADJOURNMENT

Hearing no further business, the December 20, 2016 Doylestown Township Board of Supervisors Regular meeting was adjourned at 8:08 PM.

Respectfully submitted by

Stephanie J. Mason
Secretary