



Board of Supervisors

Regular Meeting

425 Wells Road
Doylestown, PA 18901
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Twitter: @DoylestownTwp
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215-348-9915

~ Minutes ~

Tuesday, January 17, 2017

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 and Dave Tomko, Township Solicitor; Jeffrey P. Garton, Chief of Police; A. Dean Logan and Township Engineer; Mario Canales.

A. Pledge to the flag

B. Presentation – Proposed Turk Road B/H Trail Extension Fundraising Concept

Bike and Hike Committee Member; Thomas Kelso requested Board approval to present a trail extension project proposed by residents; Keith and Case Fenimore. Mr. Kelso reported; Mr. Fenimore introduced the idea in 2016 and funds may be allocated under the 2018 Township budget. With the proposed trail being constructed from Pebble Hill Road towards Green Street, a meeting with Doylestown Borough has been scheduled.

Mr. Fenimore of 71 Oak Drive introduced the "No Brainer" trail project as a safer alternative for pedestrians and bicyclist to enter Doylestown. During the last six months, Mr. Fenimore has been coordinating with the Bike and Hike Committee to design an expansion of an existing path off Turk Road. The proposed trail will begin in the middle of Turk Road and end at Pebble Hill Road. Pebble Hill Road leads into Green Street and ends at Hillside Avenue. The large project will provide a central, direct and safe passage into Doylestown and towards the Borough. One advantage of the project is the Pennsylvania Department of Transportation (Penn Dot) designated Pebble Hill Road as a Bike Route PA S. The hope is Penn Dot will approve the path as a connection to provide supporting funds at a state level.

The plan will begin with a feasibility study, where cost is valued at approximately \$50,000. Along with the Department of Conservation and Natural Resources (DCNR) 50\50 match grant, the cost will reduce to \$25,000. It's the hope the final balance of \$25,000 will be split between the Township and Doylestown Borough. In addition, Mr. Fenimore would like to do some fundraising as well.

Mr. Kelso requested Board consensus to allow the Bike and Hike Committee move forward with fundraising efforts, prepare a grant application for the feasibility study and work with Doylestown Borough.

Mrs. Lyons questioned; what is the impression from Penn Dot. Mr. Kelso answered; upon meeting with Penn Dot, who informed the Bike Route PA S has issues on Pebble Hill Road and believes they

will be supportive. The trail also fits within the plans of the cross county bike path and where the Route 202 parkway bike trail will be extended towards the river in New Hope.

Mrs. Lyons questioned; will the trail be located on the right of Pebble Hill Road. Mr. Kelso answered; upon speaking with the Doylestown Township Country club, having a proposed trail on the right hand side was approved. Mr. Fenimore added; upon speaking with residents along Turk Road up to Pebble Hill Road and received a consensus to approve the path.

Mr. Snyder commented; more information should be provided in terms of costs, but in favor of the trail.

Chief Logan referenced the area along Turk Road and the right of way and questioned; if there will be any construction. Mr. Kelso answered; the area will be a part of the feasibility study. Chief Logan strongly suggested to be aware of the flashing devices along Pebble Hill Road. Mr. Kelso agreed and noted consideration will be made.

The Doylestown Township Board of Supervisors agreed by consensus to have the Bike and Hike Committee move forward with fundraising efforts, prepare a grant application for the feasibility study and work with Doylestown Borough.

Ms. Mason indicated; Mr. Fenimore has very good ideas for fundraising and requested Board to clarify the procedure. Prior to implementing anything, Mr. Kelso offered to present a full fundraising report for Board review.

Ms. Manion commented; it was impressive to see a trail idea come from a resident.

C. Visitors/Public Comments

II. ANNOUNCEMENTS

- A. The next meeting of the Board of Supervisors is scheduled for Tuesday, February 7, 2017 at 4:00 PM
- B. There will be a Pension Committee Meeting scheduled for Tuesday, February 7, 2017 at 3:00 PM
- C. Movie and Ski Tickets are available through the Township at discounted prices. For more info contact our Administration Offices or online at www.doylestownrec.com
- D. Christmas Tree Drop-Off - Trees can be dropped off at the New Britain Road entrance of Central Park until February 15th
- E. Stormwater Survey – located on our website www.doylestownpa.org under Information / Stormwater. Survey deadline February 28, 2017

III. MINUTES APPROVAL – Reorganization Meeting – January 3, 2017

Mr. Snyder made a MOTION; seconded by Ms. Manion the January 3, 2017 Doylestown Township Reorganization Meeting minutes be approved.

MOTION was ADOPTED 5 to 0.

IV. CORRESPONDENCES

- A. Tax Collector Compensation – Request from S. Tomlinson

Ms. Mason introduced Doylestown Township Tax Collector; Sarah Tomlinson who was present to address any questions regarding her request for an increase in compensation.

Mr. Snyder questioned; why is an increase necessary. Ms. Tomlinson answered; She viewed several factors to include compensation has been the same for the past four years. With running an office, having a deputy on staff, paying for own equipment and having an office built in the Township, an increase will be necessary to offset costs. An approval was received from the Zoning Hearing Board to begin a home based business.

Mr. Snyder questioned; with the possible earnings upon approval, will it be the only compensation received. Ms. Tomlinson answered; she collects for three authorities to include, Doylestown Township, Central Bucks School District and Bucks County. Her compensation is different from each taxing authority, where she has requested an increase from all. Upon Mrs. Lyons' question, Bucks County has approved an increase and pending with Central Bucks School District. By law, approval of compensation has to be submitted by February 15th and set prior to a candidate running for the next term.

Mr. Colello requested an overview of the taxing process be explained. Ms. Tomlinson explained; the tax collection process begins in February where a file is received from Bucks County and Board of Assessments. The files are downloaded onto software which calculates how much the duplicate is owed for the County and the Township. Notifications are mailed out by March 1st. There are three different periods for collections as a Discount period where, if the payee pays by April, a 2% discount will be applied. The Face period is when the payee submits a payment for the full amount owed. After the Face periods ends, it will enter the Penalty period. If payees pay during the Penalty period, a 10% fee is added to the face amount. Collections continue until the end of the year in December.

During this process, a second file is received from the Central Bucks School District. The bills are mailed on July 1st and payments can be made in installments at face value. The installments are divided in 1/3 and residents have until December 31st to pay the entire bill.

There are also interim bills mailed, which may begin in February or March. The interim bills also arrive as files from the Board of Assessments and entered into the software to determine what is owed on an interim and completed. Billing is completed on a rolling basis and payment is received similar to the tax bill in three phases.

The final step of the process is to balance the payments and bill before the lien process begins. The process closes on December 31st and all unpaid parcels and bills for interim are forwarded to the Bucks County Tax Claim.

Mr. Colello questioned what is the percentage of tax bills paid on time for the Township. Ms. Tomlinson answered; payments continue to be receive throughout the tax year and until the liens are filed. A good percentage of tax bills are paid, but could not confirm the percentage of the tax claims for the Township.

Mr. Snyder questioned; how was the 5% increase in compensation determined. Ms. Tomlinson answered; two options were viewed as either smaller increase requested throughout the year or a single increase for the next four years. For accounting purposes, a single increase with the pay being the same for the next four year made more sense. Payment per parcel is \$3.80 , and the requested amount was placed at 20 cents. Mr. Snyder questioned; how does the increase percentage compare with other townships. Ms. Tomlinson was unsure how other township pay their collectors. The County pays a different rate for the first 1,000 parcels compared to 1,001 to 5,000 parcels. A third rate is charged for parcels over \$5,000. This makes it difficult to determine a comparison. Mr. Snyder commented; it will be difficult to determine the increase without comparing to another company or person who completes a similar service.

Resident: Joe O'Malley of Rogers Road in Furlong commented; previous Township Tax Collectors were always present to residents who visited the office. He noted; Ms. Tomlinson is never in the office. Mr.

O'Malley questioned; if the previous collectors can complete the service alone and be present for the residents, why is it difficult for Ms. Tomlinson. Ms. Tomlinson responded; a deputy is on staff and located at the office during public hours. In addition to her position as Tax Collector, Ms. Tomlinson also holds a full time job at Delaware Valley University and not available during public hours.

Ms. Manion agreed with Mr. Snyder's comments in having the Board be provided with a comparison of how other municipalities compensate Tax Collectors on staff. However, a cost of living increase should be considered.

Mr. Colello made a MOTION; seconded by Mr. Snyder the Doylestown Township Board of Supervisors table Ms. Tomlinson's request for a 5% compensation increase for Tax Collecting service for the Township.

MOTION CARRIED 5 to 0.

Upon Ms. Tomlinson's question, Mr. Garton clarified the Board is requesting information on what other tax collectors are paid from other townships within Central Bucks.

Referencing Mr. O'Malley comments Mrs. Lyons indicated Tax Collectors are a public service. It makes a difference for many residents when they can meet and speak with the Tax Collector. Ms. Tomlinson responded; one of the reason she is building a home based business is to become more available to residents.

V. REPORTS

A. Solicitor

No Report

B. Police Chief

Chief Logan reminded residents the no solicitation list expired on December 31st. Anyone interested in adding their names to the current calendar year, a submission request is required to be completed. Submission requests can be found and completed on the Township's website www.doylestownpa.org. Currently, there are fifteen new registrations that have been added.

C. Township Engineer

No Report

D. Manager

1. PSATS Awards

Ms. Mason reported; Doylestown Township are recipients of several awards from the Pennsylvania State Association of Township Supervisors (PSATS). The Township was awarded third place for the Outstanding Citizen Communications Awards under the Newsletter, Class 1 Category. Second place under the Other Publications Category for Parks and Recreation Program Group and third place under the Websites Category.

2. Training Events

Mr. Colello made a MOTION; seconded by Mr. Touhill the Doylestown Township Board of Supervisors approve attendance with an overnight stay for the following employees and events ...

A) Stephanie Mason and Autumn Canfield to attend the Public Employer Labor Relations Advisory Service (PELRAS) Conference in State College from March 22nd through 24th at a cost of \$425.00 for the event and \$708.00 for lodging. Total cost at \$1,133.00.

B) Stephanie Mason, Dave Tomko and Autumn Canfield to attend the Pennsylvania State Association of Township Supervisors (PSATS) Conference in Hershey, PA from April 23rd to 26th at a cost of \$450.00 for the conference and \$2,106.00. Total cost at \$2,556.00.

C) Director of Parks & Recreation; Karen Sweeney to attend the annual Pennsylvania Park and Recreation Society Conference from March 26th to 29th in Hershey, PA at a total cost of \$1,106.00

D) Fire Marshall; Rick Schea to attend the NJIAAI AGM Fire Investigation Conference in Atlantic City, NJ from March 8th to 10th at a total cost of \$750.00.

E) Stephanie Mason and Autumn Canfield to attend the Annual Association for Pennsylvania Municipal Management Conference from May 16th to 18th in Bedford, PA at a cost of \$520.00 for registration and \$788.00 for lodging. Total cost of \$1,308.00.

MOTION CARRIED 5 to 0.

Bond Rating:

Ms. Mason reported the Township has been working to obtain a Bond rating. The Bond rating was received at AA1 rating, which was an increase from a previous AA2. The Township Finance department and Ways and Means Committee was very helpful in assisting and Ms. Mason thanked Mrs. Lyons and Mr. Snyder for their assistance. A sale of the bonds will be conducted on January 24th, where a special meeting of the Board is required to review the rate of the bond sale.

The Doylestown Township Board of Supervisors agreed by consensus to schedule a Special Meeting on Tuesday, January 24th at 5:00pm

E. Director of Operations

Municipal Building Renovation Update

Mr. Tomko reported: with Financing and Bond, the Township is on schedule to include the special meeting scheduled for January 24th. Design and bidding is also on schedule, except for interior design proposals. Currently four proposals were received and being reviewed. Zoning text and map amendment will be discussed later on the agenda. Other discussions scheduled include, temporary office space being off site and options to be on site, movers and temporary storage space.

Mailbox Repair and Replacement Policy:

Mr. Tomko referenced his January 13th memorandum for a Mailbox Repair and Replacement Policy. Currently, there is an unwritten policy regardless of existing condition or damaged during winter maintenance operations. Many residents have different mailbox styles and conditions, where costs can range from hundreds to several thousands of dollars.

To determine the policy, first costs for previous replacements and adjacent municipalities policies were considered. In 2015, the Township paid a total cost of \$500.00 to replace mailbox damaged during snow clearing. In 2016, the cost increased to \$1,200.00. In 2015, one mailbox had a replacement cost of \$500.00. In 2016, replacement cost for one mailbox was \$810.00.

The proposed, new policy provides control of replacements mailbox costs by only replacing mailbox physically struck by a snow plow. Mailboxes well maintained are less likely to be damaged by a snow plow.

Mrs. Lyons commented the policy is well done and questioned; a time frame should be noted of how long a home owner can report a damaged mailbox. Mr. Garton suggested a ten day time period is sufficient.

Mr. Colello commented; he agrees with having a policy in place, but has issues with the proposed mailbox replacement policy. One issue is the statement of a improperly maintained mailbox. Mailboxes can be struck by snow plows several times and will be difficult to ascertain if a mailbox is improperly maintained. The second issue is only repairing mailboxes struck by a snow plow and not by the strength of the snow when being pushed by the plows. The third issues is the policy considering costs not to exceed \$100.00 to replace a mailbox. Mr. Colello suggested to full replacement value should be considered. Mr. Tomko responded; based upon the research, most municipalities will not be responsible for replacement of damaged mailboxes. Other municipalities have a minimal replacement cost between \$50.00 and \$100.00. The proposed policy will cap replacement cost at \$100.00, and if the burden of proof shows the mailbox was physically hit by a snow plow. However, if the mailbox was knocked down by the force of snow, no replacement will occur.

Mrs. Lyons commented; how much liability should the Township incur while completing a job during a large snow storm. Upon a discussion amongst the Board regarding previous practices, Mr. Snyder commented the issue is not large one.

Ms. Manion made a MOTION the Doylestown Township Board of Supervisors approve the Mailbox Repair and Replacement Policy as presented by Director of Operations; David Tomko.

Hearing no second, MOTION FAILED.

F. Supervisors

Mr. Touhill encouraged anyone interested to attend the Environmental Advisory Council (EAC) meetings and reported; a fundraiser is scheduled to recover costs as the design of a magnet available for sale. The magnet is in the style of an emblem with the title of the Council and year. To pay tribute to the Township's former Arborist; Ray Hendrick, blue birds have been added to the magnet. Upon receiving a donation, 500 magnets have been produced and available for purchase at the administrative offices.

Mr. Snyder reported; another audit report on the Township's financial reports were performed with no significant deficiencies.

Mr. Snyder attended the annual Peace and Social Justice Summit on Sunday, January 15th in observance of the Dr. Martin Luther King holiday. The summit was held by the Peace Center and CB Cares, where it was well attended by approximately 300 children. Topics of discussions included experience with bigotry, bullying and racism. Also in attendance were three different school districts.

Mr. Snyder requested on update on Old Colonial Green. Ms. Mason reported; she and certified arborist; Ms. Valerie Ligot of Boucher & James, Inc met with Old Colonial Green's arborist and a representative from the Homeowners Association to discuss plans in development and tree removal in additional to ones removed as part of the master plan for beautification. Additional data and

information will be submitted in terms of the size and caliper of the trees. The township will coordinate with Old Colonial Green on the appropriate replacement of the trees under the ordinance.

Mr. Snyder requested an update on the Grasso Tract. Ms. Mason informed; no plan submission has been received. Plans are anticipated to be received by the spring of 2017. Mr. John added; testing was completed on the well and appears to be in good working condition. Additionally testing needs to be completed. Representatives of the Grasso Group are in discussions with the Authority regarding the public water system along the Furlong area.

Resident; Joe O'Malley of Rogers Road in Furlong requested clarification. Mr. John clarified; in terms of beginning a water system, it will be the nucleus on the Pavilion site and built to public specifications as oppose to a private water system. There is a need for water in the area and 37 homes, split between Buckingham and Doylestown Townships will benefit from the connection. Not everyone in Furlong will receive public water unless a pipe is located nearby. The 37 homes were identified under the PA Department of Environmental Protection (DEP) as having Trichloroethylene TCE impact. Some homeowners are still are utilizing carbon filters and others have taken no action. Most of the homes affected are located along the Edison Furlong and York Road corridor.

Mr. O'Malley commented; upon speaking with counsel, it was indicated should the Grasso Group drill, the quality of water will be minimally affected. However, the quantity of water being pumped into the homes may be affected and can become a serious matter. Mrs. Lyons suggested once the Grasso Group is listed on the agenda, Mr. O'Malley bring his counsel to either the Board of Supervisors or Water Authority meeting.

Mr. Colello requested during construction of the Municipal building, Mr. Tomko consider redesigning the Board of Supervisors deist to have a more U shape for better viewing.

Mr. Colello commended the First Responder Services, Police and Fire Departments on a job well done during recent events which occurred at his home. He gave special thanks to Sergeant Rose for his calm manner and professionalism during the process.

Mr. Colello questioned; what are the legal limitations for the rental of the Township facility during renovations. Mr. Garton answered; there are no legal limit. There is a fiduciary duty to act reasonably. There is no bidding process or cap imposed.

Mr. Colello requested an update on the public sewer connection for the Pebble Hill area. Mr. Garton answered; the Zoning Hearing Board meeting is scheduled for next week to review the variances of the pump station. Upon the meeting, half an easement proposal remains to be viewed and approved. Advertisement for bids should begin if the variances are approved by the Zoning Hearing Board and /or by March.

Mrs. Lyons requested Board consideration to allow non-residents members of the Bicentennial Committee vote on issues the same as voting members. Mr. Garton offered to prepare a revised resolution

Mrs. Lyons made a MOTION; seconded by Mr. Touhill the Doylestown Township Board of Supervisors appoint Ted Feldstein as a member of the Bicentennial Committee.

MOTION CARRIED by a 5 to 0 vote.

VI. PUBLIC HEARING**A. Sign Ordinance Amendments**

Mr. Garton reported; the Board previously approved advertisement of the proposed Sign Ordinance. The ordinance has been duly advertised and appropriate copies were forwarded to The Intelligencer and Bucks County Law Library. He then introduced Township's Planning Consultant; Ms. Judy Stern Goldstein who was present to address any questions and concerns.

Mrs. Lyons questioned; if the Catalyst Outdoor company is guided by the proposed amendment. Ms. Stern Goldstein answered; the constructional component will be guided by the other parts of the signage ordinance. Mrs. Lyons then questioned; if the signs will be allowed. Ms. Stern Goldstein answered; electronic signage is permitted. However, not at the size presented. As Ms. Stern Goldstein referenced the Sign Ordinance, she noted; electronic message centers, which are not electronic billboards will depend on the municipality's District when it comes to size.

Hearing no comments from the public, Mr. Colello made a MOTION; seconded by Mr. Snyder the Doylestown Township Board of Supervisors approve the Sign Ordinance Amendment.

MOTION was ADOPTED 5 to 0.

VII. NEW BUSINESS**A. Pine Run Community – HUB – Amended Final Land Development**

Mr. Garton reported; the applicant has submitted an amended final land development plan for the Pine Run Community. The plans were prepared by Cowan and Associates dated September 11, 2015 and last revised November 1, 2016. Pine Run proposes to demolish the existing community hub and construct a new building at the same location. Additional improvements include the relocation of an existing utilities building, a new parking lot, several new walkways and a new rain garden. The Doylestown Township Planning Commission recommended plan approval at their November 21, 2016 meeting, subject to conditions. All conditions have been agreed upon by the applicant's engineer.

Upon Board approval, Mr. Garton set forth the following conditions:

- 1) Continued compliance with the previously approval final plans.
- 2) Development is subject to modifications same as set forth therein.
- 3) Compliance with the Pickering, Corts and Summerson report dated September 12, 2016
- 4) Compliance with comments received from the Director of Code Enforcement; Sinclair Salisbury dated December 15, 2016.
- 5) Compliance with the Pennoni & Associates report dated December 15, 2016 with exception of the Planning Commission is acceptable to maintain a driveway as were noted on the plans.
- 6) Compliance with the Boucher & James, Inc report dated December 14, 2016
- 7) Compliance with the Doylestown Township Environmental Advisory Committee (EAC) recommendations dated December 14, 2016
- 8) Compliance with the Michael Baker, Inc report dated December 12, 2016
- 9) A crosswalk located at the north corner of the property shall provide access from end to another.
- 10) The 3 to 1 slope requested will be required on the rain garden slope
- 11) Receipt of all permits and approvals having jurisdiction over such matters
- 12) Funding and execution of security agreements in form that is satisfactory to the Township Solicitor; Jeffrey P. Garton
- 13) Applicants pays all costs associated with the application
- 14) Plans shall be ADA complaint.

On behalf of the applicants, Mr. McMakin agreed to all conditions as presented by Mr. Garton.

Mr. Touhill made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors approve the Pine Run Community Final Amended Land Development Plan with conditions as set forth by Mr. Jeffrey Garton.

MOTION was ADOPTED 5 to 0.

B. Authorization to Advertise Municipal Complex Amendments

Mr. Garton presented the Municipal Complex Amendment for Board consideration for advertisement. The amendment is the re-zone parcels 9-7-138-1 as the park from R1 Residential to I Institutional District. It will also re-zone tax parcel 9-68-30, 9-68-2 from R2 Residential to I Institutional District. It will also create a modification to the use regulation with respect to certain requirements and not applicable to the Township and Township authorities, so there is a clear understanding of what can and cannot be accomplished with respect to the zoning ordinance.

The amendments are different than what is presented in the Board's packets due to an error in connection with the recommendation, because of confusion with the tax maps. The parcels noted are correct.

Mr. Snyder made a MOTION; seconded by Mr. Touhill the Doylestown Township Board of Supervisors authorize advertisement of the Municipal Complex Amendment Ordinance.

MOTION was ADOPTED 5 to 0.

C. Request to Hook-Up to Public Sewer – 20 Pine Valley Road

Ms. Mason reported; the property at 20 Pine Valley Road fronts the sewer line installed a few years prior. Ms. Millane is in the process of selling the property and is in need of a connection due to existing issues.

Mr. Touhill made a MOTION; seconded by Mr. Snyder the Doylestown Township Board of Supervisors approve Mrs. Elaine Millane at 20 Pine Valley Road be provided a public sewer connection.

MOTION CARRIED 5 to 0.

D. Salt Bid – Commitment

Mr. Snyder made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors approve the commitment to purchase of a minimum 1,200 tons of salt via the PA Department of General Services COSTARS purchasing program during the 2017/2018 winter season.

MOTION CARRIED 5 to 0.

E. Treasurer's Report – January 17, 2017

Ms. Manion made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors approve the January 17, 2017 Treasurer's Report.

MOTION was ADOPTED 5 to 0.

F. Bills Lists – January 17, 2017

Mr. Snyder made a MOTION; seconded by Mr. Touhill the Doylestown Township Board of Supervisors approve the January 17, 2017 Bill's List in the amount of \$312,376.05.

MOTION was ADOPTED 5 to 0.

VIII. ANNOUNCEMENTS

- A. The next meeting of the Board of Supervisors is scheduled for Tuesday, February 7, 2017 at 4:00 PM
- B. There will be a Pension Committee Meeting scheduled for Tuesday, February 7, 2017 at 3:00 PM
- C. Movie and Ski Tickets are available through the Township at discounted prices. For more info contact our Administration Offices or online at www.doylestownrec.com
- D. Christmas Tree Drop-Off - Trees can be dropped off at the New Britain Road entrance of Central Park until February 15th
- E. Stormwater Survey – located on our website www.doylestownpa.org under Information / Stormwater. Survey deadline February 28, 2017

IX. ADJOURNMENT

Hearing no further business, the January 17, 2017 Doylestown Township Board of Supervisors Regular meeting was adjourned at 8:05pm.

Respectfully submitted by

Stephanie J. Mason