



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, December 19, 2017

7:00 PM

Meeting / Activity Trailer

I. 7:00 PM REGULAR MEETING

Members of the Board of Supervisors in attendance included Chairperson; Barbara N. Lyons, Vice Chairman; Richard F. Colello and Supervisors Ken L. Snyder. Supervisor Shawn Touhill participated via telephone.

Township Staff in attendance included Township Manager; Stephanie J. Mason, Director of Operations; Dave Tomko, Township Solicitor; Jeffrey P. Garton, Chief of Police; A. Dean Logan and Township Engineer; Mario Canales.

Absent: Supervisor, Ryan Manion

A. Pledge to the flag

B. Visitors/Public Comments

Mrs. Lyons informed; Supervisors, Ms. Manion is absent due to her attendance at her daughter's play and Mr. Touhill is present via phone.

II. ANNOUNCEMENTS

- A. Doylestown Township Municipal Offices will be closed Monday and Tuesday, December 25th and 26th 2017 in observance of Christmas and Monday, January 1, 2018 in observance of New Year's Day.
- B. Board of Supervisors Reorganization meeting is scheduled for Tuesday, January 2, 2018 at 4:00 PM.
- C. Doylestown Township Board of Auditors Reorganization meeting will be held on Wednesday, January 3, 2018, at 7:00 PM.
- D. The next regularly scheduled meeting of the Board of Supervisors will be held on January 16, 2018 at 7:00 PM.
- E. Christmas Tree Drop-Off - Trees can be dropped off at the New Britain Road entrance of Central Park anytime between December 27th – February 10th
- F. Doylestown Twp. Park and Recreation in partnership with Premier World Discovery is offering two trips in 2018; Great Trains and Grand Canyons and Treasures of Ireland. Please contact the Administration Office for brochures with highlights and inclusions
- G. The Doylestown Township Bicentennial Committee is hosting the Kick – Off Gala to our yearlong 2018 Bicentennial Celebration on January 6, 2018 at Doylestown Country Club. If interested in attending please contact the Administration Offices or go to our website (click on information/Bicentennial/Gala) where can purchase your ticket\|s online.
- H. GIFT GIVING IDEAS – Contact the Administration offices for more information
 - 1. Movie Tickets and Ski Tickets
 - 2. Bicentennial Gifts – Trees, Bricks, Mercer Tiles, Clothing and Gala Tickets

3. Park and Recreation Gift Certificates – Programs
4. Park Benches
5. Mural Print

III. MINUTES APPROVAL – Regular Meeting - December 5, 2017

Mr. Snyder made a MOTION; seconded by Mr. Colello the December 5, 2017 Doylestown Township Board of Supervisors Regular meeting minutes be approved with the following corrections as noted by Mr. Snyder ...

Page 4, Paragraph 4 - Change Mrs. Lyons response to resident's question as - anyone connecting into a line is required to reimburse the provider. In the Pavilion of Furlong's case, the applicant is providing the line without requiring to be reimbursed.

Page 8, Paragraph 2 - First sentence should read "As of December 5, 2017 estimate and actual costs, including all soft costs for Phase I increased at less than 1%, totaling \$4,226,000". Soft costs includes architectural, engineering, inspection testing fees, trailer rentals, hazardous materials abatement, fuel tank and other equipment purchases.

Page 10, Executive Session - Personal Matter - All five Board members recessed to Executive Session at 5:33pm. The Board reconvened at 7:00pm, where Ms. Manion did not return for this portion of the meeting.

Page 11, Boards and Committee - Change sentence to read "Mr. Snyder will invite Mr. Michael Paulosky to attend the Ways and Means Committee meetings".

MOTION was ADOPTED 5 to 0.

IV. CORRESPONDENCES

A. Notice of Grant Awards

Ms. Mason reported; the township received three pieces of correspondence from Department of Conservation and Natural Resources (DCNR). The first notifies a \$10,000 Community Conservation Partnership matching grant was awarded for the Parks & Recreation Comprehensive Plan. The township has included the expenses under the 2017 budget. The second letter notifies a \$25,000 Community Conservation Partnership matching grant was awarded for a feasibility study of a trail for Turk Road. The project is in partnership with Doylestown Borough. Additionally, Bike & Hike Committee member; Keith Fenmore has been overseeing fund raising events towards the project. The third and last letter notifies DCNR denied a grant for the retro fit of the pond at Saurman Park. The township will reach out to Princeton Hydro to reapply.

V. REPORTS

A. Solicitor

B. Police Chief

Chief Logan reported; On Tuesday, December 12th, a portion of Evidence Bay was taken into possession. He thanked the facility crew and detectives for their assistance in moving the Police Department out of the current building.

The sheriff department captured an escapee from the Juvenile Detention Center within thirty minutes near Route 611.

C. Township Engineer

D. Director of Operations

Mr. Tomko reported; At the September 19, 2017 regular meeting, the Board approved Pennoni Associates, Inc to conduct the 2017 Stream Crossing Structures re-inspection of seven (7) bridges, seven (7) pipes and fifteen (15) trail structures and one (1) bridge abutment along the township as part of the bi-annual bridge inspection program.

An executive summary was received, where a few items need clarification from Pennoni Associates, Inc. The report identifies priority repairs to be completed in 2018. The repairs are noted as trail bridge along Turk Road, Almshouse Road and multiple structures which require stone placement for scour. The estimate totals \$93,000. Mr. Tomko noted; \$75,000 is allocated in the proposed 2018 Township Budget for bridge and stream crossing repairs out of the Capital Reserve Fund, utilized for materials and equipment. Typically, the Public Works staff completes the work and any job beyond their skills will be contracted out. The General Fund will cover work completed by the staff and the Capital Reserves will cover repair costs. The estimate amount of \$93,000 is based on prevailing wage rates to save on costs, the township will complete work in house.

Mr. Tomko indicated; when Pennoni was authorized to conduct all inspections of all structures. The Pennsylvania Department of Transportation (Penn Dot) conducted inspections as part of their report and noted under the executive summary. The township is required to maintain the structures.

The summary also includes the Chapman Road bridge, where the township has allocated replacement of the bridge in 2020. Penn Dot last inspected the bridge in 2015, where the township made significant repairs since. Pennoni Associates conducted another inspection in 2017 and submitted a recommendation indicating the repairs were sufficient. For future reference, Mr. Tomko will have Pennoni & Associates separate their reports with Penn Dot's inspection reports for comparison.

Mr. Colello commented on the Chapman Bridge, it will cost \$111,860. Mr. Tomko responded; the figure was based upon Penn Dot's inspection report conducted in 2015. The figure is also after Pennoni conducted their 2017 inspection report and based on recent repairs. Once Penn Dot's realizes the repairs were completed as per their recommendations, the report will be updated.

Mr. Snyder questioned; when will Pennoni update the graphs, which describes all thirty (30) stream crossings and costs. Mr. Tomko answered; the most recent reports include the graphs and costs. Penn Dot will re-inspect the bridges if they include a Bridge System Management code. Mr. Snyder noted; many of the bridges listed on not inspected by the state. He then questioned will the township receive revised information in time before the budgeting process. Mr. Tomko indicted yes and will move the inspection process up to mid year in 2018. This will enable an draft report be submitted by September or October of 2018. Mr. Snyder requested the draft report be presented earlier in the year. Mr. Tomko agreed.

E. Manager

Ms. Mason referenced her December 14th memorandum and reported on the ongoing correspondence regarding ACT 172. A proposed resolution has been created to set forth a criteria for the fire companies to retain and recruit new volunteers. The Township's 2018 budget is providing \$500 per volunteer for active volunteers, who are certified from the fire companies. Protocol is to follow the resolution, whereby the fire companies will provide the township it's criteria for active volunteers and who they

are. Once provided, the township will provide a stipend to each fire company based on the number of volunteers residing in the municipality.

The procedure will ensure the volunteers are not employees of the township and other municipalities are following the same procedure. Ms. Mason recognized New Britain Township Manager; Eileen M. Bradley, who coordinated the program.

Mrs. Lyons questioned if the staff is okay with the process. Ms. Mason answered; the procedure is the preferred process.

Mr. Colello commented; the procedure is better than others presented. He questioned; what is the estimated cost for the township. Ms. Mason answered; the cost of the program will be \$15,000. between the three companies. The hope is to have continuous recruitment and retain volunteers.

Mr. Snyder made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors authorized the First Responder Recruitment and Retention program for qualified volunteers.

Mrs. Lyons requested to change by to of in the resolution.

MOTION was ADOPTED 4 to 0.

F. Supervisors

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

VI. PUBLIC HEARING – NA

VII. UNFINISHED BUSINESS

A. Township Municipal Complex Phase II Bid

As Mr. Tomko referenced the Phase I and Phase II Estimated Costs - Updated spreadsheet, he explained; as reported at the December 5, 2017 regular meeting, \$200,000 was allocated towards electrical and sewer costs, which provide an actual total of \$14,405,000 with a difference of -\$2,405,000.

Upon revising the estimated costs for the Phase II construction, Mr. Tomko reported; possession of the carport for Phase I was taken and construction will be completed before the end of 2017. Phase I construction's soft cost was reduced by \$506,775, which is now planned into the 2019 budget as a short term loan. An added contingency was also added to the bid pricing for the administration, police building, park & recreation and utility buildings at a total of \$14,411,775, which shows a -\$2,411,775 difference.

As the project moves forward, several options were viewed to address cost issues. As recommended, Mr. Tomko, Ms. Mason and Robert B. Gallant of JD Bravo Company held a meeting with Supervisors; Mr. Colello and Ms. Manion on Thursday, December 14, 2017 to discuss the design development process and how the project moved forward from planning to bidding process. Other topics discussed was schematic, file design, bids, estimates and how the figures moved forward. As a result, the designs were solidified with more plans and site and landscaping plans completed by Pickering, Corts and Summerson. The design figure became tighter as JD Bravo Company prepared estimates. Currently, the project is under the bidding process. With all changes noted, the Phase II construction costs now stands at \$10,871,025 with a difference of \$1,128,975.

Mr. Colello commented; the project budget is not at \$12 million, but \$11 million. The one million dollar difference should be allocated towards repair to the Chapman Bridge. Although, the project is within budget. Technically, the project does not have a difference of \$1,128,975. Mr. Snyder questioned Mr. Colello if all concerns were address during the meeting. Mr. Colello indicated yes.

Mr. Snyder made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors award the Multi-Prime contracts as required by the Pennsylvania Procurement Laws, totaling \$6,830,500 to the contractors noted below. Further, the awarded contracts are for construction of the Administration and Police Building during the Phase II Municipal Complex Building.

<i>Penn Builders in Quakertown, PA for General Construction</i>	<i>\$4,620,500.00</i>
<i>Boro Construction in King of Prussia, PA for Mechanical Construction</i>	<i>\$941,000.00</i>
<i>Electri-Tech, Inc. in Dorothy, NJ for Electrical Construction</i>	<i>\$783,000.00</i>
<i>Hirshberg Mechanical in Fort Washington, PA for Plumbing Construction</i>	<i>\$243,000.00</i>
<i>Anchor Fire Protection in Perkiomenville, PA for Fire Protection Construction</i>	<i>\$243,000.00</i>

Mr. Colello reported; during the meeting, he and Ms. Manion requested a delay of construction and awarding of the bid, until a clear understanding of the building and park & recreation project was presented. The meeting was positive and the main concern was an answer to why the project was over budget at \$11 million. The answer was the architectural firm hired submitted an estimate and used as a basis. The Board agreed to secure a bond for \$12 million. The bond was allocated to cover approximately, \$11 million for the building and park & recreation projects. One million dollars was to cover costs to repair or replace the Chapman Road Bridge. JD Bravo Company advised the architectural firm's estimate was off mark by millions of dollars.

Mr. Colello clarified; he and Ms. Manion never opposed the construction of the new building. Both, along with the Board approved the bond issue specifically for the building project and the bridge. The only issued opposed was spending \$11 million for only the new building. This will leave the township with no funds towards the park & recreation facility. Bids received are aligned with JB Bravo Company's estimates. As an effort to reserve funds for the park & recreation project, Mr. Colello and Ms. Manion requested options to reduce costs of the new building. Unfortunately, the reduction of costs was not significant.

The new building will be able to accommodate most of the park & recreation current activities. The new building will also be constructed under the original budget of \$11 million. If the Board requests to borrow additional funds or raise taxes for a park & recreation facility, he and Ms. Manion will vote no.

MOTION CARRIED 4 to 0.

Mr. Tomko reported; the alternate pricing are included in the General contracting bid at \$4,620,500. Mr. Snyder added; some costs are noted under cubic yard in case contaminated soil is found, which needs to be replaced. However, other than the soil, all other pricing are under the General Contracting bid figure.

VIII. NEW BUSINESS

A. 2018 Doylestown Township Final Budget

Ms. Mason reported; the 2018 Doylestown Township Final Budget includes no tax increase and remaining at 11.875 mils. Total revenue is anticipated at \$15,634,609., Expenses at \$23,049,669., leaving

a Fund Balance of \$7,376,518. The Township is using a reserve of -\$7,415,061., which includes the first part of the bond issue for the 2017 construction of buildings. However, \$2 million remains for borrowing.

Net Operating Income is \$.6 million. The major Capital will be the construction of the new Municipal building and Road program. The Township is anticipating \$625,000 for the Estates of Doylestown and \$85,000 in software data update to track road and infrastructure. For Stormwater management, the MS4 requirement from the Department of Environmental Protection (DEP) will have a budget of \$92,000. Kids Castle renovations will be moving forward with a grant funding of \$400,000. Public Works has several improvements scheduled at \$200,000 and the township parking lot lighting at \$100,000. The Police Department will be brought up to full staff at twenty one (21) officers. Midway through the year, the township will be hiring a new candidate for Public Works. Administration will be filling a current vacant position and will continue to have two part-time interns. Additionally, a part-time, administration receptionist will be hired. Non-uniform raises will be at 2.6% and police contractual raises will be at 3.5%.

The proposed 2018 Final Budget has been hung for the last twenty (20) days as required under the Pennsylvania State law.

Mr. Snyder made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors approve the 2018 Doylestown Township Final Budget

MOTION was ADOPTED 4 to 0.

B. Resolution No. 1991– Fixing the Tax Rate for Fiscal Year Ending December 31, 2018

Mr. Snyder made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors approve Resolution no. 1991; Fixing the Tax Rate at 11.875 mils for Fiscal Year Ending December 31, 2018.

MOTION was ADOPTED 4 to 0.

C. Township Manager Employment Agreement January 1, 2018 – December 31, 2019

Mr. Colello made a MOTION; seconded by Mr. Snyder the Doylestown Township Board of Supervisors approve the Township Manager Employment Agreement dated from January 1, 2018 and through December 31, 2019.

MOTION was ADOPTED 4 to 0.

D. Treasurer’s Report – December 19, 2017

Mr. Snyder made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors approve the December 19, 2017 Treasurer's Report.

MOTION was ADOPTED 4 to 0.

E. Bills List – December 19, 2017

Mr. Snyder made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors approve the December 19, 2017 Bill's List in the amount of \$564,840.80.

MOTION was ADOPTED 4 to 0.

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X. ADJOURNMENT

Mrs. Lyons made a MOTION; seconded by Mr. Colello the December 19, 2017 Doylestown Township Board of Supervisors Regular meeting be adjourned at 7:43pm.

MOTION CARRIED 4 to 0.

Respectfully submitted by

Stephanie J. Mason