



# Board of Supervisors

## Regular Meeting

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

~ Minutes ~

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Tuesday, February 19, 2019

7:00 PM

Meeting / Activity Trailer

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### 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, Jennifer V. Herring and Ryan Manion.

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 Geoffrey J. Attanasio

#### A. Pledge to the flag

The Board met in Executive Session, prior to the meeting to discuss labor relations, two matters of litigations and conducted an interview.

Mr. Snyder made a MOTION; seconded by Ms. Herring the Doylestown Township Board of Supervisors appoint Mr. Dan Wood as a member of the Public Water & Sewer Authority Committee.

Mr. Wood was selected as a member by a 5 to 0 vote.

#### B. Presentation – Park and Recreation Facility –K. Sweeney and J. Bray

##### Temporary Administration Trailers

Director of Parks & Recreation Karen Sweeney explained; with a few weeks remaining from printing the summer program guide and a few months from moving into the new administrative building, she requested Board consideration of retention of the temporary administration trailers to be utilized as activity space. Upon completing background research, Ms. Sweeney presented a chart showcasing how the trailers increase usages and bring back rental opportunities previously lost.

Mrs. Lyons questioned if the request is to provide \$22,000.00 to extend the trailer lease will continue until 2019 or 2020 Ms. Sweeney answered; the lease will extend to 2019 and further research indicates the cost is equivalent to a six month lease. It will also extend the cost to remove the trailers that will become a wash for the first year. Ms. Mason added; to remove the trailers, it will cost \$21,700.00 versus the \$22,000.00 requested to extend the lease.

Mr. Snyder questioned; does the percentage shown indicate the administration trailers will be utilized more than an activity center. Ms. Sweeney indicated yes and will afford the space to double up some programs and bring outdoor activities in during inclement weather. Mr. Snyder questioned; was an analysis completed to determine the difference between renting versus purchasing the trailer. Budget Analysts Ed Ebenbach answered; the issue was discussed during a Ways and Means workshop, where the request to possibly purchase the trailer was denied. The cost to purchase the trailer will be approximately \$275,000.00. Ms. Sweeney added; the trailers are constructed to be a temporary use

and the longevity is questionable. Mr. Colello questioned; how many trailers will be included under the \$275,000.00. Ms. Mason indicated; six trailers will be included under the price.

Mr. Snyder made a MOTION; seconded by Ms. Herring the Doylestown Township Board of Supervisors approve to extend the lease agreement for six administration trailers to be utilized by Park and Recreation as temporary activity centers.

MOTION was ADOPTED 5 to 0.

Plans for Parks & Recreation Activity Center - J. Bray, Chairman Parks & Recreation Board

Parks & Recreation Board Chairman; John Bray explained the former indoor activity space was lost during the renovations of the new municipal complex. The Board reviewed several options, such as a new building and developed a design. The design consists of Parks & Recreation program rooms on one side and a basketball court on the other. The basketball court will assist in generating revenue for the township with rental opportunities. Mr. Bray requested Board approval to hire professional services to show what the building will look like along an appropriate township property, adjacent to the New Britain Road parking lot. The building is proposed to be placed along a flat surface with crushed stone to replace parking and doesn't require much site work. In addition, the utility hook ups will be less expensive.

Another option was speaking with a developer who offered to construct an activity center for the township to lease. However, the monthly lease payment was too expensive.

Mr. Bray requested Board approval to fund township professionals to develop a sketch plan, a preliminary review by the township planner and a professional cost estimate outlining total pricing to construct the building in the amount of \$14,900.00. Once the professionals are hired, the Park & Recreation Department will return with a complete list of programs and a business plan with the coordination of the Ways & Means Committee.

Mrs. Lyons questioned where the site is located. Mr. Bray answered; the proposed site is along New Britain Road encroaching into the parking lot. She then asked if the site engineering was previously planned out by Pickering, Corts and Summerson. Ms. Mason answered; the site engineering was completed for the location closest to fields.

Ms. Manion questioned can a business plan be presented before planning begins. Mr. Bray responded; the building will be approximately 11,000 square feet and the costs are known. However, the request is to assist in preparing a formal presentation for Board approval with all information is needed, such as exact out of pocket costs and how user fees will offset the cost of the building.

Mr. Snyder requested the Committee submit other activity building options viewed by the Parks & Recreation department to the Board. This will assist in identifying why the requested option is the most efficient choice to provide an entire picture. Mr. Bray explained that it cost \$6,100.00 for prepared renderings per site. The Committee does not think it wise to pay for multiple renderings to show options. Mr. Snyder clarified by requesting criteria be submitted. Mr. Bray agreed to provide all necessary materials.

Mr. Colello commented; the Board will make the ultimate decision on the location of the activity building and costs. He agreed with Mr. Snyder's commented in providing options and comparable reports.

Mr. Colello made a MOTION to TABLE the Park & Recreation Proposed Activity Building proposal until options and comparable reports are submitted.

Upon Mrs. Lyons direction, Mr. Bray provided options for the center as first; his personal engineering firm created a plan with a location where the temporary trailers are currently occupying. However, there was an issue with parking. A second site viewed was Field 3, which is the playing field closest to the game grove. The site was denied due to losing a playing field. The second option was to speak with a developer who offered to construct an activity building for the township to lease, which was too expensive. Mr. Colello responded; it's the collective responsibility of the Board to review and determine options, not the Committee. He said he was asked to review the business plan six months prior. He responded in detail to Mr. Salanik. However, no response from the Park & Recreation Board was received. Mr. Bray indicated that the Board would prefer to present the business plan to the Board as a whole. Only providing sections of a plan with individual Supervisors is inappropriate and not the correct way to present a plan. Mr. Bray added; he is happy to share in the thought process with the Board. However, part of the role of the Park Board is to consider the recreation needs of the community and assist the Board in the process.

Ms. Herring requested clarification if a proper analyses by a professional engineer is needed to provide an accurate presentation to the Board. Mr. Bray answered; it's not practical to have renderings created for each option and it's more practical to have a study completed on the site chosen by the Committee.

Upon providing a brief history of plan discussions, Mrs. Lyons commented; the work of the Parks & Recreation Board is trusted and the Board should be supporting their efforts at this point and have the focus be placed to complete the preliminary plan. Once the plans are received, she is assured the business plan will be consisted with the plans and goal. Mr. Bray agreed and added; the business plan will be presented during a public meeting for comments and questions.

Mr. Snyder questioned; what is the urgency to have Board approval this evening. Mr. Bray answered; the Park & Recreation Board needs to prepare for community needs for activity space once the new Municipal Complex is completed.

Upon a discussion amongst the Board regarding revenues and plans of the activity center, Mr. Snyder seconded Mr. Colello MOTION to TABLE the Park & Recreation Proposed Activity Building proposal until options and comparable reports are submitted.

MOTION CARRIED 3 to 2.

Mr. Colello offered to schedule a special meeting to discuss the options further. Mrs. Lyons commented; if the township generates no revenue from Parks & Recreation, it will be the responsibility of the Board to provide a service to the residents.

C. Visitors/Public Comment

**II. ANNOUNCEMENTS**

Mrs. Lyons reported; three of Doylestown Township events are nominated under Bucks Happenings categories as, Live Music Venue, Fido Float and Central Parks Kids Castle. Please log onto [www.doylestownrec.com](http://www.doylestownrec.com) to place your votes.

The Travis Manion Foundation is also nominated.

- A. The next meeting of the Board of Supervisors is scheduled for Tuesday, March 5, 2019 at 5:00 PM
- B. Ski, Movie and Phila. Flower Show tickets are available. For prices and availability please contact our Administration Offices or our website: [www.doylestownrec.com](http://www.doylestownrec.com).
- C. New for 2019 - Doylestown Township Parks and Recreation is running a bus trip to visit the 9/11 Museum and Memorial in New York City on Friday, April 26th. For more information or to register please visit [www.doylestownrec.com](http://www.doylestownrec.com)
- D. Doylestown Twp. Park and Recreation in partnership with Premier World Discovery is offering two trips in 2019; California Rail Discovery and Rome and the Country Roads of Tuscany. Please contact the Administration Office for brochures with highlights and inclusions
- E. The EAC will host a 'PA Lyme Prevention Program' seminar at Delaware Valley University on April 3 at 7:00 PM. More info on our website.

### III. MINUTES APPROVAL: February 5, 2019

Mr. Colello made a MOTION; seconded by Mr. Snyder the February 5, 2019 Doylestown Township Board of Supervisors Regular meeting minutes be approved with the following corrections as noted by Mr. Snyder and Ms. Herring ...

a) Page 3, Section E under Manager Report - change vote to 4 to 0.

b) Page 3 under Supervisor's Reports for Ms. Herring - change sentence to read; The Recorder of Deeds; Robin Robinson is raising money to preserve several Deed Books dating back to the time of when William Penn was in office.

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

### IV. CORRESPONDENCES

#### A. Bucks County Transport, Inc. DART

Mrs. Lyons referenced Bucks County Transport letter from Mr. Vince Volpe reporting on the continued success of the Doylestown Dart services and grateful for the support. Ms. Mason added; Doylestown Dart had over 26,000 riders in 2018 and a new logo design was recently implemented.

#### B. Sauerman Park Pond

Ms. Mason reported; the Environmental Advisory Council (EAC) applied for a Growing Greener grant for improvements to the Sauerman Park pond. The grant was not awarded and the Council will re-evaluate it's plans.

Mr. Snyder questioned; is there any feedback as to why the grant was not awarded. Ms. Mason offered to follow up and provide an answer.

#### C. PSATS 28th Annual Outstanding Citizen Communication Award

Mrs. Lyons reported; The Pennsylvania State Association of Township Supervisors (PSATS) has awarded Doylestown Township with the State Association's 28th Annual Outstanding Citizen Communication Award as first place in Social Media and Website categories, second (tie) and third place in the Audiovisual Communications category and third (tie) place for Other Publications category. Ms. Mason added; this is the second time the Township has won the awards in the last ten years.

Mrs. Lyons congratulated the Telecommunication Advisory Board and Township staff on a job well done.

## V. REPORTS

### A. Solicitor

### B. Police Chief

Chief Logan requested Board approval to grant tenure to Officer Joseph Zuchero and Officer and Officer Daniel Naftulin. Both officers have completed an extensive field training program, which they both successfully passed.

Ms. Manion made a MOTION; seconded by Mr. Snyder the Doylestown Township Board of Supervisors grant tenure to Officer Joseph Zuchero, effective February 19, 2019 and Officer Daniel Naftulin, effective March 5, 2019 from the Doylestown Township Police Department.

MOTION CARRIED 5 to 0.

Chief Logan commended Officer Jared Courts on a job well done in training both officers. Officer Courts thanked Chief Logan for locating the officers who both have great attitudes and will be an asset to the force.

### C. Township Engineer

### D. Director of Operations

#### DTV Broadcast Production and Meeting Room AV System Proposal

Mr. Tomko referenced Telecommunication Advisory Board member; Ed Ebenbach's February 12, 2019 memorandum recommending the purchase of DTV broadcast production and meeting room AV systems. The first proposal will allow the recording of meetings, use of cameras and microphones in the amount of \$65,943.00.

Mr. Colello questioned; how much was placed in the original budget and if there is a difference. Mr. Ebenbach answered; the budget was \$140,000.00 and spread between 2019 and 2020. The figure of \$71,972.00 is \$4,000 more than placed into 2019 and less than the \$140,000.00 amount. All amounts are what was projected and both are under the budget. Ms. Mason added; a portion of the funds were received from grants. Mr. Ebenbach agreed and indicated; the grants were received from Verizon, Comcast and operational savings.

Mr. Snyder made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors approve the purchase of a DTV Broadcast Production System proposal to design, supply and install upgrades to the DTV video production system in the amount of \$65,943.00 and Meeting Room AV System in the amount of \$71,972.00 from Applied Video Technology, Inc.

MOTION was ADOPTED 5 to 0.

Penn Builders, Inc | Change Order #6

Mr. Snyder made a MOTION; seconded by Ms. Herring the Doylestown Township Board of Supervisors approve Penn Builders Change Order #6 and Building Committee's recommendation for #1 for \$1,943.00, number 2 for \$2,113.00, number 3 for \$2,496.50, totaling \$6,552.50 under Change order #6 to finalize the scope of work for the Administration and Police Building during Phase II construction of the Municipal Complex building.

MOTION was ADOPTED 5 to 0.

Electri-Tech, Inc | Change Order #3

Mr. Tomko reported; the item was not originally scoped in Electri-Tech's bid package and noted as a budget line item.

Mr. Snyder made a MOTION; seconded by Ms. Herring the Doylestown Township Board of Supervisors approve Electri-Tech, Inc. Change Order #3 in the amount of \$62,600.00 to supply and install the low voltage telephone and cable system throughout the Municipal Complex, as recommended by Phillip Donovan Architects, JD Bravo, Township Solicitor; Jeffrey P. Garton and Construction Building Committee.

MOTION was ADOPTED 5 to 0.

E. ManagerF. Supervisors

Mr. Herring reported; during a visit at the Bucks County Association of Township Officials (BCATO) meeting, she and others attended an Opioid Epidemic discussion, where the Bucks County Drug and Alcohol Society offered several tools, such as Naloxone Hydrochloride (Narcan) training. All information, including how to obtain free Narcan kits and training can be found under their website at <https://www.bcdac.org/>. Pill pods to hold medication were also provided. The pods are not tamper proof and available at Bucks County Drug and Alcohol Society and the Township building.

Mr. Colello reported; during a two and half hour tour of the new Municipal Complex a better impression was received. He recommended anyone interested to attend the tour. He also thanked Mr. Schea for his time.

**VI. UNFINISHED BUSINESS - NA****VII. NEW BUSINESS**A. Exonerate Tax Collector

Mr. Garton reported; the request to exonerate the Doylestown Township Tax Collector who is legally obligated to turn over unpaid taxes to the Tax Claim Bureau.

Ms. Herring made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors exonerate the Doylestown Township Tax Collector; Samuel Kolodney from collecting any unpaid taxes and forward to the Tax Claim Bureau.

Mr. Colello questioned; how are residents notified when balances are below \$5.00. Tax Collector; Samuel Kolodney answered; when assessments are completed and a change in property value is noted, a new amount is calculated. All invoices are mailed bi-monthly. Any past due bills after February can be paid through the Tax Bureau. As a note; payment arrangements can be made with the Tax Bureau, but not with the Tax Collector.

MOTION CARRIED 5 to 0.

B. Land Development – Doylestown Walk Preliminary/Final Plan

Mr. Garton reported; only a status report of the Doylestown Walk Preliminary / Final Land Development Plan will be presented and no action will be requested from the Board. Ms. Mason clarified; Board approval will be requested to extend the review deadline.

Gregg I. Adelman of Kaplin Stewart Law offices explained; the Doylestown Walk Preliminary Final plan remains the same as during the Tradesville Public Improvements Overlay District Zoning Amendment. The plan is a proposed 137 town home development along the Bray | Long | Schmidt property with no change in configuration as presented previously. A recommendation of approval was received from the Doylestown Township Planning Commission.

During the planning process, variances and conditional use permit will be required. The variances are from flood plain ordinance, non- disturbance provisions where water and sewer will be running from the pump station. In order to run the connection to the property, a line will need to be run across streams and flood plains. The conditional use permit required is similar, but from a different provision for additional uses to permit disturbance along the riparian buffer for the same location and a small portion of a storm water basin. The conditional use request with a preliminary final land development plan will be presented at a future Board of Supervisor's meeting for approval. In addition, approximately 25 waivers will be presented and reviewed by the township's professionals with no major issues noted. Minor issues include layout site plans and storm water management.

The Planning Commission comments included proposed trails around the property located on the side, front of the property and off Bristol Road. The Commission recommended providing additional easements around the entire properties, so that the perimeter can become part of the trail system in the future. It will create two loop trails. The first will be constructed by Applicant; Toll Brothers to provide an internal trail for the residents. The second is an exterior trail going around the perimeter. Additional discussions included, the Township acquiring the entire open space outside of the interior and boundaries of the developed area. Toll Brothers offered to make the space available upon the Township's interest. For the overall layout, road configurations and stop signs locations with sidewalk connections throughout the site and location of certain landscape were discussed. However, there was not a change to the overall layout of the plan as compared to what was viewed previously.

Mrs. Lyons requested clarification on the open space discussion. Mr. Adelman clarified: the applicant does not have issue if the township would like to acquire the open space at 27 acres in total for the exterior. The interior will be maintained by the future homeowner's association. Mrs. Lyons questioned; will the open space be accessible to the public. Mr. Adelman indicated yes and considered an easement. There was some discussion to provide different access in between units to connect back into the interior trail and out to the street. Additionally, a wood chipped trail was recommended. The Commission recommended having some of the trails wider to provide easier access between the units. The applicants also met with the Bike & Hike Committee. Discussion needed with the Board concerns recreation fee in lieu or recreations facilities to provide a trail instead of a payment in fees.

Mr. Snyder made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors extend Applicant; Toll Brothers Preliminary / Final Land Development Application (Bray | Long | Schmidt Tracts) submission until March 19, 2019. Further, extend Applicant; Toll Brothers Conditional Use Application (Bray | Long | Schmidt Tracts) submission until March 19, 2019.

MOTION CARRIED 5 to 0.

**C. Zoning Hearing Board**

1. Daniel & Eliz. Bray – 3335 Bristol Road – Requests a Variance

Ms. Manion made a MOTION; seconded by Mr. Colello the Doylestown Township Board of Supervisors forward Daniel & Elizabeth Bray of 3335 Bristol Road request for a variance for a water and sewer connection from the Lower State Road pump station to the Zoning Hearing Board with Township Solicitor; Jeffrey P. Garton in attendance in support of the application.

MOTION CARRIED 5 to 0

2. Crown Castle – Ordinance Validity Challenge/ Zoning Applications

Crown Castle

Mr. Garton reported; Crown Castle constructed small cannister like features to be placed on top of telephone poles to facilitate wireless communications. In 2018, the Commonwealth Court awarded PUC approval and filed a variance with the Zoning Hearing Board for a validity challenge. Mr. Garton recommended the Board participate in the proceedings and schedule a meeting with applicants to resolve open issues.

Ms. Herring made a MOTION; seconded by Mr. Snyder the Doylestown Township Board of Supervisors participate in Ordinance Validity Challenge and Zoning Application proceedings regarding Crown Castle and meet with applicants to facilitate an understanding of agreement.

MOTION CARRIED 5 to 0.

Vertical Bridge

Mr. Garton reported; an application was filed by Vertical Bridge to construct a cell tower in Furlong. The Zoning Hearing Board denied the application and since was appealed by the applicant. However, the Zoning Hearing Board does not support their own decisions. Township staff recommends the Board authorize participation in the appellate process in supporting the denial of the Zoning Hearing Board.

Mr. Colello made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors participate in appellate process by supporting the Zoning Hearing Board decision to deny Vertical Bridge request to construct a cell tower.

MOTION CARRIED 5 to 0.

D. Request for Public Sewer Hookup – 2321 Lower State Road

Mr. Colello made a MOTION; seconded by Mr. Snyder the Doylestown Township Board of Supervisors approve a Public Sewer connection from the Kings Plaza Water Treatment facility for Ms. Lisa Naples at 2321 Lower State Road due to the failing system.

MOTION CARRIED 5 to 0.

E. Treasurer's Report – February 19, 2019

Mr. Snyder made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors approve the February 19, 2019 Treasurer's Report.

MOTION was ADOPTED 5 to 0.

F. Bills List – February 19, 2019

Mr. Snyder made a MOTION; seconded by Ms. Manion the Doylestown Township Board of Supervisors approve the February 19, 2019 Bill's List in the amount of \$842,317.17.

MOTION was ADOPTED 5 to 0.

**VIII. ANNOUNCEMENTS**

Mrs. Lyons reported; three of Doylestown Township events are nominated under Bucks Happenings categories as, Live Music Venue, Fido Float and Central Parks Kids Castle. Please log onto [www.doylestownrec.com](http://www.doylestownrec.com) to place your votes.

The Travis Manion Foundation is also nominated.

The EAC will host a 'PA Lyme Prevention Program' seminar at Delaware Valley University on April 3 at 7:00 PM. More info on our website.

**IX. ADJOURNMENT**

Hearing no further business, the February 19, 2019 Doylestown Township Board of Supervisors Regular meeting was adjourned at 8:16pm.

Respectfully submitted by

Stephanie J. Mason  
Secretary