

The meeting of the Douglass Township Board of Supervisors was called to order at 7:18 P.M. Attending were Chairman Tony Kuklinski, Supervisor Alan Keiser, Supervisor Joshua Stouch, Solicitor Robert Brant, Josh Hagadorn of G&A, Maggie Dobbs of MCPC, Chief Templin, Pete Hiryak, Andrew Duncan, Cynthia O'Donnell, Mike Heydt, and approximately 27 residents.

Mr. Kuklinski led in the Pledge of Allegiance. A reporter from Town & Country was present at this evening's meeting.

Mr. Kuklinski asked if there were any additions, corrections, or comments to the minutes of the November 5th, 2018 Board of Supervisors Meeting, none were given.

A motion was made by Mr. Keiser, seconded by Mr. Stouch to approve the minutes of the November 5th, 2018 Board of Supervisors Meeting. Keiser-Aye, Kuklinski-Aye, Stouch-Aye. Motion passed.

Mr. Kuklinski asked if there were any questions, comments, or corrections to the November 19th, 2018 Board of Supervisors Agenda, none were given.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to approve the November 19th, 2018 Board of Supervisors Agenda. Keiser-Aye, Kuklinski-Aye, Stouch-Aye. Motion passed.

Gilbertsville Ambulance Report

Rochel Morrell presented the September/October GACAS Report. October Report: 59 patients transported, 3 public assists, 8 canceled (no patient contact), 2 canceled (prior to arrival at the scene), 5 canceled on scene/no patient found, 2 DOA, 4 patient evaluated no treatment/transport required, 3 patient refused evaluation/care without transport, 1 patient treated released AMA, and 1 fire standby for a total of 88 calls for service. Service by Municipality: 34 Douglass Twp, 24 New Hanover, 5 Upper Pottsgrove, 3 Pottstown, 2 Upper Frederick, 1 Lower Pottsgrove, 1 West Pottsgrove, 11 Boyertown Borough, 6 Colebrookdale, and 1 Douglass Berks. Admissions: 45 Pottstown, 8 Lehigh, 4 Phoenixville, and 2 Reading. No questions or comments were given.

A motion was made by Mr. Kuklinski, seconded by Mr. Stouch to accept the GACAS Reports as presented. Keiser-Aye, Kuklinski-Aye, Stouch-Aye. Motion passed.

Mr. Kuklinski announced that an Executive Session was held this evening prior to the Board meeting from 6:55pm – 7:10pm involving personnel issues, no votes or decisions were given.

Fire & Rescue Report – Chief Rick Smith

Chief Smith gave the Fire & Rescue Report for October 2018: 2 fires, 5 fire alarms/CO2 alarm, 1 vehicle accident, 5 investigations, 3 fire police, and 7 assists to other depts for a total of 23. The October Fire Prevention Display was moved to Station 67 due to rain. We held fire prevention instruction at the Gilbertsville Elementary School and Chief Smith thanked Chief Templin and staff for attending. Fire Prevention Instruction was also held at Boyertown Children's Center, Little Face's Day Care, Boyertown YMCA Day Care Center, and Willowdale Children's Academy. Fire Marshal Report: On October 23rd a fire inspection and fire safety training was performed at Little Face's Day Care on Swamp Pike (1 hour). No questions were given on the reports.

A motion was made by Mr. Kuklinski, seconded by Mr. Stouch to accept the Fire & Rescue Report and Fire Marshal Report as given. Keiser-Aye, Kuklinski-Aye, Stouch-Aye. Motion passed.

MCPC – Maggie Dobbs

Ms. Dobbs gave a brief presentation on the Landscape Ordinance to the BOS for future adoption. The Douglass Township Planning Agency, in coordination with the MCPC and the Township Engineer and Solicitor, worked to amend the Landscape Ordinance within the Township's Subdivision and Land Development Ordinance earlier

this year. The amendments include: a general cleanup of the structure of the ordinance; added a “Legislative Intent” section and moved “Plan Requirements” to the front of the ordinance, increased the level of planting detail needed for preliminary plan submissions, eliminated credits for preserved trees, simplified tree planting requirements, allows for replacement trees to be used to meet other planting requirements, updated property line buffer table to ensure consistency with required buffers between land uses, added new criteria for how parking lot landscaping shall be calculated and planted, updates to the list of recommended plant material, and added new definitions for “Planting Island”, “Planting Strip”, and “Vehicular Use Area”. Mr. Keiser stated, I assume that the P/A was on board with this, Ms. Dobbs stated that the Planning Agency were in agreement of recommending approval to the BOS. Mr. Brant stated that as part of the Authorization of Adoption process the Board should direct him to review the proposed ordinance. The Board of Supervisors authorized Solicitor Brant to review the proposed Amendment to the Landscape Ordinance.

Police Department Report – Chief Templin

Chief Templin read the Statistics for October 2018: 394 incidents reported, 5 reportable accidents, 22 non-reportable, 16 criminal investigations, 5 criminal arrests, 53 traffic citations (paper), 19 E-Citations, 2 non-traffic citations, and 6 parking ticket. No questions or comments were given. On Saturday October 27th from 10am to 2pm we partnered with Giant Food Store in the National Drug Take Back Day. We collected 152.7 lbs. of unused, expired, and unwanted medications. These medications were turned in for proper disposal and destruction. I want to thank everyone who participated in the event and those that have dropped off their medications at our collection box here at the Township building. On October 31st our officers distributed over 120 trick or treat bags to the children of our Township. All treats were donated by the officers and secretarial staff of the Douglass Township Police Department. Our mission is to promote fellowship, fun, and safety between the children of our Township and our officers. You can check out our Facebook page for pictures of the event. No questions were given.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to accept the Police Report as presented. Keiser-Aye, Kuklinski-Aye, Stouch-Aye. Motion passed.

Engineer’s Report – Josh Hagadorn, Gilmore & Associates

Douglass Park Improvement Update/Change Order/Payment Request #5 and #6 – Mr. Hagadorn stated that he received a request for payment #5 from Floyd G. Hersh in the amount of \$9,986.40 for the electrical work for the parking lot lighting and recommended approval of this amount to the Board.

A motion was made by Mr. Kuklinski, seconded by Mr. Keiser to authorize release of payment request #5 in the amount of \$9,986.40 to Floyd G. Hersh for the parking lot electrical work contingent upon the satisfaction of Treasurer O’Donnell with all required paperwork and to the satisfaction of Roadmaster Heydt with the performed electrical work. Keiser-Aye, Kuklinski-Aye, Stouch-Aye. Motion passed.

Mr. Hagadorn also received a request for payment release #6 for the retainage amount of \$16,640.32 from Floyd G. Hersh and recommended approval of this amount to the Board.

A motion was made by Mr. Kuklinski, seconded by Mr. Keiser to authorize release of payment request #6 for the retainage amount of \$16,640.32 to Floyd G. Hersh contingent upon the satisfaction of Treasurer O’Donnell with all the required paperwork and contingent upon the satisfaction of Roadmaster Heydt of completed work by Floyd G. Hersh. Keiser-Aye, Kuklinski-Aye, Stouch-Aye. Motion passed.

400 Gilbertsville Road – Susan Rice, 10 Lot Development (P/A recommended approval of Plans & Waivers). Mr. Hagadorn stated that the P/A recommended approval of plans & waivers to the BOS. Mr. Kuklinski asked about the proposed sidewalks and curbing. Mr. Heydt stated that it was agreed that the curbing and sidewalks were set back far enough from Gilbertsville Road that it should not interfere with plowing. Mr. Brant asked for authorization to draft a Final Plan Resolution with all required documents.

A motion was made by Mr. Kuklinski, seconded by Mr. Keiser to authorize Solicitor Brant to draft a Final Plan Resolution with all required documents for the 400 Gilbertsville Road 10 Lot Development. Keiser-Aye, Kuklinski-Aye, Stouch-Aye. Motion passed.

Stafy Tract Escrow Release Request #3 (\$7,078.16 BOS Approval Required) - We found that the reduction request submittal was reflective of the work performed to date with the exception of the top-soiling of the lots. The value of the work performed to date is \$144,190.71. Adding Contingency, Engineering/Inspection and Administrative/Legal (contingency items) and subtracting retainage of 10% of the value of the work performed to date as well as the amounts previously released results in an amount of \$7,078.16. Mr. Hagadorn stated that we (G&A) recommend reduction of the escrow by this amount, leaving \$208,467.69 remaining in escrow. Treasurer O'Donnell stated that she has one unpaid invoice for them in the amount of \$8,500.

A motion was made by Mr. Kuklinski, seconded by Mr. Stouch to authorize the release of Escrow Release #3 for the Stafy Tract, based on the recommendation of the Engineer, in the amount of \$7,078.16, with \$208,467.69 remaining in Escrow, contingent upon payment of the outstanding invoice in the amount of \$8,500. Keiser-Aye, Kuklinski-Aye, Stouch-Aye. Motion passed.

GVH Escrow Release #3 (\$49,785.12) BOS approval required – Mr. Hagadorn stated that G&A has reviewed the request regarding reduction of the escrow and found that the reduction request of \$49,785.12 was reflective of the work performed to date. The value of the work performed to date is \$110,284.62. Adding Contingency, Engineering/Inspection and Administrative/Legal (contingency items) and subtracting retainage of 10% of the value of the work performed to date as well as the amounts previously released result in an amount of \$49,785.12. We recommend reduction of the escrow by this amount. The amount remaining in the escrow is \$297,428.50.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to authorize the release of Escrow Release #3 in the amount of \$49,785.12, based on the Engineers recommendation, for the Gilbertsville Veterinary Hospital Expansion with \$297,428.50 remaining in Escrow. Keiser-Aye, Kuklinski-Aye, Stouch-Aye. Motion passed.

Mr. Kuklinski thanked Mr. Hagadorn and all staff for their work on the Montco2040 Grant for the parking lot and lighting. Ms. O'Donnell handled the finances, Mr. Heydt and the road crew installed the lighting, and Mr. Hagadorn was involved with the entire project.

A motion was made by Mr. Kuklinski, seconded by Mr. Keiser to accept the Engineer's Report as presented. Keiser-Aye, Kuklinski-Aye, Stouch-Aye. Motion passed.

Solicitor's Report – Robert Brant

Master Traffic Ordinance – Mr. Brant stated that the Master Traffic Ordinance will be on December 3rd Agenda for adoption. No questions were given.

Applications which are pending but inactive:

Danny Jake – Hallowell - inactive 2 years

A motion was made by Mr. Kuklinski, seconded by Mr. Keiser to accept the Solicitor Report as given. Keiser-Aye, Kuklinski-Aye, Stouch. Motion passed.

Open Space/Recreation Meeting – Randy Romig

Mr. Romig stated that Bernie Sell, Roger Updegrave, Judy Wills, Amy Walesyn, Debbie Nester, and Charles Rick attended the meeting tonight. Mr. Romig stated that we know the Christmas Tree Lighting Ceremony is scheduled for December 7th, 2018 and Mr. Musser will assist Santa Claus again this year. The Township personnel will take over the burden of all preparations. Our committee members will be available to mingle with guests and pitch in where required. Amy will take care of some of the ornaments and have them back here in time to put on the tree. Manager Hiryak stated that the event will begin at 6:30pm and Santa will arrive after 7pm,

we are getting pricing on refreshments, and Ms. Walesyn is in charge of recruiting the Carolers for the event.

A motion was made by Mr. Kuklinski, seconded by Mr. Stouch to accept the Open Space/Rec Committee as presented. Keiser-Aye, Kuklinski-Aye, Stouch-Aye. Motion passed.

Highway Report- Mike Heydt

Mr. Heydt stated that they graded the dirt roads, lined the parking lot, paved and sealed Brian and Thomas, and installed a new motor in the backhoe. The road crew also helped with leaf collection, plowed the roads after storm, and cleaned the trucks after plowing.

A motion was made by Mr. Kuklinski, seconded by Mr. Stouch to accept the Highway Report as given. Keiser-Aye, Kuklinski-Aye, Stouch-Aye. Motion passed.

Recycling Report – Andrew Duncan

Mr. Duncan announced that leaf collection has been slow with rain every other day, it has been difficult and snow also set us back. We are trying our best to catch up, however Friday December 7th will be the last day for curbside leaf collection. Mr. Duncan stated that the ESB Board has been discussing the Master Traffic Ordinance and the Lockbox Ordinance. The next ESB Meeting is Monday December 10th, 2018 at 6pm. No other questions were given.

A motion was made by Mr. Kuklinski, seconded by Mr. Stouch to accept the Recycling Report & ESB Report as given. Keiser-Aye, Kuklinski-Aye, Stouch-Aye. Motion passed.

Treasurer's Report – Cynthia O'Donnell

The Treasurer stated that the total bills to be paid for November 2018 total \$280,715.58 including reimbursement for Mr. Stouch in the amount of \$163.90 for attending a PSATS Conference. Ms. O'Donnell asked the Board to authorization to hold the Advanced Disposal payment until all documents have been received from them. No questions were given on the bills.

A motion was made by Mr. Kuklinski, seconded by Mr. Keiser for authorization to pay the November 2018 Unpaid Bills in the amount of \$280,715.58 and to hold the payment for Advanced Disposal until all documents have been received from them. Keiser-Aye, Kuklinski-Aye, Stouch-Aye. Motion passed.

A motion was made by Mr. Kuklinski, seconded by Mr. Keiser to authorize the reimbursement to Mr. Stouch in the amount of \$163.90 for attending a PSATS Conference. Keiser-Aye, Kuklinski-Aye, Stouch-Abstain. Motion passed.

Ms. O'Donnell stated that as we have gone through the 2019 budget process we will be operating at a deficit of \$442,790.47 this is with normal increases no major money items purchased, recycling will not change. To cover the cost of the current Police Retiree Benefits we usually transfer \$200,000 to retirees' benefits to help cover this expense, the Board suggested to cut back that transfer to \$150,000. It was also suggested to increase taxes by .5 mils in order to provide our current services without cutting programs. This would mean that a home assessed at \$200,000 would see a tax increase of \$100.00 however Ms. O'Donnell stated that most homes are assessed under \$200,000. This would generate an additional income of \$300,000. Mr. Kuklinski commented that the last increase was for EMS Services in 2014, the Board has held the line since 2004 however we must address the issue now because our costs have increased. This Board has inherited vast debt for police retiree benefits, we pulled it together but now we must increase taxes. Mr. Kuklinski stated that I don't like increasing taxes and I apologize, to staff and the two residents that were at the last meeting, for my boisterous outburst during the meeting but I am very passionate about holding the line on costs. The proposed 2019 Budget will be posted for a 20 day inspection period before final adoption in December. Mr. Kuklinski thanked the staff for putting up with him during the last

couple of months and thanked calmer heads, Mr. Keiser and Mr. Stouch, for finishing that budget meeting in his absence.

A motion was made by Mr. Kuklinski, seconded by Mr. Stouch to authorize the 2019 Tentative Budget be posted for a Public Inspection period of 20 days at the Township Office Building. Keiser-Aye, Kuklinski-Aye, Stouch-Aye. Motion passed.

A motion was made by Mr. Kuklinski, seconded by Mr. Stouch to accept the Treasurer's Report as presented. Keiser-Aye, Kuklinski-Aye, Stouch-Aye. Motion passed.

Manager's Report - Pete Hiryak

1. The Manager reviewed the upcoming meetings as follows: Monday, December 3rd, 2018 BOS Agenda Meeting @ 6:30pm, BOS Meeting @ 7pm, Thursday, December 13th, 2018 P/A Workshop @ 6pm, P/A Meeting @ 7pm.
2. Building/Zoning Department October 2018 Report – Manager Hiryak reported that there were 16 permits with the total construction value of \$94,337.00.
3. 2019 Meeting Dates and Holiday Schedule (for BOS review).
4. Hallowell Staff Meeting is scheduled for Thursday November 29th at 2pm.

A motion was made by Mr. Kuklinski, seconded by Mr. Keiser to accept the Manager's Report as given. Keiser-Aye, Kuklinski-Aye, Stouch-Aye. Motion passed.

Public Comment

No comments were given.

Old Business/New Business

Mr. Kuklinski commented that volunteers are needed and he strongly encourages volunteering to serve on one of the many Boards or Committees here at the Township. Ms. Wills stated that she wishes to remain on the Open Space/Rec Committee, Mr. Kuklinski stated that usually we don't take anyone off of committee rosters unless they request to be removed. No other old business/new business was discussed.

A motion was made by Mr. Kuklinski, seconded by Mr. Keiser to adjourn the meeting at 8:00pm. Keiser-Aye, Kuklinski-Aye, Stouch-Aye.

The next Board of Supervisor's Meeting will be held on Monday, December 3rd, 2018 @ 7 pm.

Respectfully submitted by,
Marcy Meitzler