

The meeting of the Douglass Township Board of Supervisors was called to order at 7:10 P.M. Attending were Chairman Alan Keiser, Vice Chairman Joshua Stouch, Solicitor Wendy McKenna, Josh Hagadorn of G&A, Pete Hiryak, Andrew Duncan, Mike Heydt, Cynthia O'Donnell, Chief Templin, and approximately 32 residents.

Mr. Keiser led in the Pledge of Allegiance. A reporter was present at this evenings meeting. Mr. Keiser announced that an Executive Session was held tonight prior to the meeting from approximately 6:00pm to 6:30pm involving personnel and real estate matters. No decisions or votes were taken. Mr. Keiser welcomed Ms. McKenna and thanked her for representing Mr. Brant's office this evening.

Mr. Keiser stated that there is a Board of Supervisor Vacancy appointment for tonight from four interested candidates – John Doucette, Sara Carpenter, Roger Updegrave, and Tom Wynne. All the candidates are very qualified contenders and each one would be a good choice making it a difficult decision. Mr. Stouch stated that Mr. Wynne had many years of service as Chairman of the Planning Agency and felt that his experience would be a good fit as Township Supervisor.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to appoint Tom Wynne as Township Supervisor. Keiser-Aye, Stouch-Aye. Motion passed.

District Justice Maurice Saylor performed the Swearing in Ceremony/Oath of Office for Tom Wynne. Mr. Wynne was welcomed as newly appointed Township Supervisor. Mr. Stouch stated that since Mr. Wynne and he serve on the Planning Agency he will tender his resignation from the Planning Agency by the next Board of Supervisor Meeting to allow Mr. Wynne to continue to serve as Chairman of that Agency. He also stated that anyone interested on serving on the Planning Agency or the Act 209 Committee should apply to Manager Hiryak.

Mr. Keiser asked if there were any additions, corrections, or comments to the minutes of the August 19<sup>th</sup>, 2019 Board of Supervisors Meeting, none were given.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to approve the minutes of the August 19<sup>th</sup>, 2019 Board of Supervisors Meeting. Wynne-Abstain, Keiser-Aye, Stouch-Aye. Motion passed.

Mr. Keiser asked if there were any questions, comments, or corrections to the September 16<sup>th</sup>, 2019 Board of Supervisors Agenda, none were given.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to approve the September 16<sup>th</sup>, 2019 Board of Supervisors Agenda. Wynne-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

#### **Gilbertsville Area Community Ambulance- Garry Schmoltze**

Chief Schmoltze presented the August 2019 GACAS Report. 73 patients transported, 8 public assists, 3 Unit Assists, 10 cancelled, 2 dead on scene, 5 patients evaluated no treatment/transport required, 6 patient refusals, 4 patients treated and released, and 3 standby for a total of 119 calls for service. Service by Municipality: 51 Douglass Twp, 24 New Hanover, 13 Upper Pottsgrove, 1 Pennsburg, 1 Pottstown, 2 Upper Frederick, 17 Boyertown Borough, 5 Colebrookdale, 3 Douglass Berks, and 3 Washington Twp. Admissions: 60 Pottstown, 1 Grand View, 8 Lehigh, 4 Phoenixville, and 5 Reading. Chief Schmoltze stated that they attended Windlestrae 5K Race as standby, a Birthday party standby, and New Hanover United Methodist 5K Race. No questions were given.

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

**Fire & Rescue Report – Chief Rick Smith**

Chief Smith gave the Fire & Rescue Report for August 2019: 2 vehicle fires, 1 brush/trash fire, 2 fire alarms/CO2 alarm, 1 vehicle accident, 3 investigations, and 3 assist other departments for a total of 12. Chief Smith stated that Fire & Rescue had their Food Truck Event on August 17<sup>th</sup>, there was low attendance in comparison to the previous year, Boy Scout Recruitment Night is Wednesday night from 7pm – 9pm, and Fire Prevention Week will be October 6<sup>th</sup> through October 12<sup>th</sup>, 2019, this is when we will visit Day Cares and Elementary Schools in the area. No questions were given.

A motion was made by Mr. Keiser, seconded by Mr. Wynne to accept the Fire & Rescue Report as presented. Wynne-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

**Open Space/Recreation Committee Report**

Mr. Updegrave announced that Ron Davidheiser, a long time Recreation Committee Member, recently passed away. Our condolences to the family of Mr. Davidheiser. Mr. Updegrave asked for a name clarification for the Open Space/Rec Committee, we only meet for the recreation committee. Mr. Updegrave announced that the Christmas Tree Lighting Ceremony will be held on December 13<sup>th</sup> and the committee would like to know a budget amount for this function, Manager Hiryak responded that last year the cookies were donated by Giant and staff did a lot of the preparations, we had hot chocolate available and other refreshments and the cost was minimal. We must see if Santa can attend again. Mr. Updegrave asked if there is a tax form for donations, Manager Hiryak replied that we usually send a thank you letter out to the individual donators with the amount of their contribution for tax purposes. Ms. Wills stated that the rec committee would like to be more involved, the manager stated that we had our personnel handle the decorations because of using ladders and the electrical connections but helping with the refreshments would work.

**Police Department-Chief Barry Templin**

August 2019 Statistics: 445 incidents reported, 6 reportable accidents, 7 non-reportable accidents, 12 criminal investigations, 8 criminal arrests, 12 traffic citations (paper), 60 e-citations, and 5 non-traffic citations. On August 30<sup>th</sup>, 2019 we ran our DUI Roadcheck. We had the following results: 1 DUI, 7 traffic citations, and 6 non-traffic citations. I would like to thank Gilbertsville Fire & Rescue who provided scene safety in lighting and road flares and the Boyertown Salvation Army for providing refreshments. I want to take the time to thank Ladislav Kotoulek of Slate Building & Landscapes LLC for donating \$200.00 to the police department. Social media can be a very valuable tool to law enforcement; however, it can also be a destructive one as well when not used properly. In order to stay on the forefront of these ever changing times, I believe it's time that our police department have a social media policy. This will ensure that our officers are using this tool in the proper manner. I have sent this policy to our solicitor for his review and now would like to ask the Board for its adoption into our policy and procedure manual. The Board asked Ms. McKenna if the social media policy was reviewed by Mr. Brant's Office, Ms. McKenna replied yes it was reviewed and everything was in order.

A motion was made by Mr. Keiser, seconded by Mr. Stouch for adoption of the Social Media Policy into the Douglass Township Police Department Policy and Procedure Manual. Wynne-Abstain, Keiser-Aye, Stouch-Aye. Motion passed.

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

**Zoning Hearing Board – Peiffer Corn Maze on Schlegel Road**

The zoning hearing has been continued for Tuesday, September 17<sup>th</sup>, 2019 at 5pm to review new driveway and parking location drawings. They are proposing to use Schlegel Road as an emergency exit only and the main access would be from County Line Road. Mr. Brant will attend the hearing.

**Engineer's Report – Josh Hagadorn, Gilmore & Associates**

*538 Congo Road–O&M Agreement for on-site septic system, received Sewage Facility Planning Module for review.*

*Berwind II Flooding Meeting – on-site meeting Wednesday September 25<sup>th</sup> @ 9am, survey of results from homeowners for corrections by Ryan Homes.*

Mr. Hagadorn recommends to generate Deed of Dedication paperwork for Berwind II pending receipt of all payments due to the Township.

A motion was made by Mr. Keiser, seconded by Mr. Stouch, based on the recommendation by Gilmore & Associates, to authorize Mr. Brant's Office to generate Deed of Dedication paperwork for Berwind II pending receipt of all payments due to the Township. Wynne-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

*Zern Tract Townhouse Development Phase I Escrow Reduction Request #1 (\$163,481.30) – We have found that the reduction request submittal was reflective of the work performed to date, with the exception of the 12-inch silt sock, and keyway for Sediment Basin B, adding contingency, engineering/inspection, 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 \$163,481.30. We recommend the escrow reduction release in the amount of \$163,481.30. The amount remaining in the escrow is \$1,988,842.07.*

A motion was made by Mr. Keiser, seconded by Mr. Stouch for Escrow Reduction Release #1 in the amount of \$163,481.30 recommended by Gilmore & Associates for Zern Tract Townhouse Development Phase I, contingent upon all engineering and outstanding fees being paid to the Township, the amount remaining in the Escrow is \$1,988,842.07. Wynne-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

Mr. Hagadorn that he is gathering budget costs for repairs to the Oberholtzer Road culvert for next year's funding which also involves repairs to Renninger Road. The Industrial Drive culvert on Holly Road needs to be repaired and we are coming up with options for the budget planning process. We received a recommendation of storm water management for the Gilbertsville Veterinary Expansion, we can now address them next month and Mr. Hagadorn will review the recommendations. Mr. Wynne stated that he would still like to know what the cause of the flooding in Berwind II is it an engineering issue, Mr. Hagadorn stated that some sump pumps were discharging directly into swales and inlets and when the water filled up it caused a backflow into the basements. Mr. Hagadorn stated that he is not a fan of using amended soils to backfill at foundations all of these contribute to basement water problems. Mr. Updegrave asked what is planned for Oberholtzer Road culvert, Mr. Hagadorn stated that his recommendation is to replace the culvert with a larger structure the final plans will be discussed at the budget meetings. No other questions were given.

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

**Solicitor's Report – Wendy McKenna, Esq.**

A written report was submitted by Mr. Brant's Office.

Applications which are pending but inactive:  
Graterford Properties – 400 Gilbertsville Road  
Holly Road – Neighborhood Mixed Use

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

**Recycling Report – Andrew Duncan**

Mr. Duncan announced that leaf collection will begin Monday October 28<sup>th</sup> and will end on Friday December 6<sup>th</sup> weather permitting. Mr. Duncan asked to hire two experienced part-time leaf employees (Cody Whitfield & Andrew Bill) to work from October 28<sup>th</sup>, 2019 to December 6<sup>th</sup>, 2019 each budgeted for \$14.00/per hour.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to hire two part-time leaf employees, Cody Whitfield & Andrew Bill, to work from October 28<sup>th</sup>, 2019 to December 6<sup>th</sup>, 2019 each budgeted at \$14.00 per hour. Wynne-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

Mr. Duncan announced that we are currently out of wood mulch however there leaf mulch still available. No questions were asked.

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

**Highway Report – Mike Heydt**

Mr. Heydt stated that the road crew repaired dirt roads. Paved Amadeo Drive, Green Hill Road, West Branch Road. Repaired pipe on PaperMill Road and placed stop bars on Philadelphia Avenue and Bartman Avenue. Mr. Heydt asked the Board to transfer \$100,000.00 in State Aid funds from 430.740 Capital Purchases – Equipment (money budgeted for a new grader but not used) to 439.00 Highway Construction & Rebuild so Mr. Heydt could rebuild Swamp Creek Road and possibly pave a couple smaller roads in the Township, weather permitting.

A motion was made by Mr. Keiser, seconded by Mr. Stouch to authorize the transfer of \$100,000.00 in State Aid Funds from 430.740 Capital Purchases – Equipment to 439.00 Highway Construction & Rebuild for use to reconstruct Swamp Creek Road and possibly repave additional smaller roads in Douglass Township, weather permitting. Wynne-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

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

**Treasurer’s Report – Cynthia O’Donnell**

The Treasurer stated that the total bills to be paid for August 2019 totals \$213,529.20. Ms. O’Donnell handed out the proposed Budget Calendar for review by the Board. No questions were given.

A motion was made by Mr. Keiser, seconded by Mr. Stouch for authorization to pay the August 2019 Unpaid Bills in the amount of \$213,529.20. Wynne-Abstain, Keiser-Aye, Stouch-Aye. Motion passed.

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

**Manager’s Report - Pete Hiryak**

1. The Manager reviewed the upcoming meetings as follows: Monday, October 7<sup>th</sup>, 2019 BOS Agenda Meeting @ 6:30pm, BOS Meeting @ 7pm. Thursday October 10<sup>th</sup>, 2019 P/A Meeting @ 7pm, No Workshop. Act 209 Public Hearing will be advertised in November.
2. Advanced EMS Training Certificate Awarded to Township Employee – Mr. Sullivan, the Director of Public Safety of Montgomery County, presented Andrew Duncan with a certificate for completion of the Advanced Certification training requirements as the Emergency Management Coordinator for Douglass Township, Montgomery County.
3. SBA – July Flood Disaster Loan Outreach Center – Homeowners & Business Application period is extended to 11/4/19 for low interest flood damage loans. Representatives available at the Boyertown Salvation Army, 409 South Reading Ave, Boyertown PA 19512. Information handouts are in the lobby.

4. PennDot – Winter Service Agreement for Gilbertsville Road, 5-year \$21,830.25 (BOS Approval Required)

A motion was made by Mr. Keiser, seconded by Mr. Stouch to approve the PennDot Winter Service Agreement (5-Year \$21,830.25) for Gilbertsville Road. Wynne-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

5. LGS Exercise scheduled for 11/19/19. Training required for Township EOC Staff. This exercise will be Federally evaluated and will take place in the EOC training room at the public works building on Municipal Drive.

No questions were asked.

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

**Public Comment**

No public comment was given.

**Old Business/New Business**

Mr. Knisley commented that in other communities that he has lived in the officers are allowed to take the police vehicles home so that they can respond faster when there is an issue. I live right next door here at our police department and when I walk outside and see all the patrol cars just sitting in the lot makes me think you may want to allow the officers to take patrol cars home. Mr. Keiser replied that the Board will discuss that option at the budget meetings with the Police Chief.

A motion was made by Mr. Stouch, seconded by Mr. Wynne to adjourn the meeting at 7:50pm. Wynne-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

**The next Board of Supervisor's Meeting will be held on Monday, October 7<sup>th</sup>, 2019 @ 7 pm.**

Respectfully submitted by,  
Marcy Meitzler