

The meeting of the Douglass Township Board of Supervisors was called to order at 7:06 P.M. Attending were Chairman Alan Keiser, Vice Chairman Joshua Stouch, Supervisor Tom Wynne, Solicitor Wendy McKenna, Josh Hagadorn of G&A, Pete Hiryak, Andrew Duncan, Mike Heydt, Cynthia O'Donnell, Chief Templin, and approximately 31 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 5:45pm -6:45pm involving personnel matters. No decisions or votes were taken.

Mr. Keiser asked if there were any additions, corrections, or comments to the minutes of the November 4<sup>th</sup>, 2019 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 4<sup>th</sup>, 2019 Board of Supervisors Meeting. Wynne-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

Mr. Keiser asked if there were any questions, comments, or corrections to the November 18<sup>th</sup>, 2019 Board of Supervisors Agenda, none were given.

A motion was made by Mr. Stouch, seconded by Mr. Wynne to approve the November 18<sup>th</sup>, 2019 Board of Supervisors Agenda. Wynne-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

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

Out on call, written report only. October 2019 GACAS Report. 77 patients transported, 9 public assists, 2 Unit Assists, 12 cancelled, 0 dead on scene, 4 patients evaluated no treatment/transport required, 10 patient refusal, 2 patient treated and released, and 5 standby for a total of 122 calls for service. Service by Municipality: 48 Douglass Twp, 30 New Hanover, 8 Upper Pottsgrove, 1 East Greenville Boro, 7 Pottstown, 4 Upper Frederick, 1 Bally, 12 Boyertown Borough, 6 Colebrookdale, 4 Douglass Berks, and 1 Washington Twp. Admissions: 65 Pottstown, 6 Lehigh, 3 Phoenixville, 3 Reading, 1 Quakertown. GACAS attended Boyertown Halloween Parade, Trunk or Treat, Frederick Living Active Shooter Drill, New Hanover United Methodist Truck or Treat, Car Seat Inspection w/Douglass Twp, Gilbertsville F&R Fire Expo, New Hanover Halloween recreation safe house.

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

Chief Smith gave the Fire & Rescue Report for October 2019: 2 fires, 1 wire fire, 1 brush fire, 7 fire alarms/CO2 alarm, 1 hazmat, 1 EMS assist, 5 vehicle accidents, 5 investigations, 3 fire police, and 4 assist other departments for a total of 30. We held a fire prevention display at Weis Markets, provided instruction for Gilbertsville Elementary School, Boyertown Children's Center, Little Faces Day Care, Boyertown YMCA, Willowdale Children's Academy, and Shepherd of the Hill's Day Care. Hosted Troop 35's Recruitment Night and the child safety seat check along with Douglass Township PD and the Gilbertsville Area Community Ambulance. We went over Drager, MSA and Scott air packs to satisfy our grant requirements. After several nights of testing the 3 packs we are close to placing the order. The prices range from \$6,000 to over \$8,000 per pack x 26 packs equals \$156,000 to \$208,000. Fire Marshal Report: October 8<sup>th</sup> fire safety inspection at Little Faces Day Care, 1610 Swamp Pike (1 hour), October 21<sup>st</sup> and October 26<sup>th</sup> fire investigations at 365 Greenhill Road (2 hours). No questions were given.

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

#### **Avante Apartments – Charles Garner, Esq., R-4 Zoning**

Mr. Garner stated that he is representing Mr. Turner the owner of Avante Apartments. There are 105 apartments on 20 acres located at 200 Gilbertsville Road in the R-4 zoning district. Originally the R-4 zoning allowed 15 units per acre, in the 80's this was reduced to 10 units per acre, and in 2007 reduced the density only allow 5 units

per acre. We met in the spring with staff to present a concept sketch proposing an expansion for an additional five buildings with 60 units consisting of 2 to 3 bedroom units. A survey of the surrounding communities found that New Hanover, Lower Pottsgrove, Upper Pottsgrove, and Limerick allow 10 – 12 units per acre. Mr. Garner asked the Board to consider increasing the density in R-4 by doing a text change to R-4 Zoning. Mr. Keiser asked what the reason was in 2007 to reduce it again, Mr. Garner stated that they would like to discuss this in private off the record. Mr. Wynne requested that they take this proposal to the Planning Agency for discussion and he would also like to walk the site with Mr. Hagadorn, Mr. Garner stated that they would be happy to attend the Planning Agency meeting to discuss this proposal. Mr. Stouch asked if Mr. Garner's client is willing to bear all costs of this change, Mr. Garner replied any reasonable costs involved. Ms. McKenna suggested that an Escrow be set up for this proposal. Mr. Garner asked if the Board would consider a text change, Ms. McKenna said that the Board would like a presentation to the Planning Agency as well as a presentation to the Board of Supervisors. Mr. Garner will set up a date with the Manager for the Planning Agency presentation. Ms. McKenna asked if 10 units per acre would work, Mr. Garner replied he did not work it out for 10 units, he will put a synopsis together of the circumstances in the 2007 density reduction. Mr. Sell said these discussions should be open not private. Residents had questions about public water and impacting the schools with these additional units. No other questions were given.

#### **Open Space/Recreation Committee Report**

Mr. Updegrave stated that the Christmas Tree Lighting Ceremony will be on Friday December 13<sup>th</sup> at 6pm and asked if the committee could help, the manager replied that we are going to get cookies from Giant, candy, little handouts for Santa to give out to the kids, a DJ will play festive music, hopefully a hot cocoa truck if not we will make the cocoa like last year, and staff will do the lighting. As we get closer we will direct help where needed, we already received two donations for the event and any light donations are welcomed. No questions were given.

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

#### **Police Department-Chief Barry Templin**

October 2019 Statistics: 461 incidents reported, 10 reportable accidents, 17 non-reportable accidents, 16 criminal investigations, 9 criminal arrests, 8 traffic citations (paper), 57 e-citations, and 2 non-traffic citations, and 1 parking ticket. On October 26, 2019 1000-1400 hrs. our police department participated in the DEA's 18<sup>th</sup> National Take Back Initiative. Our police department accepted unused, expired, or unwanted prescription drugs here at the Douglass Twp Municipal Building for proper disposal and destruction. Our police department collected 72.3 lbs of medications to be properly disposed of and destroyed. Since the start of the program in 2013, our police department has collected over 1,475 lbs of medications to properly dispose. I want to thank everyone who participated in the program. On October 31, 2019 our officers distributed over 125 trick or treat bags to the children of our Township. Treats were donated by the police officers and secretarial staff of the Douglass Twp Police Department. Our mission is to promote fellowship, fun, and safety between the children of our township and our police officers. Our police department will once again be partnering with other local police departments and the Red Corner Benefit in raising awareness and support for pediatric cancer within our local communities by participating in No Shave November. Officers will be sporting well-groomed beards, goatees, and mustaches in the month of November raising awareness and support pediatric cancer. All proceeds will go to this year's recipient, Rilyn Dami, a local four year old who is battling leukemia. We are hoping to make Rilyn's holiday season a little brighter. Our police department will be partnering with CRASHDOCS powered by CARFAX to fulfill all requests for reportable accident documents. Drivers involved in a reportable accident will need to visit the CRASHDOCS website at [www.crashdocs.org](http://www.crashdocs.org) and follow the prompts. All drivers will be given a card at the scene of the reportable accident report, through the prompts of the CRASHDOCS website. This will streamline the process and hopefully move your claim along a little faster. Flag Zone, a business located in Douglass Township, has participated in the Boyertown Multi Service's Festival of Trees event. This event raffles off donated decorated Christmas trees and the proceeds support different services for people in need within the community. This year's tree theme is "For Our Friends in Blue". The Douglass Township Police Department

will be teaming up with Flag Zone to decorate the law enforcement themed tree as our way of saying thanks to Flag Zone and the Boyertown Multi Service who do so much for our community. Mr. Sell asked what do you do to dispose the drugs, Chief Templin replied that it gets weighed and is taken to Merck and burned. No other questions

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

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

*Industrial Drive Culvert Replacement Grant Application* – We are in the application process to DCED for a grant to replace the culvert on Industrial Drive. One of the grant requirements is a commitment resolution from Douglass Township. The grant application is due December 13<sup>th</sup>, 2019 and covers 85% of the cost, the Township would be responsible for the balance. Mr. Hagadorn estimates the entire cost to be \$273,235.00, the amount requested in the grant is \$228,352.00 with the Township covering the balance of \$44,883.00.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to approve the Resolution for a Grant Application to DCED requesting \$228,352.00 to replace the Industrial Drive Culvert, with the balance of \$44,883.00 to be the responsibility of Douglass Township. Wynne-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

*Zern Tract Phase 1 – Escrow release #4 \$87,491.67* – G&A found that the reduction request submittal was reflective of the work performed to date, adding contingency, engineering/inspection and administrative/legal 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 \$87,491.67, and we recommend reduction of the escrow by this amount contingent upon any outstanding invoices and the Treasurers review. The amount remaining in the escrow is \$1,699,911.26.

A motion was made by Mr. Stouch, seconded by Mr. Wynne to approve Escrow Release #4, based on the Engineers recommendation, in the amount of \$87,491.67 for the Zern Tract Phase I contingent upon any outstanding invoices and the Treasurers review with the amount remaining in escrow of \$1,699,911.26. Wynne-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

Mr. Hagadorn stated that he is currently working on the Jackson Road Storage Development as well as the reviews on Stafy II Revision and 303-305 Gilbertsville Road Development. Mr. Sell asked what is happening with the Countyline Road Bridge, Mr. Hagadorn replied we need easements in order to work on the property from Global Metals. There is a risk with digging in remediation area. Mr. Sell asked about Henry Road Bridge, the manager replied I have heard nothing yet but I will check on it, all the flooding has pushed projects back. The manager asked Mr. Hagadorn if we will have to add money to the package for the Countyline Road Bridge Project, Mr. Hagadorn replied it depends there could be more contamination or less contamination than expected you could test the water or haul water away. We would need permission from Cabot to do testing and also what would the cost be for testing. The Board tabled the discussion on water testing until the next meeting. A resident from Ashley Circle wanted to know when his road what get paved, the Board asked him to bring that up when the Highway Department Report is being discussed. He also stated that the storage units are causing water problems, Mr. Hagadorn stated that a large infiltration system is being constructed to release water into Minister Creek. No other question were given.

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

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

Ms. McKenna submitted a written report. No questions were given.

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

A motion was made by Mr. Stouch-Aye, seconded by Mr. Wynne 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 end on Friday December 6<sup>th</sup> weather permitting. To date, 58 loads of leaves have been collected. There will be no leaf collection on November 28<sup>th</sup> & November 29<sup>th</sup> due to the Thanksgiving Holiday however we will be collecting leaves on Monday, Tuesday, and Wednesday of that week. A resident complained that leaves were missed on Ava Circle and Ashley Circle, Mr. Duncan stated that the leaves must be raked curbside on piles not just raked randomly along the curb he cannot walk with the machine for miles of road they must be raked on piles or they will not be collected. No other questions were given.

A motion was made by Mr. Stouch, seconded by Mr. Wynne 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, repaired inlets & storm pipes, cleaned out ditches, and repaired potholes and signs. They also prepared 3 trucks for winter use. Mr. Caruso asked when will Ashley Circle be repaved the condition is terrible with potholes and the paving is crumbling it effects the resale value of the homes. Another resident stated that Summerhill Road also needs repaving. Mr. Heydt said that there were a lot of roads in worse condition that were priority he only has so much time and budget money to do a certain amount of roads a year and the flooding took a toll on many roads and bridges. Mr. Caruso stated that our roads keep getting pushed back. Mr. Keiser asked Road Master Heydt, Manager Hiryak, and our Engineer Mr. Hagadorn to look at the condition of those roads. Mr. Caruso stated that a tractor trailer was making deliveries to a business on Ashley Circle which really tore up the road. No other questions were given.

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 October 2019 totals \$272,004.39. Ms. O'Donnell stated that has given the Board copies of the Cash Balances and Budget vs. Actual Reports. No questions were given.

A motion was made by Mr. Keiser, seconded by Mr. Stouch for authorization to pay the October 2019 Unpaid Bills in the amount of \$272,004.39. Wynne-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Mr. Wynne 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, December 2<sup>nd</sup>, 2019 BOS Agenda Meeting @ 6:30pm, BOS Meeting @ 7pm. Thursday December 12<sup>th</sup>, 2019 P/A Meeting @ 7pm.
2. Montgomery County Planning Assistance Contract Renewal – 3 years @ \$12,600.00 per year. Manager Hiryak stated that the at their November 14<sup>th</sup> meeting the P/A recommended approval of the MCPC Renewal to the Board of Supervisors for the 3 years @ \$12,000.00 per year.

A motion was made by Mr. Stouch, seconded by Mr. Wynne to approve, on the recommendation by the Planning Agency, the renewal of the Montgomery County Planning Assistance Contract for 3 years @ \$12,000.00 per year. Wynne-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

3. 2020 Budget Meeting Continued on Monday, November 25<sup>th</sup>, 2019 from 4pm – 6pm, it is a detailed review of the 2020 Budget, the meeting was advertised and open to the public.
4. LGS Exercise & Evaluation Tuesday 11/19/19 at 6pm, at EOC facility on Municipal Drive. This will be a federally evaluated exercise involving Township staff.
5. 2020 Meeting Schedule – The Board has been given the proposed 2020 Meeting Dates for review only.

No questions were given.

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

**Public Comment**

Mr. Sell stated that every meeting night prior to the Board meeting there is a closed door session, what happened to the open door policy, Ms. McKenna stated that some of the meetings are Executive Sessions usually involving personnel, real estate, or police contracts in which no votes or decisions are made, if any action is taken it is during the Board of Supervisors Meeting. No other comments were given.

**Old Business/New Business**

No old business/new business was given.

A motion was made by Mr. Stouch, seconded by Mr. Wynne to adjourn the meeting at 8:14pm. Wynne-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

**The next Board of Supervisor's Meeting will be held on Monday, December 2<sup>nd</sup>, 2019 @ 7 pm.**

Respectfully submitted by,  
Marcy Meitzler