

The meeting of the Douglass Township Board of Supervisors was called to order at 7:03 P.M. Attending were Chairman Joshua Stouch, Vice Chairman Tom Wynne, Supervisor Alan Keiser, Solicitor Robert Brant, Pete Hiryak, Andrew Duncan, Mike Heydt, Chief Templin, and approximately 3 residents.

Mr. Stouch led in the Pledge of Allegiance. A reporter was present at this evenings meeting. Mr. Stouch announced that an Executive Session was held tonight prior to the meeting from approximately 5:30pm to 6:30pm involving personnel matters and financial matters. No decisions or votes were taken.

Mr. Stouch asked if there were any additions, corrections, or comments to the minutes of March 16<sup>th</sup>, 2020 Board of Supervisors Meeting, none were given.

A motion was made by Mr. Keiser, seconded by Mr. Wynne to approve the minutes of the March 16<sup>th</sup>, 2020 Board of Supervisors Meeting. Keiser-Aye, Stouch-Aye, Wynne-Aye. Motion passed.

Mr. Stouch asked if there were any questions, comments, or corrections to the April 20<sup>th</sup>, 2020 Board of Supervisors Agenda, none were given.

A motion was made by Mr. Keiser, seconded by Mr. Wynne to approve the April 20<sup>th</sup>, 2020 Board of Supervisors Agenda as presented. Keiser-Aye, Stouch-Aye, Wynne-Aye. Motion passed.

#### **EOC Update – Andrew Duncan**

Mr. Duncan stated that the Boyertown Area School District has closed indefinitely. Under the public health code, all mass gatherings of any size that are outside or in temporary structures have been prohibited. Governor Tom Wolf has issued a stay at home order, closing all non-essential businesses without an exemption from the State. Supermarkets, Pharmacies, and gas stations will remain open. Montgomery County is currently establishing a closed POD for contact tracing, screening, and testing as needed. The location is at the Montgomery County Community College in Blue Bell, Pennsylvania. First Responders and essential personnel will have first priority by appointment. Montgomery County is staffing a public Inquiry Line to field calls from the public concerning COVID-19. The public inquiry line is 610-631-3000 and is staffed from 7:00 A.M. to 8:00P. Monday – Friday, Weekend hours will be assessed but there are no hours currently established. ALL CALLS FROM THE PUBLIC REQUESTING INFORMATION ON COVID19 SHOULD BE REFERRED TO THE PUBLIC INQUIRY LINE. Weekly Township staff meeting being held on Mondays at 11:00am to re-evaluate current continuity plan and to identify operations and unmet needs. Meetings have been changed to department heads only beginning on 4/20/2020. Succession Plan being developed and implemented as well as identifying essential services that the Township will continue to provide. First responders from all Emergency Services in Douglass Township were briefed on the current status of COVID19 at Station 67 on 3/12/2020, Fire, Police, and EMS have established response protocols for medical and COVID19 responses. The use of PPE and encouraging non-essential responders to maintain a minimum of 6 feet of distance from the patient. Should responders encounter a patient with COVID19 symptoms, please report this back to your immediate Supervisor. The Supervisor shall then report this back to the 911 Supervisor or Fireboard for appropriate tracking. Montgomery County resources are limited at this time. (FieldComm, Drone, etc.). Douglass Township Police have Webcam capabilities set up for video arraignment at this time. Five gallons of hand sanitizer has been obtained for all Douglass Township Emergency Service and Administrative entities. Contact EM-91 to obtain quantities if needed. Unmet needs were reported to Montgomery County for masks & other PPE for Douglass Township Police Department. The Township Administration Office & Police Department will remain temporarily closed to public access. All non-essential meetings, public meetings, public gatherings, or inspections are suspended at this time. The public works facility is closed to public access, staffing considered Essential Employees. Gilbertsville Fire and Rescue Company – Public Access Prohibited. Personnel and essential operational staff access at this time. Temporary Operational procedures for meetings, trainings, work details, and emergency response have been put in place. Gilbertsville Area Community Ambulance service – Public Access Prohibited. Personnel and essential operational staff access at this time. Douglass Township Recycling Center – Recycling Center will reopen on

Saturdays from 9am to 2pm and Wednesdays from 1pm to 3:30pm. This will be a self-service operation. Only flattened cardboard, scrap metal and yard waste will be accepted at this time. No contact will be made between staff and the public. Mulch and compost will be loaded by staff for residents. Trash service will remain on normal schedule for curbside collection. Staff will reduce public interactions as much as possible. Bulk waste pickups have been suspended until May. All Douglass Township Parks and Open Space Areas, public events and gatherings prohibited at this time. All parks and open spaces remain open. All park equipment including tennis courts, basketball courts, and swing sets, pavilions etc. have been closed to the public. Unmet needs or resource requests from Douglass Township Emergency Services should be reported to the Emergency Management Coordinator Immediately. All requests will be sent to [eocwatchdesk@montcopa.org](mailto:eocwatchdesk@montcopa.org). Municipality Emergency Operations Center: 108 Municipal Drive, Gilbertsville PA 19525 has not been activated at this time. In the event of an incident that will attract media, a public information officer will be appointed by the Emergency Management Coordinator (EM-91). Media staging and briefing will be held at the Douglass Township Administration Building located at 1320 E. Philadelphia Avenue, Gilbertsville, PA 19525. General media inquiries should be referred to the Public Information Officer. Reported Active Cases in Douglass Township is 12. Total reported cases in Douglass Township 12 but is expected to increase. Mr. Duncan stated that the County is not reporting recovery cases. Mr. Duncan stated that he will give updates as he receives them. No questions were given.

Emergency Declaration Resolution – Mr. Brant’s office prepared a resolution to ratify an emergency declaration effective retroactively to March 16, 2020 and until the emergency declaration for the Commonwealth of Pennsylvania is lifted, or by a motion adopted by the Douglass Township Board of Supervisors. The Township is currently issuing a declaration on a week by week basis.

A motion was made by Mr. Stouch, seconded by Mr. Wynne to Adopt the Emergency Declaration Resolution retroactive back to March 16, 2020 until the emergency declaration for the Commonwealth of Pennsylvania is lifted, or by a motion adopted by the Douglass Township Board of Supervisors. Keiser-Aye, Stouch-Aye, Wynne-Aye. Motion passed.

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

#### **Treasurer’s Report (Authorization to pay the bills) – Peter Hiryak**

Manager Hiryak stated that the bills to be paid for March 2020 total \$207,696.04. The Manager stated that Ms. O’Donnell has added a line item for COVID19 expenses. The Treasurer informed us that the Township is financially stable through May 2020, however the Manager stated that all overtime will be for emergencies only and there will be no hiring of summer help or leaf workers. We are trying to cut costs wherever we can, tax revenue is coming in but slower than projected in our budget. No questions were given.

A motion was made by Mr. Stouch, seconded by Mr. Wynne for authorization to pay the March 2020 Unpaid Bills in the amount of \$207,696.04. Keiser-Aye, Stouch-Aye, Wynne-Aye. Motion passed.

#### **Manager’s Report - Pete Hiryak**

1. The Manager reviewed the upcoming meetings as follows: Monday, May 18<sup>th</sup>, 2020 BOS Agenda Meeting @ 6:30pm, BOS Meeting @ 7pm. Thursday May 14<sup>th</sup>, 2020 P/A Meeting Canceled.
2. Non-essential meeting/events canceled, temporary restricted lobby access to public in effect. Manager Hiryak stated that the Township lobby is closed to the public and all business will be conducted by phone or email, any forms or supplies needed will be left at the outside entrance of the office and all payments made by check.
3. 2020 Census Response Letters – Manager Hiryak stated that the 2020 Census is continuing with on-line and paper surveys, the field offices may open by June. Just under 60% of households have responded in

Pennsylvania and 40% of all households across the country. Funding depends on the responses so it is vital that residents reply.

4. Municipal Record Disposal List per Guidelines of the Municipal Records Manual (BOS Approval Required) – As per the Municipal Records Manual we have gathered a list of information that may be properly disposed of accordingly, the list involves approximately 25-30 boxes of records (Financial Interest Statements, Accounts Payable Files & Ledgers, Time Cards & Attendance Records, and Tax Bills, Paid Receipts). A Resolution has been prepared for the Board's approval, the Manager asked that the motion would be contingent upon the Treasurer's review.

A motion was made by Mr. Mr. Keiser, seconded by Mr. Wynne to Adopt Resolution No. 042020-1 for the Disposition of Records as set forth in the Municipal Records Manual Approved on December 16, 2008 involving disposing approximately 25-30 boxes of outdated records contingent on the Treasurer's review. Keiser-Aye, Stouch-Aye, Wynne-Aye. Motion passed.

5. Local Tax Discount Period Resolution 30 Day Extension to May 31<sup>st</sup>, 2020 – Manager Hiryak stated that due to the current COVID19 situation most municipalities are extending the discount period for the Local Taxes to May 31<sup>st</sup>, 2020 and asked for approval by the Board of Supervisors.

A motion was made by Mr. Keiser, seconded by Mr. Wynne to Adopt a Resolution to extend the Local Tax Discount Period for 30 Days to May 31<sup>st</sup>, 2020. Keiser-Aye, Stouch-Aye, Wynne-Aye. Motion passed.

6. Police Mutual Aid Agreement – Manager Hiryak asked the Board for approval of the Police Mutual Aid Agreement for the Pottstown Metropolitan Region made up of 8 Municipalities. The Police Chief and Township Solicitor recommended approval.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to approve the Police Mutual Aid Agreement for the Pottstown Metropolitan Region consisting of eight Municipalities. Keiser-Aye, Stouch-Aye, Wynne-Aye. Motion passed.

Manager Hiryak stated that we are attempting to improve the efficiency and quality of our engineering reviews, partly because of the increased volume of storm water issues and on-site construction project inspections, we have received a proposal from Khal Hassan of Pennoni & Associates to help with engineering reviews on selective projects in the Township at the same senior engineering rate of \$125 per hour as Gilmore & Associates. We believe it is better for everyone involved from the Township staff to the homeowners and residents to process reviews and problems quickly & more efficiently. An approval is needed by the Board of Supervisors to add Pennoni & Associates as part of our engineering professionals.

A motion was made by Mr. Stouch, seconded by Mr. Wynne to accept the bid proposal of Pennoni & Associates dated April 10<sup>th</sup>, 2020 for senior engineering services at \$125 per hour. Keiser-Aye, Stouch-Aye, Wynne-Aye. Motion passed.

Manager Hiryak stated that Planning Agency Meetings have been canceled due to COVID19 however there are two projects that need to move forward in the zoning ordinance process; the Gilbertsville Medical Facility (height) and the Avante Apartments Expansion (density). Mr. Brant stated that these two projects have been discussed at both P/A and BOS Meetings and suggested to authorize his office to schedule Public Hearings involving both projects for later this summer. These zoning amendments are still subject to final P/A and MCPC reviews prior to any public hearing scheduled.

A motion was made by Mr. Wynne, seconded by Mr. Stouch to Authorize Mr. Brant's Office to advertise Public Hearings involving the Gilbertsville Medical Facility and the Avante Apartments Expansion. Keiser-Aye, Stouch-Aye, Wynne-Aye. Motion passed.

The Manager announced that the Auditor General has reviewed the employee Pension Plans (Uniform & Non-Uniform) and found everything to be in compliance. There was a comment given that PA Legislation passed a bill stating that emergency services could use Liquid Fuels money, Mr. Stouch had concerns if there would be additional funds in liquid fuels for emergency services or if emergency services would be diverted and drawn

from same funding we use for road projects. This will be reviewed with the State Legislatures. The manager stated that Mr. John provided a copy of the permit and code enforcement report for the Board's review. No questions were given.

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

**Public Comment**

No public comment was given.

**Old Business/New Business**

Roadmaster Heydt stated that he would like to extend the contracts with Reid Paving and AMS for Township roadway paving projects for an additional year.

A motion was made by Mr. Stouch, seconded by Mr. Wynne to approve the extension of the paving contracts with Reid Paving and AMS Construction Materials contingent upon the review of the contracts by Mr. Brant's Office. Keiser-Aye, Stouch-Aye, Wynne-Aye. Motion passed.

A motion was made by Mr. Wynne, seconded by Mr. Keiser to adjourn the meeting at 7:31pm. Keiser-Aye, Stouch-Aye, Wynne-Aye. Motion passed.

**The next Board of Supervisor's Meeting will be held on Monday, May 18<sup>th</sup>, 2020 @ 7 pm.**

Respectfully submitted by,  
Marcy Meitzler