



Douglas Township, Montgomery County

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AGENDA – ORGANIZATION MEETING MONDAY, JANUARY 3RD, 2022 @ 7:00 PM

1. Call to Order
2. Pledge of Allegiance
3. BOS Oath of Office – Justice Maurice Saylor administers Oath to Supervisor-Elect Sara Carpenter
4. Vacant Board of Supervisor Position – Appointment to BOS – Oath of Office
5. ELECTION OF OFFICERS
 - a. Appoint Manager as Temporary Chairman to conduct nominations for BOS Chairman.
 - b. Conduct Nominations for BOS Positions by Temporary Chairman
 - c. Nomination of Board of Supervisor Chairman: _____
Motion: _____ Second: _____
 - d. Nomination of Board of Supervisor Vice-Chairman: _____
Motion: _____ Second: _____
6. Appointments:
 - a. Board of Supervisor Solicitor (Brant & Associates): _____
 - b. Labor Attorney (Boyd & Karver): _____
 - c. Planning Agency Solicitor (Brant & Associates): _____
 - d. Township General Engineer & Traffic Engineer (Pennoni Engineering): _____
 - e. Township Secretary/Admin Assistant/Enumerator (Marcy Meitzler): _____
 - f. Treasurer (Cynthia O'Donnell): _____
 - g. Treasurers Bond set at \$2,500,000.00 (2.5 million with H. A. Thomson, Travelers Insurance): _____
 - h. Township Manager (Peter Hiryak Contract ends 4/01/2023)): _____
 - i. Road Master (Michael Heydt): _____
 - j. Code Enforcement Officer/Zoning Official (Andrew Duncan): _____
 - k. Building Inspector (Keystone Municipal Services): _____
 - l. Road Foreman (Scott Groff): _____
 - m. Police Chief (Barry Templin Contract Ends 12/31/2022): _____
 - n. Fire Marshal (Ricky Smith): _____ (\$15.00/hr for Inspections)

- o. Police Secretary (Ashley Talarico): _____
- p. Solid Waste & Recycling Coordinator (McKenna Powanda): _____
- q. Chief Administrative Officer for the Pension Funds: (BOS Chairman/Manager) _____
- r. Sewage Enforcement Officer: Montgomery County Health Dept.
- s. Delinquent Per Capita Tax Collection: Berkheimer Associates
- t. Earned Income Tax Collector: Berks EIT Bureau
- u. Local Services Tax Collector: Berks EIT Bureau
- v. Representative to Pottstown COG: (Supervisor/Manager) _____
- w. Representative to PMRPC and PARRC: (Supervisor/Manager/Planning Agency) _____
- x. BOS Representative to Agricultural Secure Board: _____
- y. Vacancy Board Chairman (Sam Hunter): _____
- z. Special Fire Police (Capt. Don Frantz, Lt. Matt Weller, Jim Scott, Eric Bauer, Bryan Beaulac, Lawrence Bandura, Rick Smith, Andy Duncan, E.J. Henninger, McKenna Powanda, Josh Stouch, Nick Bardman, Rose Troilo, Collin Monger): _____
- aa. Emergency Coordinator (Andrew Duncan): _____
- bb. Asst. Emergency Coordinator (Cody Whitfield): _____
- cc. Township Delegates to the State Supervisors Convention (Supervisors, Manager, Treasurer, Roadmaster) _____
- dd. Township Depositories: PLIGIT, Great Eastern Mgmt, Vist Bank
- ee. ICC Appeals Board: (Sam Hunter, Ed Reitz, Mike Heydt, Bill Friel, Bernie Sell) _____
- ff. Zoning Hearing Board (1) 3 YEAR TERM (Dan Caruso): _____
- gg. Planning Agency: (1) 4 Year Term (Joan DiCicco), (1) 2 Year Term, and (1) 1 Year Term:
- hh. Establish Standard Mileage Rate (2022 Federal Rate \$.585 per mile) _____
- ii. Recreation Committee: Members/Meetings T.B.A.:
- jj. Act 209 Advisory Committee (Gary Carpenter, Sam Hunter, Tom Link, Ed Reitz, Sara Carpenter, Greg Herb, Roger Updegrove, Charles Rick): _____
- kk. Emergency Service Board Representatives: (BOS Representative Josh Stouch, Andrew Duncan, Dean Brumbach, Garry Schmoltze, Rick Smith, Barry Templin, Dave Yusko, John Doucette): _____

- 7. Minutes of December 20th, 2021 Board of Supervisors Meeting
 - a. Additions, corrections, motion for approval.

8. Manager's Report – Pete Hiryak
 1. Schedule of Meetings:
 - a. Tuesday, January 4th @ 6:00PM – Board of Auditors Meeting
 - b. Thursday, January 13th @ 7:00PM – Planning Agency Meeting
 - c. Tuesday, January 18th @ 6:30pm BOS Agenda Mtg, BOS Mtg 7pm.
 2. ASA Proposal Public Announcement Renninger/Congo-Niantic Rd. 20 acres and Moser/Weller Rd. 31 acres.
 3. Staff Meeting Request for February 2022 (Ed Emery-Turkey Hill Convenience Store to the corner of E. Philadelphia Ave/Gilbertsville Rd.)
 4. 2022 Fee Schedule (BOS Approval Required)
 5. Police Officer Retirement – Andrew Mathias effective 12/31/2021 (BOS Action Required)
9. Public Comment
10. Old Business/New Business
11. Adjournment

NEXT MEETING TUESDAY, JANUARY 18th, 2022

The meeting of the Douglass Township Board of Supervisors was called to order at 7:00 P.M. Attending were Chairman Josh Stouch, Peter Hiryak, Michael Heydt, Sgt. Evans, Chief Templin, Andrew Duncan, McKenna Powanda, a reporter, and 21 residents.

Mr. Stouch led the Pledge of Allegiance to the flag and asked District Justice Maurice Saylor to administer the Oath of Office to Supervisor Elect Sara Carpenter while Ms. Carpenter's son assisted in the ceremony. Ms. Carpenter took her seat at the Board of Supervisor table.

Mr. Stouch explained that due to a Supervisor's resignation in December we must appoint someone for the Vacant Board of Supervisor Position. There were four candidates (Don Bergstresser, John Doucette, Kris Hammill, and Alan Keiser) all with different perspectives, different ideas, different goals, and different experiences but all good qualified candidates.

A motion was made by Mr. Stouch to appoint Alan Keiser to the Board of Supervisor position, seconded by Ms. Carpenter. Carpenter-Aye, Stouch-Aye. Motion passed.

Mr. Stouch asked District Justice Maurice Saylor to administer the Oath of Office to Mr. Keiser. Mr. Keiser took his seat at the Board of Supervisor table.

Reorganization Meeting for the Year 2022

The meeting was turned over to Manager Peter Hiryak as Temporary Chairman to conduct the nominations for Chairman and Vice-Chairman of the Board of Supervisors. The Manager asked for nominations for Supervisor Chairman.

Ms. Carpenter nominated Joshua Stouch as Board of Supervisor Chairman, no other nominations were received, and this motion was seconded by Mr. Keiser. Carpenter-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

The Manager asked for nominations for Vice-Chairman of the Board of Supervisors.

Mr. Stouch nominated Alan Keiser as Board of Supervisor Vice-Chairman, no other nominations were received, and this motion was seconded by Ms. Carpenter. Carpenter-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

Manager Hiryak turned the remainder of the meeting over to Chairman Stouch and he continued with the nominations for Appointments as listed on the Agenda:

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to appoint Robert L. Brant & Associates LLC as Township Solicitor, Boyd & Karver as Labor Attorney, Robert L. Brant & Associates LLC as Planning Agency Solicitor, Pennoni Engineering as Township General Engineer & Traffic Engineer, Marcy Meitzler as Township Secretary/Admin Asst/Enumerator, Cynthia O'Donnell as Treasurer. Carpenter-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Mr. Keiser for the Treasurers Bond to be set at 2.5 million with H.A. Thomson, Travelers Insurance. Carpenter-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to appoint Peter Hiryak as Township Manager, contract ends 4/01/2023. Carpenter-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to appoint Michael Heydt as Road Master, Andrew Duncan as Code Enforcement Officer/Zoning Official, Keystone Municipal Services as Building Inspector, and Scott Groff as Road Foreman. Carpenter-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

A motion was made by Mr. Keiser, seconded by Ms. Carpenter to appoint Barry Templin as Police Chief for Douglass Township (Contract ends 12/31/2022). Carpenter-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to appoint Ricky Smith as Fire Marshal at \$15.00 per hour for inspections/reviews, and Ashley Talarico as Police Secretary. Carpenter-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to appoint McKenna Powanda as the Solid Waste & Recycling Coordinator. Carpenter-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to appoint the Board of Supervisor Chairman Joshua Stouch & Manager Peter Hiryak to be the Chief Administrative Officers for the Pension Funds, the Montgomery County Health Department as the Sewage Enforcement Officer for all on-site septic systems in the Township, Berkheimer Associates for the Delinquent Per Capita Tax Collection, Berks EIT Bureau as the Earned Income Tax Collector and the Local Services Tax Collector. Carpenter-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to appoint Supervisor Sara Carpenter as the Representative to Pottstown COG with Manager Peter Hiryak as a delegate. Carpenter-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

A motion was made by Mr. Keiser, seconded by Ms. Carpenter to appoint Josh Stouch and Peter Hiryak as the Representatives to the Pottstown Metro Regional Planning Commission (PMRPC) and the Pottstown Area Regional Recreation Committee (PARRC). Carpenter-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to appoint Alan Keiser as Representative to the Agricultural Secure Board. Carpenter-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to appoint Sam Hunter as the Vacancy Board Chairman. Carpenter-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to appoint Captain Don Frantz, Lt. Matt Weller, Jim Scott, Eric Bauer, Bryan Beaulac, Lawrence Bandura, Rick Smith, Andy Duncan, E. J. Henninger, McKenna Powanda, Josh Stouch, Nick Bardman, Rose Troilo, and Collin Monger as Special Fire Police. Carpenter-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to appoint Andrew Duncan as the Emergency Coordinator for Douglass Township and Cody Whitfield as the Assistant Emergency Coordinator for Douglass Township. Carpenter-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to appoint any of the Supervisors, Manager, Roadmaster, and Treasurer as Township Delegates to the State Supervisors Convention. Carpenter-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to appoint PLIGIT, Great Eastern Management, and Vist Bank as Township Depositories. Carpenter-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to appoint Sam Hunter, Ed Reitz, Mike Heydt, Bill Friel, and Bernie Sell to the ICC Appeals Board with the possibility of adding more at a later date. Carpenter-Aye, Keiser-Aye, Stouch-Aye. Motion passed. The mana

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to reappoint Dan Caruso to the Zoning Hearing Board for (1) three-year term. Carpenter-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to reappoint Joan DiCicco to the Planning Agency for (1) four-year term. Carpenter-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to appoint Don Bergstresser to the Planning Agency for (1) two-year term. Carpenter-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

A motion was made by Ms. Carpenter, seconded by Mr. Keiser to appoint Kim Stouch to the Planning Agency for (1) one-year term. Carpenter-Aye, Keiser-Aye, Stouch-Abstain. Motion passed.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to Establish the Standard Mileage Rate at the corrected 2022 Federal Rate of \$.585 cents per mile. Carpenter-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

The manager stated that appointments to the Recreation Committee and Meeting Dates may be added as needed at a later date.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to appoint Gary Carpenter, Sam Hunter, Tom Link, Ed Reitz, Sara Carpenter, Greg Herb, Roger Updegrave, and Charles Rick to the Act 209 Advisory Committee. Carpenter-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to appoint BOS Representative Josh Stouch, Andrew Duncan, Dean Brumbach, Garry Schmoltze, Rick Smith, Barry Templin, Dave Yusko, and John Doucette as Representatives of the Emergency Services Board. Carpenter-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

This concluded the 2022 Reorganization portion of the meeting. Mr. Stouch asked if there was any changes or corrections to the December 20th, 2021 Board of Supervisors minutes, no changes or comments were given.

A motion was made to approve the minutes of December 20th, 2021 Board of Supervisors meeting by Ms. Carpenter, seconded by Mr. Keiser. Carpenter-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

Manager's Report – Pete Hiryak

1. Schedule of Meetings:

Tuesday, January 4th @ 6:00pm – Board of Auditors Meeting, Thursday, January 13th @ 7pm Planning Agency Reorganization Meeting, and Tuesday, January 18th @ 6:30pm BOS Agenda Meeting and BOS Meeting @ 7:00pm.

2. ASA Proposal Public Announcement for Renninger/Congo-Niantic Rd 20 acres and Moser/Weller Rd. 31 acres to add lands into the Montgomery County Farmland Preservation Program. This announcement begins the 15-day public comment period. The public notification will be posted at five conspicuous locations throughout the Township. The manager stated that Douglass Township has the second largest preserved acres of land in Montgomery County.

3. Staff Meeting Request for February 2022 (Ed Emery – Turkey Hill Convenience Store to the corner of E. Phila Ave/Gilbertsville Rd.). The Supervisors authorized the manager to set up the staff meeting contingent upon Mr. Emery establishing an escrow to cover the cost of Legal/Engineering expenses.

4. 2022 Fee Schedule (BOS Approval Required) – the manager stated that the fee schedule has been adjusted by adding escrows for storm water and grading permits.

A motion was made by Ms. Carpenter, seconded by Mr. Keiser to approve the 2022 Fee Schedule for Douglass Township. Carpenter-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

5. Police Officer Retirement – Andrew Mathias effective 12/31/2021(BOS Action Required) – Mr. Stouch stated that Officer Mathias has served as a Douglass Township Police Officer for 25 years and could not return to duty due to an on-duty injury. Mr. Stouch stated that he regretfully accepts his retirement decision.

A motion was made by Mr. Stouch, seconded by Ms. Carpenter to accept the retirement of Officer Andrew Mathias. Carpenter-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

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

Public Comment

No public comment was given.

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Old Business/New Business

Blaise Frey said GO COWBOYS, there was mixed reactions from the attending public. No other old business or new business was given.

A motion was made to adjourn the meeting at 7:24pm by Mr. Stouch, seconded by Ms. Carpenter. Carpenter-Aye, Keiser-Aye, Stouch-Aye. Motion passed.

The next Board of Supervisor's Meeting will be held on Tuesday, January 18th, 2022 @ 7pm.

Respectfully submitted by,
Marcy Meitzler