



Douglass Township, Montgomery County

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AGENDA – August 15th, 2022

1. Call to Order
2. Pledge of Allegiance
3. Executive Session
4. Minutes of August 1st, 2022 Board of Supervisors Meeting
 - a. Additions, corrections, motion for approval
 - b. Agenda for August 15th, 2022– additions, corrections, motion for approval.
 - c. ESB Meeting Minutes – Additions, corrections, motion for approval
5. Public Hearing – Ordinance 2022-03, Stop sign removal @ Cobblestone Drive/Noble Lane
6. ZHB – Hearing scheduled for Thursday September 22nd, 2022 @ 5:30pm
 - a. 20 King Drive - Zoning relief from accessory building coverage to install in-ground pool, decking, and equipment. P/A recommended approval with conditions.
 - b. Grosser Road – dimensional variance, placement of storage shed (setbacks)
7. Treasurer's Report – Cynthia O'Donnell
 - a. Authorization to pay the bills (BOS Approval Required)
 - b. Copies of Unpaid Bills Detail Report in Township Lobby
 - c. 2023 Budget Schedule (BOS Approval Required)
 - d. Payroll Provider – Change in service
8. Police Department Report – (Written report to BOS)
9. Rolph Graf – Madison Walk Land Development Plans - Update
10. Solicitor Report – Robert Brant, Esq.
11. Emergency Services Reports
 - a. GF&R and GACAS – Copies of reports in lobby

12. Manager's Report

1. Schedule of Meetings

- a. Thursday September 8th, 2022 P/A Meeting @ 7pm – Workshop @ 6pm on Lighting Ordinance Review, Act 167/MS4 Stormwater. Monday September 19th, 2022 BOS Agenda Meeting @ 6:30pm, BOS Meeting @ 7pm at the new Fire Company Station & Police Department. Thursday September 22nd, 2022 Zoning Hearing @ 5:30pm.
2. Appointment of a Deputy Tax Collector (BOS review & approval required)
3. BOS Meeting – Tuesday September 6th, 2022 (Cancelled - Labor Day Holiday)

13. Old Business/New Business

- a. PWC 2022 Municipal Environmental Award to Douglass Township

14. Public Comment

15. Adjournment

**NEXT MEETING 7PM MONDAY SEPTEMBER 19TH, 2022
(GF&R 1454 E Philadelphia Avenue)
Doors open @ 6:00pm, Meeting @ 7:00pm**

The meeting of the Douglass Township Board of Supervisors was called to order at 7:04P.M. Attending were were Chairman Joshua Stouch, Vice-Chairman Alan Keiser, Solicitor Robert Brant, Manager Pete Hiryak, Khal Hassan of Pennoni & Associates, and approximately 9 residents/developers.

Mr. Stouch led in the Pledge of Allegiance. Mr. Stouch announced that there was an Executive Session held this evening from approximately 6:35pm - 6:45pm involving personnel matters. No decisions or votes were taken.

Mr. Stouch asked if there were any additions, corrections, or comments to the minutes of August 1st, 2022 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 1st, 2022 Board of Supervisors Meeting. Keiser-Aye, Stouch-Aye. Motion passed.

Mr. Stouch asked if there were any questions, comments, or corrections to the August 15th, 2022 Board of Supervisors Agenda, none were given.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to approve the August 15th, 2022 Board of Supervisors Agenda as presented. Keiser-Aye, Stouch-Aye. Motion passed.

Mr. Stouch asked if there were any additions, corrections, or comments to the minutes of August 8th, 2022 ESB Meeting, none were given.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to approve the August 8th, 2022 ESB Meeting Minutes. Keiser-Aye, Stouch-Aye. Motion passed.

Public Hearing – Ordinance 2022-03, Stop Sign Removal @ Cobblestone Dr/Noble Lane

Mr. Brant opened the hearing at 7:07pm for an Ordinance Amending the Douglass Township, Montgomery County, Code of Ordinances, Chapter 15 Relating to Motor Vehicles and Traffic, Part 2, Section 213 By Removing a Stop Sign. The Exhibit List includes: B-1 Motion to Advertise – BOS draft minutes of meeting of June 20, 2022, B-2 Legal Notice, B-3 Email to the Montgomery County Law Library on August 11, 2022, B-4 Proof of Publication – Publication date: August 3, 2022, and B-5 Ordinance No. 2022-03 – An Ordinance of Douglass Township, Montgomery County, Commonwealth of Pennsylvania, Amending the Douglass Township, Montgomery County Code of Ordinances, Chapter 15, relating to Motor Vehicles and Traffic, Part 2, Section 213 by Removing a Stop Sign. Mr. Hassan from Pennoni Engineering commented that a traffic study was reviewed and the findings were that the stop sign was not warranted at Cobblestone Drive/Noble Lane. Mr. Brant closed the public hearing at 7:09pm.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to approve Ordinance 2022-03 for removal of the stop sign at Cobblestone Drive/Noble Lane. Keiser-Aye, Stouch-Aye. Motion passed.

Zoning Hearing Board (ZHB) 2 Hearings Scheduled for Thursday, September 22nd, 2022:

1. 20 King Drive – Zoning relief from accessory building coverage to install in-ground pool, decking, and equipment. P/A recommended approval with conditions.
2. Grosser Road – Dimensional variance, placement of storage shed (setbacks).

Treasurer's Report (Authorization to pay the bills) – Cynthia O'Donnell

The unpaid bills as of August 15th, 2022 is \$225,865.82, the unusual bills are the Boyertown Multi-Service and Boyertown Library contributions that were budgeted, Deere & Comp for two park mowers (one out of General Funds & one from ARP Funds), Coro Medical for police AED's from the ARP Fund, CDW for police laptops out of ARP Fund, Amazon for Thermal Imaging for police out of ARP Fund, Susquehanna Municipal Trust, and

TRM Communications for 7 Opticomms & Dash mounted & strobe heads for police cars out of the ARP Fund. Copies of the unpaid bills detail report are in Township Lobby. No questions were given.

A motion was made by Mr. Stouch, seconded by Mr. Keiser for authorization to pay the unpaid bills as of August 15th, 2022 in the amount of \$225,865.82. Keiser-Aye, Stouch-Aye. Motion passed.

Ms. O'Donnell asked for approval of the 2023 Budget Schedule.

A motion was made by Mr. Keiser, seconded by Mr. Stouch to approval the 2023 Budget Schedule as presented. Keiser-Aye, Stouch-Aye. Motion passed.

Ms. O'Donnell asked for the Boards approval to change Payroll Provider from Paychex to AccuPay and commented that she was very satisfied with Paychex Preview however in January of 2022 it was no longer available and was changed to Paychex Flex which is cumbersome to enter and doesn't allow allocations to multiple departments, the cost is \$8,300.00 annually including the Flexible Spending Account for 2022. AccuPay is \$2,853.44 annually without the FSA. Ms. O'Donnell recommended changing the payroll provider to AccuPay beginning the third quarter of 2022 at \$2,853.44 and remaining with Paychex for the remainder of 2022 for the FSA administration and changing the FSA administration to Flexible Benefit Administrators in 2023.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to approve the recommendation by Ms. O'Donnell to change the payroll provider to AccuPay in the third quarter of 2022 but remain with Paychex for the FSA administration for the remainder of 2022 changing the FSA administration to Flexible Benefit Administrators beginning in 2023. Keiser-Aye, Stouch-Aye. Motion passed.

Police Department Report – Written Report

July 2022 Police Statistics: 416 calls for service, 2 reportable accidents, 10 non-reportable accidents, 8 criminal investigations, 53 traffic citations, and 3 non-traffic citations.

Rolph Graf – Madison Walk Land Development Plans – Update

Mr. Graf along with Jesse Carpino of D R Horton were present at the meeting for a brief discussion of some items involving Madison Walk, a proposed development involving 50 acres in Douglass Township and 20 acres in Colebrookdale Township. The ordinance requires recreational facilities, we are proposing an 8-foot wide macadam trail system instead of ballfields, basketball & tennis courts or tot lots. The developer is looking at obtaining an easement for the trail connectivity to the Boyertown Community Park. The center hub of the development would have a Gazebo along with benches at several locations. Mr. Keiser asked about lighting along the trail for protection, Mr. Graf stated that the trail would be closed from dusk to dawn, there would only be street lighting because they don't want walkers at night, there would be lighting at the Gazebo & bench areas. Mr. Brant asked Mr. Graf to gather information comparing the costs between the trail system & ballfields. The Board tabled any decision on this item until the comparison information is given. Mr. Graf said that the proposed open space will be owned and maintained by the HOA and asked if the Board agreed with this item, the Board did not want to own the open space however wanted the developer to open the trail to the general public. Mr. Graf said we are proposing to dedicate Road A to the respective municipalities. The remainder of roads will be owned and maintained by the HOA. Road A is proposed to have a boulevard at each end. The private streets will require design waivers, Mr. Stouch had concerns with splitting Road A with another municipality as far as future snowplowing and paving but agrees with the dedication of Road A from Swinehart Road in Douglass to Englesville Road in Colebrookdale.

Solicitor Report – Robert Brant, Esq.

Mr. Brant submitted a written report to the Board.

GF&R and GACAS Reports

Chief Duncan gave a brief overview, written report available in lobby.

GACAS – No report available

Manager's Report – Pete Hiryak

1. Schedule of Meetings:

- a. Upcoming meetings as follows: Thursday September 8th, 2022 P/A Meeting @ 7pm – Workshop @ 6pm on Lighting Ordinance Review, Signage/Act 167/MS4 Stormwater. Monday September 19th, 2022 BOS Agenda Meeting @ 6:30pm, BOS Meeting @ 7pm to be held at the new Fire Company & Police Station. Thursday September 22nd, 2022 Zoning Hearing Board @ 5:30pm (2 Hearings).
2. Appointment of a Deputy Tax Collector (BOS review & approval required) - Tabled until next meeting.
3. BOS Meeting – Tuesday September 6th, 2022 (cancelled – Labor Day Holiday), the BOS agreed to cancel meeting.

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

Old Business/New Business

PWC 2022 Municipal Environmental Award to Douglass Township – Manager Hiryak said that the Perkiomen Watershed Conservancy annually honors a select few local community members, organizations, municipalities, and businesses for their dedication and contributions to the Perkiomen Creek Watershed. This year the staff and board at the Conservancy has selected Douglass Township as recipients of the 2022 Municipal Environmental Award because of the significant contribution it has made to improving or preserving the Perkiomen Creek Watershed by partnering in the installation of the Douglass Park rain garden and during the 2022 Stream Clean-up, also planting of over 5,000 native flowering perennials and over a dozen trees and shrubs in Douglass Park. The awards will be presented during the Conservancy's Open House and Volunteer Appreciation Event scheduled for Friday, September 30th from 5pm – 8pm at the Perkiomen Watershed Conservancy in Schwenksville. Highlight videos will be posted on the Conservancy's website.

Public Comment

A resident asked when the Congo Road Bridge will open, Mr. Hiryak replied the goal is to open the bridge before school starts so we are hoping they are ready in a week. Waiting for signage for the bridge and guiderail connectors. No other comment was given.

A motion was made by Mr. Stouch, seconded by Mr. Keiser to adjourn the meeting at 7:35pm. Keiser-Aye, Stouch-Aye. Motion passed.

The next Board of Supervisor's Meeting will be held on Monday, September 19th, 2022 @ 7 pm at the new Gilbertsville Fire & Rescue Building, 1456 E. Philadelphia Avenue in Gilbertsville.

Respectfully submitted by,
Marcy Meitzler