

The meeting of the Douglass Township Board of Supervisors was called to order at 7:38 P.M. Attending were Chairman John Stasik, Vice Chairman Anthony Kuklinski, Supervisor Fred Ziegler, Solicitor Paul Bauer, John Sartor from Gilmore & Associates, Chief Templin, Andy Duncan, Mike Heydt, Pete Hiryak and approximately 31 residents.

Mr. Stasik led us in the pledge of allegiance. Mr. Stasik asked that all cell phones be turned off or be placed on silent mode and no texting during the meeting and he also pointed out the accessible fire exits.

Mr. Stasik asked if there were any changes, corrections, or comments on the minutes of September 2<sup>nd</sup>, 2014 Board of Supervisors Meeting, no changes or comments were given. Mr. Stasik asked for a motion to approve the minutes of September 2<sup>nd</sup>, 2014 as presented.

A motion was made by Mr. Ziegler, seconded by Mr. Kuklinski to approve the minutes of the September 2<sup>nd</sup>, 2014 Board of Supervisors Meeting. Kuklinski-Aye, Stasik-Aye, Ziegler-Aye. Motion passed.

Mr. Stasik asked for a motion to approve the agenda for September 15<sup>th</sup>, 2014 as presented.

A motion was made by Mr. Kuklinski, seconded by Mr. Stasik to approve the agenda for September 15<sup>th</sup>, 2014 as presented. Kuklinski-Aye, Stasik-Aye, Ziegler-Aye. Motion passed.

**Gilbertsville Ambulance Report – Garry Schmoltze**

For the month of August: 107 calls for service; 1 Bechtelsville, 11 Boyertown, 3 Colebrookdale, 47 Douglass Township, 2 Earl Township, 30 New Hanover, 2 Pottstown Borough, 3 Upper Frederick, 8 Upper Pottsgrove. Hospital Summary; Pottstown 57, Lehigh 14, Reading 2, Phoenixville 3, St. Joseph's 1, St. Luke's 1. No questions were asked.

A motion was made by Mr. Ziegler, seconded by Mr. Kuklinski to accept the Gilbertsville Area Community Ambulance Service (GACAS) Report. Kuklinski-Aye, Stasik-Aye, Ziegler-Aye. Motion passed.

**Gilbertsville Fire & Rescue – Rick Smith**

Fire report for August 2014 – 1 brush/trash fire, 1 vehicle fire, 4 fire alarm/CO2 alarms, 1 EMS Assist, 2 fire police, and 6 assist to other depts. for a total of 15 calls. The Fire Company was in service for 10 hours and 31 minutes. Chief Smith stated that on August 12<sup>th</sup> the Fire Company unveiled our Fallen Firefighter Plaque Honoring Richard Kastle & Robert Seaman. F&R completed elevator & escalator rescue training. We will attend the Boyertown & Bally Halloween Parades and fire police assistance was requested for the Boyertown Halloween Parade. No questions were asked.

A motion was made by Mr. Stasik, seconded by Mr. Ziegler to authorize Gilbertsville Fire Police to assist with traffic at the Boyertown Halloween Parade and to accept the Gilbertsville Fire & Rescue Report. Kuklinski-Aye, Stasik-Aye, Ziegler-Aye. Motion passed.

**Gilbertsville Fire Company No.1 – Phyllis Kerr**

Ms. Kerr announced that bookings are picking up. There will be three Benefit Bingo nights coming up, Raymond the Omish Comic, and a yard sale. No questions were asked.

A motion was made by Mr. Kuklinski, seconded by Mr. Ziegler to accept the Gilbertsville Fire Co. #1 report. Kuklinski-Aye, Stasik-Aye, Ziegler-Aye. Motion passed.

**Charles Haddad**

Mr. Haddad stated that he resigned as Trustee for the Fire Company in 2013 and the property has not been transferred to the new Trustee. He is requesting that the deed be transferred by stipulation and court order, he feels that the Judge needs to tell him who the deed is to be transferred to. Mr. Stasik stated that he made a few

phone calls trying to resolve this issue, Mr. Bauer stated that the Board asked me to research this and the first thing is finding out who has the deed, the fire company cannot find a copy, and Douglass Township should have a copy but there is no deed, Mr. Haddad stated that he has the deed all someone had to do was ask me for it. Mr. Bauer stated that he needs the deed, the first page of the deed is what needs to be changed, it will be transferred from Mr. Haddad to Douglass Township, Mr. Haddad was upset that he was not informed of the hearing last February with Judge Del Ricci, Mr. Bauer stated that notice was sent to all parties however Mr. Haddad was not required to be at the hearing. At the hearing the Judge stated that it was clear that Douglass Township was to become the trustee, Mr. Haddad was removed as trustee as requested and we will prepare a new deed. Mr. Haddad asked for a copy of the order and stated that he will have a copy of the deed at the Township tomorrow.

**Engineer's Report – John Sartor, Gilmore & Associates**

***Berwind II Subdivision (Douglass Estates Phase 1)*** – This project is proceeding through construction. We completed the field survey of the Stafy property's rear yard area and have evaluated additional grading and drainage improvements to alleviate storm water from backing up onto the "Stafy property. We will be meeting with Township staff to discuss our findings and recommendations. We have reviewed Letter of Credit Reduction request #2 as received on 8/25/14 via e-mail from the Developer and have provided a letter of recommendation dated 9/3/14 to the Township. Based on our review, we recommend that the Board of Supervisors approve the Letter of Credit Reduction #2 in the amount of \$135,076.14. The remaining financial security would then be \$498,898.00.

A motion was made by Mr. Kuklinski, seconded by Mr. Ziegler to approve, based on the recommendation of the Township Engineer, the Letter of Credit Reduction request #2 for the Berwind II Subdivision (Douglass Estates Phase 1) in the amount of \$135,076.14. Kuklinski-Aye, Stasik-Aye, Ziegler-Aye. Motion passed.

***County Line Road Bridge*** – Per the Board of Supervisors' directive, we have prepared the DVRPC 2014 Municipal Bridge Retro-Reimbursement Program Application and will be meeting with the Township Manager within the next week to discuss the application before the deadline of 11/1/14.

***Provco Pinegood Grosser Road, LP/Wawa Land Development*** – On 9/2/14, we received the construction cost estimate for review. We have had email communications with the Applicant's Engineer since then to finalize the cost estimate and expect that this will be completed within the next week. On 9/4/14 we received a response to our review memorandum of 8/22/14 along with a revised plan submission concerning the Applicant's Highway Occupancy Permit application. We are currently reviewing the revised plan submission and expect to have our review memorandum completed within the next week.

***Sign Inventory Program*** – Please recall that we completed the sign inventory for all roadways within Douglass Township. We will schedule a meeting with Pete Hiryak and Mike Heydt to discuss the results of our study.

***Township Park and Open Space Surveys and Concept Planning*** – We have prepared the draft conceptual design plans for each individual park improvement project (Douglass Park, Smith Road Park, and Libor Tract Open Space) and will be meeting with Township staff to discuss our draft plans.

***Virmay Drive Stormwater Investigations*** – We are obtaining supplemental field survey data and are evaluating feasible drainage improvements to alleviate storm water flooding along the rear yards fronting on Virmay Drive. We will be meeting with Township staff to discuss our findings and recommendations.

***Zoning Ordinance and SALDO Amendments*** – At their 9/11/14 meeting, the P/A requested that G&A review the summary of proposed ordinance amendments/updates as prepared on 9/5/14 by Meredith Curran of the Montgomery County Planning Commission. The P/A also requested that G&A provide our recommendations for amendments to the Township's ordinances, including Traffic Impact Study requirements, based on our reviews of submitted subdivision and land development plans over the last few years. No questions were asked.

A motion was made by Mr. Ziegler, seconded by Mr. Kuklinski to accept the Engineer's Report. Kuklinski-Aye, Stasik-Aye, Ziegler-Aye. Motion passed.

**Police Department Report – Chief Templin**

Statistics for August 2014 – 379 incidents reported, 4 reportable accidents, 0 non-reportable, 22 criminal investigations, 7 criminal arrests, 143 traffic citations, 13 non-traffic citations, 0 parking tickets, 7,211 miles traveled, money received by the Township \$2,633.80. On September 27, 2014 (Saturday) 10am-2pm our police department will be coordinating with the Drug Enforcement Agency in their National Drug Take Back Initiative. People will be able to turn in their unwanted, unused, or expired medications. Our drop site will be inside the Giant Food Stores at 173 Holly Road, Gilbertsville, PA 19525. Please remember, The Douglass Township Police Department also has its own drop off location located just inside the Douglass Township Municipal Building. This location is open Monday through Friday 8am-5pm, except holidays. Please no syringes or inhalers. Mr. Wydrzynski asked Chief Templin if we participated about two weeks ago in a DOT truck stop in Boyertown, Chief Templin replied no we did not participate. Mr. Wydrzynski added that they get together for that but can't get together to stop illegal aliens from entering the Country.

A motion was made by Mr. Kuklinski, seconded by Mr. Stasik to accept the Police Department Report. Kuklinski-Aye, Stasik-Aye, Ziegler-Aye. Motion passed.

**Solicitor's Report – Paul Bauer**

***Litigation Updates*** – There are three lawsuits, one has been dropped, one has a court date, and one has a proposed settlement by Police Retirees – no decisions or votes were made.

***Ordinance Updates*** – Proposed Donnelly Tract and Holly Road Overlay Ordinances which were recommended by the P/A need to be sent to MCPC for review and then we can advertise them for a public hearing in November 2014. The Animal Control Ordinance and Workers Compensation Ordinance will be advertised by the P/A Solicitor for a public hearing on October 6<sup>th</sup>, 2014.

***Summer Hill Letter*** – The Summer Hill HOA sent an email asking for support from the Township in getting Gambone to maintain the open space area in Summer Hill. Mr. Bauer upon reviewing the email stated that this is normally between the HOA and the Developer or Owner, not the Township, there are more legal issues involved than just maintaining the property. There is the issue of who owns the property which is in dispute, Mr. White stated that Gambone owns the property, the tot lot is in disrepair. Mr. Bauer stated that we could have the Code Enforcement Officer site the HOA and owner of the property if there are code violations, we would site both entities. Mr. Bauer stated that he could review the information if the Board would like. Kristen Lomonaco stated that she will deliver copies to the Township Office for Mr. Bauer to review.

A motion was made by Mr. Ziegler, seconded by Mr. Stasik to authorize Mr. Bauer to review the documentation involving the Summer Hill HOA and the Gambone Group or affiliation. Kuklinski-Aye, Stasik-Aye, Ziegler-Aye. Motion passed.

Applications which are pending but inactive:

Danny Jake – Hallowell	inactive 2 years
Cobblestone Commons	inactive 1 year

A motion was made by Mr. Ziegler, seconded by Mr. Kuklinski to accept the Solicitor's Report. Kuklinski-Aye, Stasik-Aye, Ziegler-Aye. Motion passed.

**Highway Department Report – Mike Heydt**

Mr. Heydt said that the last two weeks the road crew mowed and trimmed around the bridges, repaired Rick Road and Cross Road, prepped and finished paving Moyer Road and Bruce Drive, fixed inlets on Wilson Ave and Rhoads Ave. We will be grading the dirt roads and repairing all roads for the winter. Mr. Sell told Mr. Heydt that the Henry Road and Himmelwright Road signs were missing, the post is still there. Mr. Heydt stated that he will get new signs for the intersection. Mr. Kuklinski asked when the sewer authority planned to have the Swamp Pike overlay started, Mr. Heydt replied in October. Mr. Stasik announced that he was driving around the Township and thanked the roadcrew for all their hard work. No other questions or comments were given.

A motion was made by Mr. Kuklinski, seconded by Mr. Stasik to approve the Highway Report. Kuklinski-Aye, Stasik-Aye, Ziegler-Aye. Motion passed.

Mr. Stasik announced that BMMA minutes from the July 28<sup>th</sup>, 2014 meeting are available in the lobby.

**Recycling Report – Andy Duncan**

September 2014 – The 904 grant has been submitted. Boyertown Turkey Hill is now selling our orange Douglass Township trash bags. Both Turkey Hill Markets now sell the trash bags. Leaf collection will begin on Monday October 20<sup>th</sup>, 2014 and will end on Friday December 5<sup>th</sup>, 2014. We will be seeking 2 part time seasonal leaf collection positions. Leaf collection employees will work 7am to 3:30pm Monday through Friday weather permitting. Pay will be \$13.50 per hour. If interested please apply at the Douglass Township Administration Building located at 1320 E. Philadelphia Avenue in Gilbertsville. On September 3<sup>rd</sup>, 2014 Montgomery County Recycling Coordinator Veronica Harris was up to tour the recycling center. During her stay she had presented us with our 2014 Waste Watcher Award from the Professional Recyclers of Pennsylvania. I have prepared a press release for the local news media. We are currently in the process of getting a fall newsletter to print, so keep an eye in your mailboxes in the first couple weeks of October. This newsletter will include many of our frequently asked questions and information about the recycling and trash program. We are also still looking for businesses to advertise in this newsletter. If your business is interested in advertising in our Township newsletter, please contact Recycling Coordinator Andrew Duncan. The last Montgomery County Hazardous Waste drop off date will be held on September 20, 2014 from 9am to 3pm at the Spring Ford 9<sup>th</sup> Grade Center located at 400 South Lewis Road in Royersford. Also Montgomery County will be holding a shredding event on Saturday, October 18<sup>th</sup>, 2014 at the Lower Merion High School located at 315 East Montgomery Avenue Ardmore, PA 19003. Mr. Ziegler asked Mr. Duncan if he is still pursuing something similar to the Adopt a Highway Program, Mr. Duncan replied that he has the concept completed however he did not have time to pursue the sponsorships but hopefully next year he will be able to get sponsors. Mr. Wydrzynski said that he could use some leaves if he needed a place to drop them. No other questions or comments were given.

A motion was made by Mr. Ziegler, seconded by Kuklinski to accept the Recycling Report. Kuklinski-Aye, Stasik-Aye, Ziegler-Aye. Motion passed.

The Manager stated that the unpaid bills amounted to \$118,975.65, we are paying the bills earlier this month so several bills were not received in time. We may have to pay some additional invoices before the next check run in October. Mr. Ziegler asked if would be possible to receive a list of the unpaid bills on the Friday before meeting night so he would have time to review the bills, in the past the list of unpaid bills have been supplied on the meeting night. The manager stated that usually we are making copies of the reports in the afternoon before the meeting to ensure payment of the late arriving invoices, we will have a Thursday cutoff date so we will be able to review the bills and make copies of the reports for the Supervisors by the Friday before the Board of Supervisors Meetings. Mr. Ziegler stated that he did review the unpaid bills for tonight's approval. Mr. Ziegler also gave a check to the manager to cover the cost of the copies of minutes and Treasurer's Reports that the Township Secretary made for him. No other comments were given.

A motion was made by Mr. Ziegler, seconded by Mr. Stasik for authorization to pay the bills. Kuklinski-Aye, Stasik-Aye, Ziegler-Aye. Motion passed.

**Pete Hiryak presented the Manager's Report.**

1. The Manager reviewed the upcoming meetings as follows: BOS Meeting Monday, October 6<sup>th</sup> @ 7:30pm, Agenda Meeting @ 7pm. P/A Meeting Thursday, October 9<sup>th</sup> @ 7pm, No Workshop Scheduled.
2. Zoning Hearing Board Resolution – The manager stated that the Board appointed Karen Keiser to the Zoning Hearing Board to fulfill Mr. Petrecz's remaining term, therefore the revised Zoning Hearing Board Resolution was distributed for the Board of Supervisors signatures.
3. Merredith Curran from MCPC will be attending the October 6<sup>th</sup> meeting to provide Planning Agency updates to the Board of Supervisors. There were no questions or comments on the manager's report.

A motion was made by Mr. Ziegler, seconded by Mr. Stasik to accept the Manager's Report. Kuklinski-Aye, Stasik-Aye, Ziegler-Aye. Motion passed.

**Public Comment**

Mr. Wydrzynski asked to explain the open records policy, the manager stated that you fill out a request for the Township and the Township has 5 days to respond, Mr. Wydrzynski said that is a right to know not an open records request, Mr. Bauer stated it's the same thing. Mr. Bauer stated that if it doesn't take a lot of research and is not time consuming and does not involve personal information the information could be given right away. Mr. Wydrzynski said I asked for the Township's insurance information and the secretary was obliging to try to find the information but Mr. Hiryak questioned me on what I wanted the information for and wanted me to fill out a right to know form. Mr. Bauer stated that Townships have many different insurance policies and insurance companies, the request needs to be more specific in nature and could take time to put together. Mr. Wydrzynski stated that he will be in for the information, but feels that we should be more open with Township information through the open records policy. Mr. Sell commented that Mr. Haddad donates his time to the fire companies and feels that the Board and Mr. Bauer was pretty hard on him tonight. Mr. Bauer stated that we went through all the procedures to find the deed, copies should be in possession of the fire company and at the Township building. Mr. Brumwell commented that he doesn't feel these executive sessions are right, the Township should be open with the public and he also stated that the Township only has 1 handicap parking space, would it be possible to add another one, the manager responded that we can add another handicap parking space. No other comments were given.

**Old Business/New Business**

Open Space Report – Mr. Romig announced that Jacob Volpe presented a proposal for an Eagle Scout Project for the Libor Tract Open Space property on Congo Road. This project is for GPS coordinates on existing trails, signs on trails, mulching the trails and trail cleanup. He has already secured donations to make sign posts and concrete, 3 skid loaders and operators to assist in spreading mulch, the Township will donate the mulch. The outstanding balance for 8 signs plus sales tax is \$515.00, Mr. Romig stated that the open space committee recommends to the Board of Supervisors that the amount of \$515.00 be released by the Township for these 8 signs plus tax. Mr. Stasik stated that as part of the process of becoming an Eagle Scout is to manage all the aspects of this project and to solicit all funds involved therefore he recommends that the Scout exhaust all possibilities for the funding and after all efforts have been exhausted the Board will then make a decision. Mr. Romig also stated the committee will be looking at the Keller Woods Open Space property trails and will be working with the engineer. Mr. Stouch and Ms. Wills commented that they think the Scout should be given the money. Mr. Kuklinski explained again that part of the requirements of becoming an Eagle Scout is that the Scout must solicit the funds and be in charge of the project from start to finish, he will be asked to keep trying to raise the money. Mr. Stouch stated that the young man gave a very good presentation and the trail markers will satisfy some of the Open Space requirements by Montgomery County. Mr. Stasik asked the manager to contact the Scout and see if he has exhausted all possible donations. Mr. Wydrzynski asked how many people do you really expect to use the proposed trails on the Keller Woods open space property, Mr. Romig replied that dozens of people that use the roadway to walk would utilize the proposed trail system in Keller Woods. No other questions were asked.

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A motion was made by Mr. Kuklinski, seconded by Mr. Stasik to accept the Open Space Report. Kuklinski-Aye, Stasik-Aye, Ziegler-Aye. Motion passed.

A motion was made by Mr. Kuklinski, seconded by Mr. Stasik to adjourn the meeting at 9:13pm. Kuklinski-Aye, Stasik-Aye, Ziegler-Aye. Motion passed.

The next Board of Supervisor's meeting will be held on Monday, October 6<sup>th</sup>, 2014 @ 7:30 pm.

Respectfully submitted by,  
Marcy Meitzler