

The meeting of the Douglass Township Board of Supervisors was called to order at 7:23 P.M. Attending were Chairman John Stasik, Vice-Chairman Tony Kuklinski, Supervisor Fred Ziegler, Solicitor Paul Bauer, John Sartor from Gilmore & Associates, Chief Templin, Pete Hiryak, Cindy O'Donnell and approximately 32 residents.

Mr. Stasik led us in the pledge of allegiance.

Mr. Bauer announced that an Executive Session was held earlier this evening involving personnel and litigation issues, no votes or decisions were given.

Mr. Stasik asked if there were any changes, corrections, or comments on the minutes of June 15th, 2015 Board of Supervisors Meeting, no changes or comments were given. Mr. Stasik asked for a motion to approve the minutes of June 15th, 2015 as presented.

A motion was made by Mr. Kuklinski, seconded by Mr. Ziegler to approve the minutes of the June 15th, 2015 Board of Supervisors Meeting. Kuklinski-Aye, Stasik-Aye, Ziegler-Aye. Motion passed.

Mr. Stasik asked for a motion to approve the agenda for July 20th, 2015 as presented.

A motion was made by Mr. Stasik, seconded by Mr. Kuklinski to approve the agenda for July 20th, 2015 as presented. Kuklinski-Aye, Stasik-Aye, Ziegler-Aye. Motion passed.

Gilbertsville Area Community Ambulance Report – Garry Schmoltze

For the month of June: 112 calls for service; 46 for Douglass Township, 39 New Hanover Township, 1 Bally, 2 Boyertown Boro, 9 Colebrookdale, 1 Earl, 2 Lower Frederick, 2 Pennsburg, 3 Pottstown Boro, 2 Upper Frederick, 4 Upper Pottsgrove, 1 West Pottsgrove. 79 Transported, 15 refusals, 8 no patient found, 2 no treatment required, 7 cancelled, 1 treated/transported POV. 61 ALS, 51 BLS. Calls to date: 2013-684, 2014-643, 2015-716. Applied for Homeland Security Grant.

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

Gilbertsville Fire & Rescue – Rick Smith

Fire report for June 2015 – 2 brush/trash fire, 2 fire alarm/CO2 alarm, 3 vehicle accidents, 1 misc. rescue, 1 medivac landing, 7 fire police, and 2 assists to other depts., for a total of 18 calls. The Fire Company was in service for 25 hours and 14 minutes. Assists: 1 to Boyertown, 1 New Hanover. Two members Nick Bardman and Cory Sotanella completed their 188 hour firefighter 1 training. We attended the Flag ceremony at Station 332. On June 30th, 2015 I conducted a fire inspection at Playmation Day Care on Hoffmansville Road. I also gave the employees fire extinguisher training (1 hr.). On July 10, 2015 I conducted a fire inspection at Zern's Farmers Market (Flea Market). There are numerous violations that were found and I am currently with the codes department on getting them resolved (1-1/2 hours). The citation issued at 105 Miller Road has cleared with a guilty verdict. The Township should have received the fine money from the court. The 2 fire companies also received compensation for vehicles and material used in extinguishing the fire. The mulch issue at the Gilbertsville Shopping Center has been corrected by replacing the mulch with stone. No questions were asked.

A motion was made by Mr. Ziegler, seconded by Mr. Kuklinski to accept the Gilbertsville Fire & Rescue Report and the Fire Marshal Report as given. Kuklinski-Aye, Stasik-Aye, Ziegler-Aye. Motion passed.

Gilbertsville No. 1 – Phyllis Kerr

No report.

Engineer's Report – John Sartor, Gilmore & Associates

Provco Pinegood Grosser Road, LP/Wawa Land Development – This project is proceeding through construction. The amount remaining in the security is \$428,654.33, Wawa is expected to open in early August 2015.

Quigley Bus Service Land Development – On 6/17/15, we attended a staff meeting between representatives of the Township, the Applicant, and the Applicant's Engineer to review the status of this project. The Applicant hand delivered a copy of a September 2013 Traffic Impact Study and requested that G&A review the TIS. The TIS is currently under review by our office. Also, the Applicant was instructed to attend the next BMMA meeting to resolve outstanding sewage-related issues. Also, the Applicant's Engineer and G&A were instructed to meet separately concerning the previously-submitted land development plans and the corresponding review letter issued by Pennoni Associates, Inc's 3/1/12 review letter. On 7/10/15, G&A met with the Applicant's Engineer to discuss unresolved land development plan review comments as well as the status of sanitary sewer approval, the status of NPDES permit approval, a potential emergency access location, stormwater drainage concerns to neighboring properties, and required roadway and drainage improvements to Schlegel Road, Swamp Creek Road, and/or Middle Creek Road. On 7/16/15 G&A met at the site with the township Manager and Township Roadmaster to evaluate the existing roadway and drainage conditions along the property frontage and determine what improvements would be required in conjunction with the proposed land development. On 7/16/15, G&A emailed a list of requested roadway and drainage improvements to the applicant's engineer. The manager asked if a plan would be submitted within the next few weeks, Mr. Sartor replied that he expects to see one in the next 60 days. Mr. Stasik asked Mr. Quigley if he could get it done, Mr. Quigley replied he could if he has cooperation to make progress. Mr. Bauer stated that of the list of improvements traffic would be the #1 issue that would require a staff meeting, the Board should be involved in that issue. Mr. Sartor stated that a review on the traffic issue would be done in the next 30 days and recommends for the Board to allow a 60 day extension because Mr. Quigley has demonstrated willingness to proceed.

A motion was made by Mr. Kuklinski, seconded by Mr. Ziegler to approve a 60 day plan review extension for Quigley Bus Service providing that there is a TIS study review given within 30 days and that a follow up progress meeting is scheduled. Kuklinski-Aye, Stasik-Aye, Ziegler-Aye. Motion passed.

Mr. Caruso asked why another lane wasn't put in at the Wawa site, Mr. Sartor replied the State (PennDot) dictated the requirements for that area. Mr. Brumwell asked what times were taken into consideration for the Traffic Impact Study, Mr. Sartor replied that the TIS analysis was taken at morning peak hours (6am-9am) and afternoon peak hours (3pm – 6pm). Mr. Brumwell asked if he could get a copy of the study, the manager replied that he would get Mr. Brumwell a copy. Ms. Norton asked what are you going to do when they replace the little bridge on Congo Road if Middle Creek floods. Mr. Brumwell stated that he brought up the same questions at a Planning Agency meeting because when these roads flood the buses will be surrounded by water. Mr. Sell asked who is responsible for that problem, Mr. Sartor responded that the applicant is responsible, Mr. Kuklinski stated that there is no plan yet so PennDot is responsible. Mr. Stasik stated that some flooding is caused by the existing undersized bridge, when this bridge is replaced it will allow more water to flow in 2016. Mr. Brumwell said that PennDot was in a rush to get that bridge replaced, nothing has been done about it. Mr. Kuklinski replied yes, we haven't seen or heard any more about it, this will get addressed when a plan is submitted. Ms. Norton was concerned with how quickly we can get emergency vehicles in this area, Mr. Kuklinski stated that this is why we have an EOC Board and they will make a plan for this purpose and will address it. Mr. Yarnall stated that no one does anything but block the road when it floods. No other questions or comments were given.

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

Police Department Report – Chief Templin

Statistics for June 2015 – 345 incidents reported, 9 reportable accidents, 14 non-reportable, 17 criminal investigations, 7 criminal arrests, 96 traffic citations, 4 non-traffic citations, 1 parking tickets, 8,622 miles traveled, money received by the Township \$17,304.56. On July 11, 2015 Officer Gregory Sedgwick successfully

completed his probationary year of work for our police department. I am asking for the Board's vote to move Officer Sedgwick from probationary status to a permanent status with our police department.

A motion was made by Mr. Kuklinski, seconded by Mr. Stasik to authorize Officer Sedgwick to be promoted to permanent status with our police department. Kuklinski-Aye, Stasik-Aye, Ziegler-Aye. Motion passed.

On July 8, 2015 we had a meeting with Associated Truck Parts in regards to parking complaints we had received involving tractor trailers unloading on Bartmen Avenue. Attending the meeting were the Township Manager, Peter Hiryak, Chairman of the Board, John Stasik, Township Code Enforcement/Zoning Officers Robert Dries and Mark John, Owners of Associated Truck Parts Alan Groff and Linda Heimbach, and myself. The meeting was very productive. I am asking the Board to amend Section 11 Part 4 of Chapter 15, Section 402 to include the installment of no parking signs on the north side of Bartman Ave between East Philadelphia Ave and Village Green Drive. All were in agreement that this would alleviate some of the parking problems on Bartman Ave not to mention that Associated Truck Parts plan to make some improvements to the site as well. This should address the problem.

A motion was made by Mr. Kuklinski, seconded by Mr. Stasik to authorize Mr. Bauer to draft an amendment to Section 11 Part 4 of Chapter 15, Section 402 to include the installment of no parking signs on the north side of Bartman Ave between East Philadelphia Ave and Village Green Drive. Kuklinski-Aye, Stasik-Aye, Ziegler-Aye. Motion passed.

The County has worked out a program with the Delaware Valley Regional Finance Authority (DVRFA) to provide financing for the local municipalities to cover the costs of new radios and repay the principal of those loans over a five (5) year period to the DVRFA which will administer the loan, and the County will pay the interest and administrative costs, this is a one-time offer, any fire companies, EMS squads or other agencies that would like to take advantage of this opportunity should indicate their initial interest in the participation of the program by August 1, 2015. Orders will be placed October 1, 2015. I am looking for the Board's approval to draw up a letter to Montgomery County expressing our intent, should the Board desire, to participate in the financing program, and I am recommending, if the fire company and ambulance wishes to piggyback with the Township, that Douglass Township will assist as surety for the purchase of new radios.

A motion was made by Mr. Kuklinski, seconded by Mr. Ziegler to authorize the manager to draw up a letter expressing the intent of Douglass Township to participate in the DVRFA financing program for the purchase of new radios and to assist as surety for F&R and GACAS if they choose to purchase new radios providing that each department submit a letter to Douglass Township by August 1, 2015. Kuklinski-Aye, Stasik-Aye, Ziegler-Aye. Motion passed. The EOC Board unanimously support the Fire Company and Ambulance on this issue.

The World Meeting of Families will be held the week of September 21, 2015 and continue until Pope Francis makes his visit to City of Philadelphia on September 26 & 27, 2015. While there is a great deal of focus on the planned public events in the City of Philadelphia, the Montgomery County Commissioners believe the impact on Montgomery County will be significant, with the massive influx of visitors putting a strain on our transportation infrastructure. There are several meetings scheduled in the upcoming week in which I will be attending and we may be called upon to assist. I just wanted to make the Board aware of this possibility and will update all of you should we be called upon. On July 4, 2015 our police department participated in Pottstown Borough's 4th of July Parade. Back in March, I applied for a grant through the Municipal Police Officer's Education and Training Commission to recoup a partial amount of our Officer's salary while he attended the police academy. I am pleased to say we were awarded grant monies in the amount of \$9,539.36 and have received the check. The PA Chiefs of Police Association introduced the PA Law Enforcement Accreditation Program to the Commonwealth in July 2001. Since then, over 300 agencies have enrolled and 101 agencies currently have attained accredited status. The PA Law Enforcement Accreditation Program was designed and developed by professional law enforcement executives to provide a reasonable and cost effective plan for the professionalization of law

enforcement agencies within the Commonwealth. On July 15th, 2015, it was made official that for a 5th time the Douglass Township Police Department was presented the Certificate of Law Enforcement Accreditation. Cpl. Brian Steffie, our accreditation manager spear headed this campaign to fruition. I would like to thank him and the rest of the officers who made this possible. I would like to present to the Board the Certificate of Law Enforcement Accreditation. No questions or comments were given.

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

Solicitor's Report – Paul Bauer

Summer Hill Deed of Dedication – Prior to the last Board meeting all interested parties met to resolve the outstanding issues with respect to the Summer Hill Development wherein it was jointly agreed to deed over several areas of open space back over to the HOA and one of the open space lots was agreed to be deeded over to the Township. A copy of deed dedicating Parcel B to the Township as Open Space has been received. A Tri-Party Agreement has been drafted and is currently being circulated between all interested parties for review and signatures. Playground equipment will be donated to Township & installed at the park choice of Douglass Township.

A motion was made by Mr. Kuklinski, seconded by Mr. Ziegler for authorization for Mr. Bauer to execute the Tri-Party Agreement between Douglass Township, Michael Gambone, and Summer Hill HOA. Kuklinski-Aye, Stasik-Aye, Ziegler-Aye. Motion passed.

Mr. Caruso asked if it could be added to the agreement that the Summer Hill HOA will be reimbursed for this year's mowing costs, Mr. Bauer stated that this could be added to the agreement and to send the invoice to Michael Gambone.

Police Contract – By letter I was informed that the Collective Bargaining Committee intends to begin negotiations as their current contract expires at the end of this year wherein I responded to same. It is the intention of all parties to meet to negotiate. A meeting has been tentatively scheduled for the last week in July. ***Gilbertsville Car Wash/Dusk Properties*** – A thorough review of the Township's file as prepared by the codes and zoning office has been completed and as a result of the information contained therein a letter was sent to Eugene Orlando, the attorney representing the owners of Gilbertsville Car Wash. A staff meeting is scheduled this coming Friday to meet with Mr. Orlando, his client, and Township staff to discuss the issues contained therein. I will be happy to update the Board on an ongoing basis.

Trash Enforcement/Traffic Study Requirements Ordinances – Per a recent conversation with Pete Hiryak, both of these ordinances are prepared in their draft form and we are intending to wait until the Township resumes their fall schedule to advertise same for adoption. Tabled for September meeting or first meeting of October. No questions or comments were given.

Applications which are pending but inactive:

Danny Jake – Hallowell inactive 2 years

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 – Manager Pete Hiryak

The manager stated that he will ask the County and PennDot for an update on the bridges. The roadcrew repaired potholes, worked on the Bow Lane storm sewer project, repaired signs, re-graded the dirt roads. The manager stated that the highway department budgeted for a full time roadcrew worker, Nick Bardman has been working with the roadcrew as a part time worker for several months. Mr. Heydt would like the Board's approval to hire Nick Bardman as a full time roadcrew worker to start on August 3rd, 2015.

A motion was made by Mr. Kuklinski, seconded by Mr. Stasik for authorization to hire Nick Bardman as a full time roadcrew worker beginning on August 3rd, 2015. Kuklinski-Aye, Stasik-Aye, Ziegler-Aye. Motion passed.

Mr. Caruso stated that Summer Hill needs some patching done, the seam is coming up. The manager stated that he will tell Mr. Heydt. Chairman Stasik mentioned that he met with the manager and road master on Diehl Drive to discuss drainage and re-paving of the roadway.

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

Recycling Report – Pete Hiryak

The manager stated that Mr. Duncan has a 1999 F550 Stake Body that has transmission problems and he recommends to sell it on Municibid since it is not used regularly and would like authorization to do so.

A motion was made by Mr. Kuklinski, seconded by Mr. Ziegler for authorization to place the 1999 F550 Stake Body Recycling Vehicle for auction on Municibid. Kuklinski-Aye, Stasik-Aye, Ziegler-Aye. Motion passed.

The manager reported that the Bobcat Skidsteer has been ordered and the Recycling Department should receive it in 2 weeks. Notification has been given that Douglass Township will receive the PROP Award in October. The trash/recycling contract ends October 31st and we would like authorization for the Solicitor, Ms. O'Donnell, and Mr. Duncan to be involved in working on a new contract.

A motion was made by Mr. Stasik, seconded by Mr. Kuklinski to give authorization for the Solicitor, Ms. O'Donnell, and Mr. Duncan to be involved in working on the new trash contract. Kuklinski-Aye, Stasik-Aye, Ziegler-Aye. Motion passed.

We budgeted for a pavilion to be constructed on the Smith Road open space property however that property already has pavilion so it is Mr. Duncan's recommendation that a pavilion be constructed on the Libor Tract open space property at 475 Congo Road for \$7800.00 with a deposit of \$2300.00 with the Board's authorization.

A motion was made by Mr. Stasik, seconded by Mr. Kuklinski to authorize, based on the recommendation of Mr. Duncan, the construction of a pavilion on the Libor Tract open space property in the amount of \$7800.00 with a \$2300.00 deposit. Kuklinski-Aye, Stasik-Aye, Ziegler-Aye. Motion passed.

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

ESB Report – Josh Stouch

Mr. Stouch stated that the ESB Board supported the County Radio interest letters for the police department, F&R, and GACAS. Financial information was received from F&R and GACAS. The ESB discussed asking the Board to authorize a Blanket Resolution automatically covering and authorizing Fire Police to attend events.

A motion was made by Mr. Kuklinski, seconded by Mr. Stasik to authorize the Solicitor to draft a blanket resolution that automatically covers and authorizes the Fire Police to attend events/special functions. Kuklinski-Aye, Stasik-Aye, Ziegler-Aye. Motion passed.

The ESB Board also discussed that Chief Smith get more involved with inspections on zoning and Fire Marshal issues, Mr. Kuklinski suggested that it would make more sense to put a plan in place so you don't pick & choose properties to be inspected, possibly dividing the Township into 4 areas and asked Mr. Stouch to have the ESB Board to formulate a plan & bring it to the Board. Chief Smith agreed that it would be a step in the right direction. Mr. Stouch asked if the Township is paying Comcast for internet and cable, Ms. O'Donnell replied that the office and highway building must pay for the internet service because we have a static IP address, the fire companies do not pay for the service because they do not have a static IP address. The Solicitor was asked by the ESB Board to draft lease agreement for F&R, Mr. Bauer stated that he already prepared an agreement for Fire Company No. 1 however both should be executed at the same time. Mr. Stouch stated that Fire Company No. 1 does not attend the ESB meetings. The manager will contact No. 1 to see if a representative will attend the meetings.

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

Treasurer's Report – Cynthia O'Donnell

The unpaid bills for July 2015 amount is \$215,038.56. Unusual bills being paid: Betty Musser (Enumerator), Chemung Supply, CCP, iPromoteu, Susquehanna Municipal Trust, Wynne Construction. Contributions: Bally Ambulance, Multi-Service, Boyertown Library, New Hanover Township, Norristown Public Library, and Visiting Nurses of Pottstown. An updated recap of engineering fees paid through the 6/15/15 Board of Supervisors meeting is attached. The recap does not include this evening's bill payment. 2015 General Fund Income is \$85,694 ahead of 2014 General Fund Income. Largest increases are in Real Estate Taxes, Real Estate Transfer Tax, and Occupational privilege Tax and Building Permits. Decrease in Earned Income Tax due to timing of distributions from Berks Earned Income Tax Bureau. 2015 Recycling Fund Income is equal to 2014 Recycling Fund Income, disregarding the nonrecurring DEP 902 grant received in 2014. 2016 budget preparation will begin in August. A 2016 budget calendar will be presented at the August 17 Board of Supervisors meeting. Mr. Diccio commented that the engineering services are high, are we using more services this year. Mr. Kuklinski replied that the engineering fees are higher because of the County Line Bridge and new highway building engineering service, we will be way over budget. Ms. O'Donnell stated that an amended budget will be needed it is a timing issue, some fees, like the County Road Bridge, will be reimbursed. Mr. Brumwell stated that there should have been more fore thought, you have to be somewhat close when you budget. Mr. Kuklinski stated that after the budget was passed the County closed the bridge, and the highway building fees are my fault because that building needs to be addressed. No other comments were given.

A motion was made by Mr. Stasik, seconded by Mr. Kuklinski to authorize payment of the July 2015 unpaid bills in the amount of \$215,038.56. Kuklinski-Aye, Stasik-Aye, Ziegler-Aye. Motion passed.

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

Manager's Report - Pete Hiryak

1. The Manager reviewed the upcoming meetings as follows: Thursday August 6th P/A Meeting @ 7pm No Workshop, Monday August 17th ESB Mtg @ 6pm, BOS Agenda @ 6:30pm, and BOS Mtg @ 7pm. ZHB Mtg July 21st @ 7pm, Lot #76 Douglass Estates, BMMA Pump Station (lot square footage & width reduction variance request) P/A recommended approval to BOS, BOS recommended with condition of no financial or maintenance burden on the Township.
2. PennDot Route 100 Paving Update – Allen Meyers will be doing milling, base repair, and a complete overlay at night from Farmington Ave to the County Line, approximately 3 miles on a date to be announced, this could extend into July 2016.
3. Wawa's opening date will be August 7th, 2015.

4. Zern Tract – 60 day plan submittal & review extension request. Mr. Bauer will get feedback from P/A (Density Bonus fees) and will follow up with Ed Mullen.

A motion was made by Mr. Kuklinski, seconded by Mr. Ziegler to approve a 60 day plan submittal & review extension request for the Zern Tract. Kuklinski-Aye, Stasik-Aye, Ziegler-Aye. Motion passed.

A motion was made by Mr. Kuklinski, seconded by Mr. Ziegler to accept the manager's report as given. Kuklinski-Aye, Stasik-Aye, Ziegler-Aye. Motion passed.

Public Comment

Mr. Stasik commented that Smith Road Bridge was also widened which helped to allow more water to flow. The manager stated that there is wetland mitigation work being performed per DEP's request, we must dig out the current vegetation and replace it with flood resistant plants provided by DEP. Mr. Stasik commented that it took one year to get permit to clean out areas, sometimes Governmental Agencies take long. Mr. Dries thanked Mr. Drost of the Gilbertsville Car Wash for attending the meetings and sitting here patiently listening to the discussions. No other comments were given.

Old Business/New Business

None was given.

A motion was made by Mr. Kuklinski, seconded by Mr. Stasik to adjourn the meeting at 8:50pm. Kuklinski-Aye, Stasik-Aye, Ziegler-Aye. Motion passed.

The next Board of Supervisor's meeting will be held on Monday, August 17th, 2015 @ 7:00 pm.

Respectfully submitted by,
Marcy Meitzler