

The meeting of the Douglass Township Board of Supervisors was called to order at 7:09 P.M. Attending were Chairman John Stasik, Vice-Chairman Tony Kuklinski, Supervisor Fred Ziegler, Solicitor Paul Bauer, John Sartor from Gilmore & Associates, Chief Templin, Mike Heydt, Andy Duncan, Pete Hiryak, Cindy O'Donnell and approximately 31 residents.

Mr. Stasik led us in the pledge of allegiance. Mr. Stasik asked for the public to turn off all cell phones and asked for a moment of silence for a fire police officer that was struck by a vehicle this morning and is in critical condition at Lehigh Hospital.

Mr. Stasik asked if there were any changes, corrections, or comments on the minutes of July 20th, 2015 Board of Supervisors Meeting, no changes or comments were given. Mr. Stasik asked for a motion to approve the minutes of July 20th, 2015 as presented.

A motion was made by Mr. Ziegler, seconded by Mr. Kuklinski to approve the minutes of the July 20th, 2015 Board of Supervisors Meeting. Kuklinski-Aye, Stasik-Aye, Ziegler-Aye. Motion passed.

Mr. Stasik asked for a motion to approve the agenda for August 17th, 2015 as presented.

A motion was made by Mr. Stasik, seconded by Mr. Kuklinski to approve the agenda for August 17th, 2015 as presented. Kuklinski-Aye, Stasik-Aye, Ziegler-Aye. Motion passed.

Gilbertsville Area Community Ambulance Report – Garry Schmoltze

For the month of July: 97 calls for service; 46 for Douglass Township, 29 New Hanover Township. Chief Schmoltze announced that GACAS is a training center for Jefferson. Chief Schmoltze asked for the GACAS Emergency Service Allocation, Mr. Kuklinski stated that the Board tabled that until we receive the 2014 audit from GACAS and is reviewed by the Treasurer, Chief Schmoltze replied that he will look into that, he was unaware that you did not receive it.

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

Mr. Stasik read the letter of resignation from Phyllis Kerr as manager of Gilbertsville No.1 and accepted her resignation with regret. Her last day will be August 24th, 2015.

Gilbertsville Fire & Rescue – Rick Smith

Fire report for July 2015 – 2 fires, 2 brush/trash fires, 1 fire alarm/CO2 alarm, 3 vehicle accidents, 1 hazardous materials, 1 fire police, 3 assists to other depts., and 1 investigation for a total of 14 calls. The Fire Company was in service for 9 hours and 15 minutes. Assists: 1 to Boyertown, 1 New Hanover, and 1 to Pottstown. Completed Vehicle Rescue Awareness Training. The Fire Company ordered a 3500 GMC pick up to replace the Tahoe. Chief Smith stated that F&R received a radio grant for 8 mobiles and 27 portables, if more are needed we will have to place an order, the manager stated that the Township mailed 3 Letters of Interest (Police, GACAS, F&R) to Montgomery County for radios. Chief Smith stated that funds are available through the Fireman's Relief. We assisted New Hanover Fire Department in an elevator rescue, after completion of the rescue Fire Police member, James Scott, was struck by a vehicle and is in critical condition at Lehigh Hospital. Chief Smith stated that on July 25, 2015, he and Bob Dries from the code enforcement department met with the manager of Zern's Market to go over fire safety complaints we received concerning the flea market (1 hour). The Board instructed the manager to send a Letter of Appreciation to Phyllis Kerr for her years of service to Gilbertsville Fire Company No.1. The Board also instructed the manager to update them on the condition of Jim Scott and send flowers to the hospital.

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.

Engineer's Report – John Sartor, Gilmore & Associates

Quigley Bus Service Land Development – On 6/17/15, we received a copy of a September 2013 Traffic Impact Study which the applicant requested that G&A review. On 8/10/15, we forwarded our review memorandum to the Township and applicant's traffic consultant for their consideration. 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 emailed a list of the township's requested roadway and drainage improvements to the applicant's engineer. To date, we have received no response or revised plan submission. Mr. Bauer requested that John Sartor contact Quigley to provide a response to G&A's 8/10/15 review memorandum prior to the next Board of Supervisors meeting scheduled for September 8th, their response and supporting technical documentation must be received no later than August 31st.

Provco Pinegood Grosser Road, LP/Wawa Land Development – This project is nearing completion. On 8/6/15 we forwarded our letter of recommendation to the Township regarding Letter of Credit (LOC) Reduction Request #5. The value of the work completed to date is \$680,504.56. Subtracting 10% retainage as well as amounts previously released results in the amount of \$218,143.03. We recommend that the LOC be reduced by this amount. Should the Board approve this reduction request, then the amount remaining in the security would be \$210,511.30.

A motion was made by Mr. Ziegler, seconded by Mr. Kuklinski to approve Letter of Credit Reduction Request #5 for Provco Pinegood Grosser Road LP/Wawa Land Development in the G&A recommended amount of \$218,143.03. The amount remaining in the Letter of Credit will be \$210,511.30. Kuklinski-Aye, Stasik-Aye, Ziegler-Aye. Motion passed.

Cobblestone Crossing Phase III – This project is proceeding through construction. On 8/13/15 we forwarded our letter of recommendation to the Township regarding Escrow Release Request #2. The value of the work completed to date is \$409,201.35. Subtracting 10% retainage as well as amounts previously released results in the amount of \$142,607.45. We recommend that the LOC be reduced by this amount. Should the Board approve this reduction request, then the amount remaining in the security would be \$395,755.85.

A motion was made by Mr. Ziegler, seconded by Mr. Kuklinski to approve Escrow Release Request #2 for Cobblestone Crossing Phase III in the G&A recommended amount of \$142,607.45. The remaining amount in the security will be \$395,755.85. Kuklinski-Aye, Stasik-Aye, Ziegler-Aye. Motion passed.

Berwind II Subdivision (Douglass Estates Phases 2&3) – This project is proceeding through construction. On 8/13/15 we received a draft copy of the Improvement and Maintenance Agreement and Financial Security Agreement as prepared by the Township Solicitor. The Township Manager requested that we review these documents. We will review the documents and provide our comments to the Township Manager and Township Solicitor before the upcoming Board of Supervisors meeting.

A motion was made by Mr. Ziegler, seconded by Mr. Kuklinski to approve and sign the Improvement and Maintenance Agreement and Financial Security Agreement as prepared by the Township Solicitor. Kuklinski-Aye, Stasik-Aye, Ziegler-Aye. Motion passed. Mr. Sodl stated that he has copies of the plan for recording purposes that requires signatures from the Board, Mr. Bauer stated that he prefers to wait on the signatures until G&A completes their review of the submitted plans, an email will be sent to Mr. Sodl when the signed plans are available for pick up.

County Line road Bridge Replacement – We have completed the following pre-design tasks: the stream and floodplain field survey has been completed, the existing features plan of survey has been completed, geotechnical test boring drilling field work has been completed, preliminary drawings have been completed for delineating available space for potential widening and lengthening of the bridge to assist with improving the waterway opening characteristics, initial structure alternatives analyses have been completed based upon DVRPC criteria for retro-reimbursement projects, initial documents for permit evaluation and environmental assessment have been assembled. Josh Hagadorn and Roman Jastrzebski of G&A reviewed 3 types of structures as required by DVRPC and recommended that the Township use a precast concrete arch bridge (pre-stress structure), the foundation will be built on site, the precast structure will be placed on top of the foundation and backfilled. It will take approximately 6-12 weeks depending on fabrication schedule. All bridge options had a 75-100 year life span. Mr. Hagadorn and Mr. Jastrzebski asked for consensus from the Board of Supervisors. Mrs. Norton asked if this bridge would be similar to the Smith Road Bridge, Mr. Sartor replied yes and it is also similar to the bridge at Schlegel's Grove in Colebrookdale Township..

A motion was made by Mr. Kuklinski, seconded by Mr. Stasik to approve the option of a pre-cast concrete arch bridge to be used as the replacement for the County Line Road Bridge. Kuklinski-Aye, Stasik-Aye, Ziegler-Aye. Motion passed.

Mr. Sell asked how much of these engineering costs are coming from the taxpayers, Mr. Kuklinski stated that the fees are high because some of these costs are involving the new highway building. Mr. Stasik stated that they will be having a staff meeting on all these costs and we may have to put some projects on hold, we want to move forward on the highway building. No other questions were given.

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.

Zoning Hearing – Dairy Queen, 1050 E. Philadelphia Avenue, a variance request for sign change & re-location (P/A recommended approval). Ken Picardi, Nick Vernachio (owner), and Don Mace of Sceptor Signs were present for questions. Mr. Picardi stated that Dairy Queen has a new national logo and in order to comply with the Franchise we are asking for the BOS recommendation to the Zoning Hearing Board for a variance to allow a 24" wide sign which exceeds the permitted 18" width, relief for a proposed 104.24 sq. ft. sign which exceeds the 50 sq. ft. area allowed, and relief from the 12-month sign installation expiration period. The proposed sign will be further away from the road and higher than existing sign. Mr. Vernachio has owned the business for 10 years, although Dairy Queen has been here for 40 years, he is very active in donating to the surrounding community. His customers are impulse buyers and this sign would allow more visibility for customers to make the turn into Dairy Queen, the Franchise does not want his signs any smaller than the existing ones are. Mr. Vernachio offered to put community announcements on the proposed digital sign such as Amber Alerts and road closures/emergency information. No questions were asked.

A motion was made by Mr. Kuklinski, seconded by Mr. Stasik to support the variance request as recommended by the P/A for the business sign change and location of the proposed new Dairy Queen signs to be located at 1050 E. Philadelphia Avenue in the Gilbertsville Shopping Center. Kuklinski-Aye, Stasik-Aye, Ziegler-Aye. Motion passed.

Police Department Report – Chief Templin

Statistics for July 2015 – 373 incidents reported, 6 reportable accidents, 13 non-reportable, 28 criminal investigations, 11 criminal arrests with a 35% clearance rate, 150 traffic citations, 18 non-traffic citations, 4 parking tickets, 8,308 miles traveled, money received by the Township \$4,754.59. On August 4th, 2015 Officer Mathias gave a presentation on "Stranger Danger" to the children of Little Faces Daycare. August 7th, 2015 Wawa officially opened their doors for business. Our police department as well as F&R participated in their grand opening by competing in a hoagie building contest. Wawa donated \$1,000 in our name to our charity, the

Boyertown Salvation Army. You can check out some pictures on our Facebook page of the event. August 7th, 2015 our police department conducted a DUI Roadcheck on SR-0073. One DUI arrest, one drug arrest, one warrant arrest, and eleven citations were issued for various Pennsylvania Vehicle Code violations. I would like to thank F&R, the Boyertown Salvation Army, and Conrad's Body Shop for helping out in this event. August 15th, 2015 Bike Night was held. The event was well attended and I am pleased to report that there were no problems. Mr. Stasik asked if anyone had questions for the Chief. Mr. Sell stated that north on Rt.100 to Giant past Kiwecki people pull out in front of you, is there anything you can do about it. Chief Templin replied that it is very confusing for cars at that area, I will sit a car out there and monitor it. Mr. Sell asked if you can't mark the road better at that area, Mr. Heydt replied that he will look into re-marking the road at that area. Mr. Stouch stated that the intersection there is a key intersection and targeted by the P/A for re-design if any future development. No other questions 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

Police Contract – A meeting was held with the appropriate Township representatives and the Collective Bargaining Committee to begin negotiations as the current contract expires at the end of this year wherein many items were discussed. A second meeting has tentatively been scheduled for the second week of September to continue discussions.

Gilbertsville Car Wash/Dusk Properties – I attended a meeting was held at the Township with attorney Eugene Orlando, Dusk Properties, and the required Township personnel. The meeting was productive and it was the intention of all parties to have a plan of action that encompassed some short term solutions and to then schedule another follow-up meeting to speak about long term substantive changes to the location.

Trash Enforcement/Traffic Study Requirements Ordinances – As previously discussed, 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. 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.

Douglass Estates – I have prepared and submitted Developers Agreement for the Maintenance of the Development and Financial Security and submitted the same to the Developer for review. (See Engineer's Report)

Applications which are pending but inactive:

Danny Jake – Hallowell inactive 2 years

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

Highway Department Report – Mike Heydt

The road master stated that the Mitigation of Wetlands on Smith Road was completed as required by DEP. Repaired water drainage issue on the open space property on Virmay Drive. Bow Lane is being blacktopped, and we are working on mowing and weedwacking. The owner of 37 Hawthorne Avenue complained about a sinkhole caused by repairs to the sewer lines, Mr. Heydt stated that he will look into the matter. No other questions were asked.

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

Recycling Report – Andrew Duncan

Mr. Duncan stated that the S630 Bobcat S630 Radial lift machine will arrive tomorrow paid for by the 902 Grant. Mr. Duncan requested that we advertise to bid on the paving project for the recycling center. Bidding should be

split into two areas. Area #1 will be milling 5", prep for paving, place 3" of 25MM and 2" of 19MM approximately 826 square yards. Materials needed will be approximately 150 ton of 25MM and 100 ton of 19MM. Douglass Township will purchase the blacktop. Area #2 will be milling 5", prep for paving, place 3" of 25MM and 2" of 19MM approximately 900 square yards. Materials needed will be approximately 162 ton of 25MM and 108 ton of 19MM. Douglass Township will purchase the blacktop.

A motion was made by Mr. Kuklinski, seconded by Mr. Ziegler to authorize an advertisement to bid on the paving project for the recycling center with bids to be split into two areas. Kuklinski-Aye, Stasik-Aye, Ziegler-Aye. Motion passed.

Still waiting on the completion of the trash study from the PADEP consultants. I believe that this study will have a lot of useful information to help us prepare our future trash contracts. The current contract is due to Expire in October 2015. State budget crisis is directly affecting the completion of this report. For the next meeting I am hoping to have a bid package prepared and a request to advertise to bid on our trash and disposal contract that will expire on October 1, 2015. My goal is to have the bids opened for the second meeting in September so we can give our current provider adequate notice if they are not awarded the new bid. Mr. Kuklinski asked if we have an extension clause in the contract, Mr. Duncan stated that we have a month by month extension clause in our current trash contract.

Mr. Duncan stated that he received two bids for tub grinding one from Bill Freil for \$12,500 and one from Hopewell for \$4900. I ask that we move forward with the Hopewell bid to move forward with the grinding they will run grindings through another screen and redo our existing mulch.

A motion was made by Mr. Kuklinski, seconded by Mr. Ziegler to accept the Hopewell grinding bid of \$4,900.00. Kuklinski-Aye, Stasik-Aye, Ziegler-Aye. Motion passed.

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

ESB Report – Andrew Duncan

Mr. Duncan stated that Gilbertsville Fire Company No.1 joined the meeting tonight, we are trying to iron out the lease agreements. The ESB appointed two member (Bob Dries, Josh Stouch) to meet with the Board of Supervisors concerning the lease agreements before the next ESB meeting which is on September 8th, 2015. The Gilbertsville Ambulance Service took very good care of Mr. Scott, they are a top notch group. The ESB Board had an Incident Action Plan in place for Bike Night, we are happy to report no incidents at that function, a great job was done by all services and all worked well together. A discussion was held about extending the road closure area for next year's Bike Night event, however the manager was concerned about expanding the event as it would involve closing additional roadways which are needed for the detour routes. No questions were asked.

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

Treasurer's Report – Cynthia O'Donnell

The unpaid bills for August 2015 amount is \$266,346.68. Unusual bills being paid: AG Industrial (mower), Bill Hood (Wetland Mitigation), Bobcat Company, Dusk Properties LLC, MetroAlert, PMRPC (Circuit Rider), Powerco Inc. (tamper & parts), Pro Keystone Garage Door. Ms. O'Donnell stated that the last two pages of her report is a listing of legal and engineering fees, when it shows escrow that means that the cost is passed through to the developers. The 2016 Budget preparations will begin in September, I will provide the 2016 Budget Calendar to the BOS at the September 8th board meeting. I will present the 2016 MMOs to the BOS at the September 21st Board meeting. An updated recap of engineering fees paid through the 7/21/15 BOS meeting is attached, the recap does not include this evening's bill payment. 2015 General Fund Income is equal to 2014 General Fund Income, year to date. Largest increases are in Real Estate Taxes, Real Estate Transfer Tax, 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. There is a decrease in Recyclable sales of \$4,600 between 2015 and 2014, due to the decrease in prices for materials.

A motion was made by Mr. Kuklinski, seconded by Mr. Ziegler to authorize payment of the August 2015 unpaid bills in the amount of \$266,346.68. Kuklinski-Aye, Stasik-Aye, Ziegler-Aye. Motion passed.

Ms. O'Donnell asked for authorization for a budget amendment increase to cover the costs for General Engineering Services in the amount of \$193,225.00.

A motion was made by Mr. Kuklinski, seconded by Mr. Ziegler to authorize a budget amendment increase in the amount of \$193,225.00 to cover the costs for General Engineering Services. Kuklinski-Aye, Stasik-Aye, Ziegler-Aye. Motion passed.

A motion was made by Mr. Kuklinski, seconded by Mr. Ziegler 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 September 10th P/A Meeting @ 7pm, Act 209 Workshop @ 6pm. Approval is needed to advertise the workshop. Tuesday September 8th BOS Agenda @ 6:30pm, BOS Meeting @ 7pm.

A motion was made by Mr. Kuklinski, seconded by Mr. Stasik to authorize advertisement of the Act 209 Committee Workshop for September 10th, 2015 at 6pm. Kuklinski-Aye, Stasik-aye, Ziegler-Aye. Motion passed.

2. Letter from Josh Shapiro, Chairman M. C. Commission – Papal visit 9/26 & 9/27. This is being considered a National Security Event, there are training exercises ongoing and they are asking surrounding communities to be prepared if help is needed. No funds will be reimbursed for any help from municipalities. People are urged to stay off major roadways around the Philadelphia area for the duration of the event.
3. Resolution #081715-01 Fire Police Response to Non-Emergency Events (BOS approval required). The manager stated that this resolution gives the Gilbertsville Fire Police of Gilbertsville Fire & Rescue the authorization to respond to and assist at non-emergency events/functions within Douglass Township.

A motion was made by Mr. Satsik, seconded by Mr. Ziegler to approve Resolution #081715-01 authorizing the Gilbertsville Fire Police of Gilbertsville Fire & Rescue to respond to and assist at non-emergency events/functions within Douglass Township. Kuklinski-Aye, Stasik-Aye, Ziegler-Aye. Motion passed.

The manager stated that Margaret Dobbs and John Cover of MCPC will be attending the September 8th BOS meeting to provide planning updates to the Board of Supervisors. No questions were asked.

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

No comments were given.

Old Business/New Business

None was given.

A motion was made by Mr. Ziegler, seconded by Mr. Kuklinski to adjourn the meeting at 8:22pm. Kuklinski-Aye, Stasik-Aye, Ziegler-Aye. Motion passed.

The next Board of Supervisor's meeting will be held on Tuesday, September 8th, 2015 @ 7:00 pm.

Respectfully submitted by,
Marcy Meitzler