

The meeting of the Douglass Township Board of Supervisors was called to order at 7:03 P.M.

Attending were Chairman John Stasik, Vice-Chairman Tony Kuklinski, Supervisor Fred Ziegler, Solicitor Paul Bauer, Josh Hagadorn from Gilmore & Associates, Maggie Dobbs from MCPC, Chief Templin, Bob Dries, Mike Heydt, Andy Duncan, Pete Hiryak, and approximately 27 residents/developers.

Mr. Stasik led us in the pledge of allegiance. Mr. Stasik asked for the public for a moment of silence for the friends and family of the victims of the San Bernardino massacre.

Mr. Stasik asked if there were any changes, corrections, or comments on the minutes of November 16<sup>th</sup>, 2015 Board of Supervisors Meeting, no comments, changes, or corrections were given.

A motion was made by Mr. Kuklinski, seconded by Mr. Ziegler to approve the minutes of November 16<sup>th</sup>, 2015 Board of Supervisors Meeting. Kuklinski-Aye, Stasik-Aye, Ziegler-Aye. Motion passed.

Mr. Stasik asked if there were any changes, corrections, or comments on the minutes of November 30<sup>th</sup>, 2015 Board of Supervisors (Budget) Meeting. No comments were given.

A motion was made by Mr. Kuklinski, seconded by Mr. Ziegler to approve the minutes of November 30<sup>th</sup>, 2015 Board of Supervisors (Budget) Meeting. Kuklinski-Aye, Stasik-Aye, Ziegler-Aye. Motion passed.

#### **MCPC – Maggie Dobbs, Act 209 Traffic Impact Update**

Ms. Dobbs gave an overview of the Act 209 Traffic Impact update stating that Act 209 is enabling legislation that authorizes municipalities to enact, amend, and repeal impact fee ordinances and to charge impact fees to cover the cost of off-site road improvements necessitated by new land development, MPC, sections 501-A through 506-A. Transportation impact fees Does Not alter or diminish PennDot's authority to require off-site road improvements through the HOP approval process. Transportation impact fees can be used for costs incurred by a municipality for the construction of roadway improvements designated in a transportation Capital Improvements Plan that are attributable to new development within a designated service area or areas and Capacity improvements to accommodate traffic generated by new development **but not** to address existing or anticipated deficiencies unrelated to the development. The service area can be a maximum of 7 square miles. The required documents are: Land Use Assumptions Report, Roadway Sufficiency Analysis, and a Capital Improvements Plan. Each document will need to be available for public review prior to approval by the governing body. In 2004 Douglass Township Board of Supervisors created the Act 209 Traffic Impact Advisory Committee, a Land Use Assumptions Report was prepared by MCPC and McMahon Transportation Planners for a 10-15 year time frame for future growth and development, and a Transportation Capital Improvements Plan. In 2005 the Establishment of Transportation Service Area (TSA) was prepared for identification of intersections. The Roadway Sufficiency Analysis was prepared and the BOS adopted an ordinance imposing an impact fee upon new developments within the transportation service areas, the original fee was \$2,415 per new weekday afternoon peak hour trip. In 2009 the peak hour trip fee was recalculated to \$2,760.35 to reflect increase in costs, based on construction cost indices. The Land Use Assumptions Report purpose is to describe existing land uses within the TSA and reflect projected changes in land uses, densities of residential development, intensities of non-residential development, and population growth rate. The 2015 Update revised TSA to reflect changes in anticipated growth and traffic impact areas and can be a maximum of 7 square miles and identifies which land types would be most likely to experience development using zoning district standards of identified parcels and calculated potential maximum development. The next steps are the completion of LUAR anticipated for December 2015, a review by Planning Agency who will then make a recommendation to the Board of Supervisors. The formal adoption process will follow a 30 day review and comment period, a public hearing process, time for any modifications/revisions, and finally a resolution for adoption. The Board thanked Ms. Dobbs for her update, no questions were asked.

Mr. Stasik asked for a motion to approve the agenda for December 7<sup>th</sup>, 2015 as presented. A motion was made by Mr. Stasik, seconded by Mr. Kuklinski to approve the agenda for December 7<sup>th</sup>, 2015 as presented. Kuklinski-Aye, Stasik-Aye, Ziegler-Aye. Motion passed.

**Engineer's Report – Josh Hagadorn, Gilmore & Associates**

*Catagnus Funeral Home* – Please recall that on 12/3/15, we forwarded our review letter to the Township and Applicant regarding the sketch plan submission documents.

*Clover Hill* – On 10/28/15 we received a revised plan submission. On 11/20/15 we met with the Applicant's Engineer to review sight distances. These plans are currently under review by our office.

*County Line Road Bridge Replacement* – We have submitted the hydraulic calculations and the environmental permit application to the Pennsylvania Department of Environmental Protection and are awaiting their review. We are preparing legal exhibits for the property owners showing the additional right-of-way area that the Township will need in order to construct the bridge as well as for the ongoing bridge maintenance. We are preparing final structural design plans for submission to the PA Department of Transportation.

*Quigley Bus Service Land Development* – Please recall that on 11/11/15, we forwarder our review letters to the Township and Applicant regarding the Preliminary plan submission documents.

*Wynstone Land Development (New Hanover Township)* – A staff meeting is being set up with all parties to discuss Douglass township traffic concerns.

*Zern Tract (101 Jackson Road)* – Please recall that on 12/1/15, we forwarded our review letter to the Township And Applicant regarding the revised plan submission documents.

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.

**Solicitor's Report – Paul Bauer**

*Police Contract* – On Friday December 4<sup>th</sup>, I once again met with the police bargaining committee. We have respectfully reached an impasse and at this point I am requesting that the Board of Supervisors make a motion to approve Ryan Cassidy, Esquire as the Township's partial arbitrator.

A motion was made by Mr. Kuklinski, seconded by Mr. Stasik, based on Solicitor Bauer's request, to approve Ryan Cassidy, Esquire as the Township's partial arbitrator. Kuklinski-Aye, Stasik-Aye, Ziegler-Abstain. Motion passed.

Mr. Bauer stated that the partial arbitrator for the police is Tom Jennings, and will get together to pick a third arbitrator, we are looking at a 4 to 6 month time frame. Mr. Sell asked when the current police contract will end, Mr. Bauer replied at the end of this month December 31<sup>st</sup>, however it will continue as is until a settlement is reached.

Applications which are pending but inactive:

Danny Jake – Hallowell inactive 2 years

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

**ESB Report – Andrew Duncan**

Mr. Duncan asked if there are existing ordinances that could help in removing basketball nets from the streets, the manager replied no, not currently, the only thing we've found is that the police have in the past sent out letters to the residents to remove basketball nets or other obstructions from the roadway. Mr. Ziegler stated that 20-25 years ago he remembers something, the manager stated we could not find anything except for letters. Mr. Ziegler said that he thought he referenced the vehicle code the letters sent. Mr. Kuklinski that Mr. Duncan work with Chief Templin to come up with some type of solution. Mr. Duncan stated that there are at least two dozen basketball nets in the street in the Cobblestone Development alone. The manager told Mr. Duncan to make a list of addresses, Mr. Kuklinski told Mr. Duncan to work together with the police department. Mr. Duncan commented that the police department helped to get rid of the cars that block the roadway. Mr. Duncan also stated that the ESB discussed a multi-use sign ordinance to require landlords to post the number of units in each multi-dwelling, we have an ordinance that requires each household to display the house numbers on each house,

Mr. Bauer suggested to amend the existing ordinance to require each commercial, industrial, and/or multi-use to display unit numbers on the buildings. The Board suggested that Mr. Duncan work with Mr. Bauer on the amendment. No questions were asked.

A motion was made by Mr. Ziegler, seconded by Mr. Kuklinski to accept the ESB 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 December 17<sup>th</sup> P/A and Act 209 Workshop @ 6pm, P/A meeting @7pm, the date has been changed and advertised. Monday December 21<sup>st</sup>, Open space Meeting @6pm, BOS Agenda Meeting @ 6:30pm, BOS Meeting @ 7pm.
2. 2016 Meeting Dates and Non-Uniform Holiday Schedule (BOS approval & authorization to advertise 2016 Meeting Dates and 2016 Holiday Schedule).

A motion was made by Mr. Ziegler, seconded by Mr. Kuklinski for approval and authorization to advertise the 2016 Meeting Dates and 2016 Holiday Schedule. Kuklinski-Aye, Stasik-Aye, Ziegler-Aye. Motion passed.

3. Resignation Letter – Josh Stouch (BOS Approval Required), the Township received a resignation letter from Josh Stouch involving his involvement in the P/A, Open Space, and the ESB. The Board stated they feel this letter was submitted in haste and will table their decision until the next BOS Meeting.

A motion was made by Mr. Stasik, seconded by Mr. Ziegler to table the decision in regards to Josh Stouch's resignation letter from the numerous Boards, Committees, and Agencies that he is a member of. Kuklinski-Aye, Stasik-Aye, Ziegler-Aye. Motion passed.

4. The manager commented that any resident interested in serving on various Boards, Committees, or Agencies are to contact him.
5. Insurance/Agent of Record Authorization Letter – received from Tomkins Insurance. Mr. Vaughn Zimmerman introduced himself at the meeting and asked the Board for consideration to be the Insurance/Agent of Record representing Tomkins Insurance, he is a healthcare specialist and is a resident of the Township and he stated that Tomkins Insurance also provides Human Resource Consulting. Mr. Stasik stated that the current Broker is Brad Borneman of Body Borneman Insurance and he felt that the Township could do better with Mr. Zimmerman as the healthcare specialist broker. Mr. Hiryak stated that he feels that this is the right move to make based on service, experience, and knowledge of the new healthcare laws.

A motion was made by Mr. Kuklinski, seconded by Mr. Ziegler to approve Mr. Vaughn Zimmerman of Tomkins Insurance as the Insurance/Agent of Record. Kuklinski-Aye, Stasik-Aye, Ziegler-Aye. Motion passed.

The manager asked the owners of Dusk Properties if they would consider installing a fence at the former Gilbertsville Car Wash in consideration of Mr. Saul, who asked Mr. Hiryak if he would convey his request to the owners. The owners acknowledged Mr. Saul's request, and said they would look into it when they make the other parking lot improvements next spring. No questions were asked on the managers report.

**Old Business/New Business**

No comments or questions were given.

A motion was made by Mr. Ziegler, seconded by Mr. Kuklinski to adjourn the meeting at 7:53pm. Kuklinski-Aye, Stasik-Aye, Ziegler-Aye. Motion passed.

**The next Board of Supervisor's meeting will be held on Monday, December 21<sup>st</sup>, 2015 @ 7:00 pm.**

Respectfully submitted by,  
Marcy Meitzler