

The meeting of the Douglass Township Board of Supervisors was called to order at 7:23 P.M. Attending were Chairman Tony Kuklinski, Vice-Chairman Fred Ziegler, Supervisor Alan Keiser, Solicitor Robert Brant, Josh Hagadorn from Gilmore & Associates, Andy Duncan, Chief Templin, Pete Hiryak, Mike Heydt, Cynthia O'Donnell and approximately 18 residents/developers.

Mr. Kuklinski led us in the pledge of allegiance. Mr. Kuklinski announced that there was an Executive Session this evening involving personnel, no decisions were made. Mr. Kuklinski asked if there were any changes, corrections, or comments on the minutes of October 3<sup>rd</sup>, 2016 Board of Supervisors Meeting, no comments, changes, or corrections were given.

A motion was made by Mr. Ziegler, seconded by Mr. Keiser to approve the minutes of October 3<sup>rd</sup>, 2016 Board of Supervisors Meeting. Keiser-Aye, Kuklinski-Aye, Ziegler-Aye. Motion passed.

Mr. Kuklinski asked if there were any changes, additions, or corrections to the October 17<sup>th</sup>, 2016 Board of Supervisors Agenda, no changes were given.

A motion was made by Mr. Ziegler, seconded by Mr. Keiser to approve the Agenda of October 17<sup>th</sup>, 2016 as presented. Keiser-Aye, Kuklinski-Aye, Ziegler-Aye. Motion passed.

Public Hearing – Mr. Brant announced that the public hearing is open at 7:25pm for the proposed Ordinance 2016-05 amending the Douglass Township Zoning Ordinance 2013-01 governing the condition and maintenance of certain property, buildings, and structures by providing minimum standards to ensure that structures and property are safe, sanitary, and fit for occupation and use. The amendment is to add penalty language for violations to allow for enforcement. The amendment was proposed by the Building Code/Enforcement Department because there was no penalty for citations. The Exhibit List is: D-1 Motion to Advertise – Board of Supervisors Draft Minutes of the September 19, 2016 Meeting, D-2 Legal Notice – request to advertise emailed to The Mercury on September 22, 2016, D-3 Correspondence to the Montgomery County Law Library on September 22, 2016 transmitting an attested copy of the Ordinance, D-4 Proof of Publication from The Mercury dated September 28, 2016-Publication date: September 28, 2016, and D-5 Ordinance No. 2016-05 – An Ordinance of Douglass Township Montgomery County, Pennsylvania, Amending Ordinance No. 2013-01, Governing the condition and Maintenance of Certain Property, Buildings, and Structures by Providing Minimum Standards to Ensure that Structures and Property are Safe, Sanitary, and Fit for Occupation and Use. Section 1 reads as follows: “SECTION 14.D. of Ordinance No. 2013-01 is repealed in its entirety and replaced with the following: Any person, firm, or corporation who shall violate any provision of this Ordinance, upon conviction thereof in an action brought before a District Justice in the manner provided for the enforcement of summary offenses under the Pennsylvania Rules of Criminal Procedure, shall be sentenced to pay a fine of not more than One thousand Dollars (\$1,000.00) plus costs and, in default thereof, to a term of imprisonment not to exceed ninety (90) days. Each day that a violation of this Ordinance continues shall constitute a separate and distinct offense”. Mr. Brant asked if the public had any questions or comments, no one replied. Mr. Brant asked if the Board had any questions or comments, no one replied. Mr. Brant closed the public hearing at 7:27pm. The Board may make a motion at this time.

A motion was made by Mr. Ziegler, seconded by Mr. Keiser to adopt Ordinance 2016-05 Property Maintenance Amending Ordinance 2013-01 by adding Penalty Language for Violations to the Property Maintenance Ordinance. Keiser-Aye, Kuklinski-Aye, Ziegler-Aye. Motion passed.

#### **Gilbertsville Ambulance Report – Chief Schmoltze**

For the month of September 2016 GACAS handled 123 calls for service: 19 Boyertown, 2 Colebrookdale, 55 Douglass, 1 Earl, 32 New Hanover, 2 Pottstown, 6 Upper Pottsgrove, 1 Bechtelsville, 2 Upper Frederick, 2 Upper Hanover, and 1 Lower Pottsgrove. Transports 88, 9 refusals, 15 no patient found, 8 cancellations, 2 no treatment required, 2 expired on scene, 1 transported by POV, and 1 transferred care. 74 ALS calls dispatched, 43 BLS calls dispatched. Admission Summary Report: Lehigh 6, 3 Phoenixville, 67 Pottstown, 8 Reading Hospital,

Quakertown/St Lukes 1, 1 Grand View, 1 St Joseph's Reading, and 1 Medevac. Truck 332-2 had 21 responses with mileage of 598, Truck 332-4 had 49 responses with mileage of 828, 332-1 had 53 responses with mileage of 1007 miles. Office of State Fire Commissioner's Grant – Applying for 2016-2017 Grant/Debt Reduction. Details: Fall Frolic-New Hanover Township, and Upper Pottsgrove Day. Mr. Schmoltze stated that they picked up their third truck for the Fleet, it needs paint and Gilbertsville Auto Body offered to help us out with that. No questions were asked.

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

#### **Fire & Rescue Report – Chief Ricky Smith**

September 2016 calls for service (23): 1 fire, 3 fire alarms/CO2 alarms, 1 wire fire, 1 hazardous material, 3 EMS Assists, 3 vehicle accidents, 1 investigation, 2 special service, 5 fire police, 3 assist to other departments. Assists: 1 Boyertown, 1 New Hanover, 1 West End Stowe, and 3 EMS assist's to 332 (Gilbertsville Ambulance). F&R attended the Niantic Lutheran Church Community Days, the Eastern Berks Fire Company Housing, the St. Lukes Church Picnic, New Hanover Fire Company's Flagpole Dedication, and the Boyertown alumni Hometown Hero's Concert. We hosted, along with the police and ambulance departments, a child seat belt inspection which was a good public relations day for the EMS & Police Department. Performed fire prevention at the local daycares and the Gilbertsville Elementary. In the next few weeks we will be completing fire preventions at a few more daycares, tomorrow night along with Fire Police we will participate in the Bally Halloween Parade and we have been asked to pull the Boy Scout food trailer again in the Boyertown Halloween Parade. We will also participate on Saturday along with Fire Police in the Boyertown Halloween Parade. No questions were given. Fire Marshal Report: Chief Smith reported that on September 10<sup>th</sup> he did a fire inspection at the Verizon Store at 801 E. Philadelphia Avenue (1hour). On September 26<sup>th</sup> he visited a burn complaint at 300 Oak Street (1hour). No questions were given.

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

#### **Gilbertsville No. 1 Report**

Not represented.

#### **Police Department Report – Chief Templin**

Statistics for September 2016: 427 incidents reported, 9 reportable accidents, 8 non-reportable, 22 criminal investigations, 8 criminal arrests (42% clearance rate), 77 traffic citations, 6 non-traffic citations, 2 parking ticket. Monies received by the Township \$4,514.96. Chief Templin stated that there has been a suspension of the distribution of the new portable radios due to technical difficulties. This affects the APX-6000 portable radios only and not the APX-6500 mobile radios. We are now looking at a time line of up to five months before all portable radios are distributed. We should be receiving our mobile radios (APX-6500) at any time according to the County. Chief Smith wanted clarification that the suspension of distribution was only for the APX-6000 radios, Chief Templin yes. Chief Templin stated that the Township has already paid the first years payment for these radios and they are not working. Mr. Kuklinski asked if this is now an officer safety issue, the Chief replied yes. Mr. Kuklinski told Chief Templin to give us direction as a Board to address this situation when you need us to, lets send letters and get this addressed, we are paying for something we don't even have yet. Chief Templin stated we will once again be participating in the Drug Enforcement Agency's National Take Back Initiative XII scheduled for Saturday October 22<sup>nd</sup>, 2016 from 10am – 2pm. Our drop off site will be here at the Douglass Township Municipal Building. You can drop off your expired and unwanted medications in our drop box this day and also Monday-Friday during normal business hours. On October 12, 2016 we participated in Fire Prevention week with Gilbertsville Fire & Rescue at the Gilbertsville Elementary School. The Bureau of Justice Assistance awarded Douglass Township Police Department a grant for \$945.00 to be used towards the purchase of bullet proof vest for our officers. The Bulletproof Vest Partnership Program matches up to 50% of the cost for each

bulletproof vest purchased. Mr. Kuklinski commented that recently he was stopped at the grocery store and a woman in tears came up to him thanking him for the Officers responding to a call involving her daughters passing, stating that the Officers were very compassionate and understanding, it was greatly appreciated. Mr. Kuklinski wanted the Chief convey their heartfelt thanks to the officers that responded to the incident. No questions or comments were given on the police report.

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

**Open Space/Recreation Committee – Randy Romig**

Mr. Romig said that the committee is starting early on the Trout Rodeo. They are making a list of the purchases needed, re-writing the rules, and making a list of what the Township has. Mr. Stouch stated that he is making his commitment early to handle the parking detail for the Rodeo. No questions were asked.

A motion was made by Mr. Ziegler, seconded by Mr. Keiser to accept the Open Space/Recreation Committee Report as given. Keiser-Aye, Kuklinski-Aye, Ziegler-Aye. Motion passed.

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

Mr. Hagadorn stated that Gilmore & Associates is continuing inspections at Douglass Estates & Cobblestone Crossing. Mr. Hagadorn was present at a staff meeting for the Zern Tract discussing traffic issues and storm water issues. No questions were given.

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

**Solicitor's Report – Robert Brant**

*Emergency Services Board Ordinance* – amending Chairman language pending. Mr. Brant has prepared the Amendment to the ordinance and asked for authorization to advertise the Emergency Services Board Ordinance Amendment for a public hearing.

A motion was made by Mr. Ziegler, seconded by Mr. Kuklinski for authorization for Mr. Brant to advertise a public hearing on the Proposed Emergency Services Board Ordinance Amendment. Keiser-Aye, Kuklinski-Aye, Ziegler-Aye. Motion passed.

*198 Oberholtzer Road - BMMA Letter.* BMMA requested that Douglass Township consider a letter to other residents along the proposed sewer line to ascertain their willingness to connect their homes to public sewer. I discussed with Mr. Karver the ramifications of permitting an extension of the sewer line, and he will be researching those matters and getting back to me.

*Trash/Recycling Bids* – The manager stated that 6 bids were received and we are still reviewing the figures and will try to have a recommendation for the Board for the next meeting. The manager thanked all the bidders. Mr. Brant stated that the bid instructions indicate that the Township will award a contract or reject bids within 45 days from the date the bids are opened, that is by November 24, 2016. Pending award of a contract, the current contract has been extended on a month-to-month basis until January 1<sup>st</sup>, 2017. If there is a new provider we will need time to get everything in order.

*Sketch Plan Ordinance & Riparian Corridor Ordinance* – we have received for review the draft Riparian Corridor conservation District Ordinance as well as comments from the Montgomery County Planning Commission, we have also received for review the draft Sketch Plan Submission Ordinance along with the review letter from the Montgomery County Planning commission, as well as a summary from the prior Solicitor.

The manager stated that approximately two months ago Mr. Ziegler asked him to look at his employment Contract stating that there was an attendance clause in his 2003 contract that was never paid to him. The

Contract was given to Mr. Brant for review. The manager stated that he has determined that based on the 2003 contract attendance clause \$575.00 is owed to Mr. Ziegler. Mr. Brant stated that this is acceptable for a vote by the BOS, Mr. Ziegler will have to abstain.

A motion was made by Mr. Kuklinski, seconded by Mr. Keiser to approve the payment of \$575.00 to Mr. Ziegler based on his 2003 Employment Agreement. Keiser-Aye, Kuklinski-Aye, Ziegler-Abstain. Motion passed.

Mr. Stouch asked how long it will take to be able to enforce the newly adopted Property Maintenance Amendment Ordinance, Mr. Brant replied that it is enforceable in 30 days. No other questions were given.

Applications which are pending but inactive:  
Danny Jake – Hallowell inactive 2 years

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

#### **Recycling Department Report – Andrew Duncan**

Month of October 2016: Mr. Duncan stated that the Leaf Collection Program started today, Monday October 17<sup>th</sup> and will end on Friday, December 2<sup>nd</sup>, 2016. Leaves will not be collected on Thursday November 24<sup>th</sup> or Friday November 25<sup>th</sup> because of the Thanksgiving Holiday. Trash contract bids were opened on October 10, 2016 at 10am. Township staff is now reviewing all bids with the intent to award a bid on November 7, 2016 at the regularly scheduled BOS meeting. We have 45 days from October 10<sup>th</sup> to award or reject the bids, 6 bids were submitted. 904 recycling grant was submitted and I received notification from DEP that it is under review. Douglass Township will be participating in the annual campaign sign recycling. They can be dropped off at the recycling center or the administration building from November 9<sup>th</sup> – 14<sup>th</sup> for proper collection and disposal. No questions were given.

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

#### **Highway Report – Mike Heydt**

Lined Congo and Grosser Roads, poured cement to repair the culvert on Specht Road, performed roadside mowing, performed inlet work on Bow Lane, and assisted New Hanover with paving on New Hanover Square Road. Mr. Ziegler thanked the roadcrew for the pothole repairs. Sell thanked the Highway Department for moving the signs on Henry Road. No questions were given.

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

#### **Treasurer's Report – Cynthia O'Donnell**

The total bills to be paid for October 2016 amount to \$353,827.22, Douglass Township Firefighters Relief Fund, Larry's Home Design, Great Eastern Mgmt, Montage Enterprises, MCPC, Omega Systems, PMRS, Rehrig Pacific Co, and SAMR. A CD was purchased in the amount of \$249,000 at 2% interest, with a five year maturity. CDs are purchased so that their maturity dates are laddered, to insure against interest rate changes. Currently, in all funds, Douglass Township has \$1,943,000 invested in FDIC insured CDs, with a weighted average return of 1.85%, this equates to \$35,938 annually in interest income. Firefighters Relief and Pension State Aid income was received. The income is being distributed as listed above. The Pension State Aid is distributed to the police and non-uniform pension plans based on unit allocation and certified employees from the form AG385. \$96,242.22 is being contributed against the police plan MMO, and \$39,371.81 is being contributed against the non-uniform plan MMO. The remaining net cost to the Township for both pension plans is \$190,371.38. The PA Auditor

General's office performed the audit of the 2015 PA Liquid Fuels activity. No findings were reported. Income for the General Fund is 11.3% ahead of 2015. The increase is due to an extra month of Earned Income Tax payments received in 2016, increased Real Estate Transfer Tax, and the receipt of FEMA grant funds for winter storm Jonas. Building permits and Pension State Aid are also ahead of 2015. Income for the Recycling fund, trash bag sales, are 10% ahead of last year due to both the bag price increase and additional sales. Recyclable Sales and Freon Drop Off are also ahead of last year. There is also additional revenue for Electronics Recycling. The recycling fund income lines below 2015 are Mulch Sales and Bulk Sticker Sales. No question were given.

A motion was made by Mr. Kuklinski, seconded by Mr. Ziegler to authorize payment of the bills for October 2016. Keiser-Aye, Kuklinski-Aye, Ziegler-Aye. Motion passed.

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

**Manager's Report - Pete Hiryak**

1. The Manager reviewed the upcoming meetings as follows: Monday, November 7<sup>th</sup>, 2016 ESB @ 6pm, BOS Agenda Mtg @ 6:30pm, BOS Mtg @ 7pm. Thursday November 10<sup>th</sup> P/A Meeting @ 7pm, No Workshop.
2. Spotted Lanternfly Update – Handouts are available in the lobby, there is a meeting on October 27<sup>th</sup> 6pm-8:30pm at the Bally Fire Company, representatives from the USDA will be providing information. Montgomery County is discussing the spotted lanternfly problem, there is no funding in Montgomery County so far, all current funding is with the USDA. Mr. Duncan stated that he was at a recycling meeting and PADEP stated that in Montgomery County each municipality will have to establish a compost facility and Douglass Township already has one so we are in compliance. Mr. Kuklinski stated that he knows that in Oley they are chipping up Trees of Heaven and then taking the material away. The manager stated that there are phone numbers listed on the flyers in the lobby for additional information and instructions.
3. 2017 Budget Meeting Schedule – Tuesday October 25<sup>th</sup> (Police), Friday October 28<sup>th</sup> (Trash/Recycling/Parks), Tuesday November 1<sup>st</sup> (Highway), Friday November 4<sup>th</sup> (Administration/Zoning), Friday November 11<sup>th</sup> (If needed). All meetings are from 2pm-5pm.No questions were asked.

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

**Public Comment**

No comment given.

**Old Business/New Business**

No comment given.

A motion was made by Mr. Keiser, seconded by Mr. Kuklinski to adjourn the meeting at 8:10pm. Keiser-Aye, Kuklinski-Aye, Ziegler-Aye. Motion passed.

**The next Board of Supervisor's meeting will be held on Monday, November 7<sup>th</sup>, 2016 @ 7:00 pm.**

Respectfully submitted by,  
Marcy Meitzler