

The meeting of the Douglass Township Board of Supervisors was called to order at 7:01 P.M. Attending were Chairman Tony Kuklinski, Supervisors Alan Keiser and John Stasik Jr., Solicitor Blake Dunbar, Josh Hagadorn of G&A, Chief Templin, Pete Hiryak, Mike Heydt, Andrew Duncan, Robert Dries, Cynthia O'Donnell and approximately 26 residents/developers.

Mr. Kuklinski led the Pledge of Allegiance. Mr. Kuklinski asked if there were any additions, corrections, or comments to the minutes of the December 4<sup>th</sup>, 2017 board of Supervisors Meeting, none were given.

A motion was made by Mr. Stasik, seconded by Mr. Keiser to approve the minutes of December 4<sup>th</sup>, 2017 Board of Supervisors Meeting. Keiser-Aye, Kuklinski-Aye, Stasik-Aye. Motion passed.

Mr. Kuklinski asked if there were any questions, comments, or corrections to the December 18<sup>th</sup>, 2017 Board of Supervisors Agenda. Mr. Kuklinski stated that the Solicitor Report and the Recycling Report would be combined under item #7, no other questions, comments, or corrections were given.

A motion was made by Mr. Keiser, seconded by Mr. Stasik to approve the December 18<sup>th</sup>, 2017 Board of Supervisors Agenda with the change of the Solicitor Report and the Recycling Report being added together under #7 on the agenda. Keiser-Aye, Kuklinski-Aye, Stasik-Aye. Motion passed.

#### **Gilbertsville Ambulance Report – Garry Schmoltze**

Chief Schmoltze gave the GACAS Report for November 2017: 106 calls for service. 71 Patients transported, 12 cancellations, 10 no patient found, 9 refusals, 1 DOA, 66 ALS, and 40 BLS. Douglass 37, New Hanover 25, Upper Pottsgrove 7, Boyertown 11, Colebrookdale 5, Earl 3, Pottstown 5, Upper Frederick 1, and Bechtelsville 1. 2017 calls to date are 1207. Admission Summary: Pottstown 55, 5 Lehigh, Phoenixville 2, Reading 5, and St. Joe's 1. They received a notice that their Workers Compensation Insurance has been reduced. Routine maintenance continues on the vehicles, and online training is ongoing with McNeil. No questions were asked.

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

#### **Fire & Rescue Report – Andy Duncan**

Fire Report for November 2017: 1 fire alarm/CO2 alarm, 1 hazardous materials, medivac landings 1, 3 EMS assists, 1 vehicle accidents, 2 investigations, 6 fire police, 4 assists to other departments for a total of 19. Started Fire Police Legal concepts training in November.

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

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

No report was given.

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

Statistics for November 2017: 339 calls for service, 7 reportable accidents, 13 non-reportable, 21 criminal investigations, 7 criminal arrests (55% clearance rate), 145 traffic citations, 24 non-traffic citations, 1 parking tickets, total monies received by the Police Department in November were \$5,710.85. Chief Templin stated that our officers participated in the 1<sup>st</sup> Annual Douglass Township Tree Lighting Ceremony on December 1<sup>st</sup>. I would like to thank all who made this event a great success. Our police department participated in the Shop with a Cop Program at the Walmart in Bechtelsville on December 9<sup>th</sup>, 2017. This program provides a brighter Christmas for those children who are in need. Also our officers participated in the Helpers and Heroes Program at the Target in Pottstown on December 9<sup>th</sup>. This program is similar to the Shop with a Cop Program. On December 11<sup>th</sup> two Enforcer II tint meters were donated to the Douglass Township Police Department with the help of Laser Labs,

Inc. and Supervisor Elect Joshua Stouch. Our police department participated in Project Blue Light in Horsham, PA on December 12<sup>th</sup>. This program takes time to remember all the police officers in Montgomery County who gave the ultimate sacrifice and to thank those who continue to serve. No questions were asked. Chief Templin wished everyone a Merry Christmas and Happy Holidays.

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

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

*400 Gilbertsville Road* – Staff meeting request, Plan & Resolution Approved May 2011. Mr. Hagadorn stated that Mr. Hendricks was present on behalf of the property owner asking for a staff meeting. Mr. Hendricks said that we believe the plan was approved and is clean and ready to go. Mr. Kuklinski asked the Treasurer if there is any escrow money left for this subdivision plan, Ms. O'Donnell replied that there is \$152.12 left in their account. Mr. Hendricks stated that he will place more money in the escrow account. He also stated this is a 9 lot subdivision, all permit approvals are in place, however they still need legal descriptions and will be submitting them. Mr. Stasik asked if everything has been taken care of with BMMA, Mr. Hendricks replied that he talked with the BMMA manager on Friday and everything is in order. Mr. Kuklinski stated that the Fire Chief and Mr. Duncan should attend the staff meeting. No questions were asked. Mr. Hagadorn stated that he had nothing more to report on but wished everyone Happy Holiday.

A motion was made by Mr. Kuklinski, seconded by Mr. Stasik to authorize the manager to set up a staff meeting with representatives for 400 Gilbertsville Road and to include Chief Smith and Mr. Duncan. Kuklinski-Aye, Keiser-Aye, Stasik-Aye. Motion passed.

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

**Solicitor's Report – Blake Dunbar**

*Trash Contract* - Mr. Dunbar stated that based on the ongoing problems with the trash/recycling collection Contract, he is recommending that they put the trash company on notice with a month-to-month contract, and also recommends going through bid solicitations for a new trash contract.

A motion was made by Mr. Kuklinski, seconded by Mr. Keiser, on recommendation by the Solicitor, to place the trash company on notice with a month-to-month contract. Kuklinski-Aye, Keiser-Aye, Stasik-Aye. Motion passed.

A motion was made by Mr. Stasik, seconded by Mr. Keiser, recommended by the Solicitor, to solicit bids for a new trash contract. Kuklinski-Aye, Keiser-Aye, Stasik-Aye. Motion passed.

Mr. Duncan stated that he is working with companies on a contingency plan for trash/recycling collection.

A motion was made by Mr. Kuklinski, seconded by Mr. Stasik to authorize Mr. Duncan to put together a trash/recycling collection contingency plan. Kuklinski-Aye, Keiser-Aye, Stasik-Aye. Motion passed.

Applications which are pending but inactive:

Danny Jake – Hallowell - inactive 2 years

A motion was made by Mr. Kuklinski, seconded by Mr. Stasik to accept the Solicitor Report & Recycling Reports as given. Keiser-Aye, Kuklinski-Aye, Stasik-Aye. Motion passed.

**Open Space/Recreation Committee – Roger Updegrove**

Mr. Updegrove thanked Ms. Walesyn and everyone involved in the Tree Lighting Ceremony. He stated that we had a good turnout including some carolers and Santa, it went well and next year should be even better. The manager stated that there was money left over from the tree lighting budget allocation and asked if he could give gift cards to the high school carolers and Santa, the Board was in agreement for the gift cards.

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

**Highway Report- Mike Heydt**

Mr. Heydt stated that they fixed potholes, graded dirt roads, installed downspouts and installed cabinets/countertops in the new building, and paving the parking lot at the new building. Mr. Brumwell stated that there are damaged areas on Middle Creek Road, Mr. Heydt said there are 4 areas that are damaged on Middle Creek and Sassamansville that need to be repaired from the truck traffic hauling dirt from the development.

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

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

The Treasurer stated that the total bills to be paid for December 2017 amount to \$180,884.87, and asked for authorization to pay the December 2017 bills.

A motion was made by Mr. Keiser, seconded by Mr. Stasik for authorization to pay the December 2017 Unpaid Bills in the amount of \$180,884.87. Keiser-Aye, Kuklinski-Aye, Stasik-Aye. Motion passed.

Ms. O'Donnell asked for authorization to release the final payment (less a deduction for the sprinkler system of \$10,078.86) in the amount of \$81,749.63 to Hollenbach Construction for the public works construction project.

A motion was made by Mr. Stasik, seconded by Mr. Keiser to authorize the release of the final payment (less the deduction for the sprinkler system of \$10,078.86) to Hollenbach Construction in the amount of \$81,749.63. Keiser-Aye, Kuklinski-Aye, Stasik-Aye. Motion passed.

A motion was made by Mr. Stasik, seconded by Mr. Keiser to table the Retainage amount for Hollenbach Construction, no action taken. Kuklinski-Aye, Keiser-Aye, Stasik-Aye. Motion passed.

The Treasurer asked for 2018 Budget Adoption of 2018 Budget and 2018 Tax Resolution.

A motion was made by Mr. Keiser, seconded by Mr. Stasik for authorization for Adoption of the 2018 Budget. Keiser-Aye, Kuklinski-Aye, Stasik-Aye. Motion passed.

The Treasurer asked for approval of the Township Millage to remain at 1.8mils.

A motion was made by Mr. Kuklinski, seconded by Mr. Keiser to approve the 2018 Township Millage to remain at 1.8mils. Kuklinski-Aye, Keiser-Aye, Stasik-Aye. Motion passed.

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

**Manager's Report - Pete Hiryak**

1. The Manager reviewed the upcoming meetings as follows: Tuesday, January 2<sup>nd</sup>, 2018 Reorganization Meeting @ 7pm, BOS Agenda Meeting @ 6:30pm (Reorganization to be held at 108 Municipal Drive), Wednesday, January 3<sup>rd</sup> Board of Auditors Meeting @ 7pm, Thursday, January 11<sup>th</sup>, 2018 P/A (Reorganization), P/A Workshop (Landscape Ordinance) @ 6pm.
2. Anyone interested in volunteering to serve on any Committee or Board, please contact the Board of Supervisors or the Manager.
3. DCNR Grant Ward – Douglass Township was awarded \$175,000 for the Douglass Park Phase II Project continuing the parking lot and Municipal Park improvements.
4. Official Retirement Notice – the manager stated that Robert Dries is retiring effective 12/28/17.

A motion was made by Mr. Kuklinski, seconded by Mr. Keiser to accept the official retirement notice from Robert Dries as the Code/Zoning Officer. Kuklinski-Aye, Keiser-Aye, Stasik-Aye. Motion passed.

5. BMMA 2017 Annual Report (Copies to BOS, no action required).
6. Ludgate Engineering – Holly Road Plan Review Extension Request. The manager stated that the developer has asked for an indefinite extension, Mr. Kuklinski stated that he would rather set a timeframe for extensions and recommended a 36 month extension cap.

A motion was made by Mr. Kuklinski, seconded by Mr. Keiser to approve a 36 month plan review extension for the Holly Road Plan review. Kuklinski-Aye, Keiser-Aye, Stasik-Aye. Motion passed.

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

**Public Comment**

No comment was given.

**Old Business/New Business**

Mr. Kuklinski thanked Mr. Stasik for his service to the Township and stated that he was a mentor to him through the years at BMMA and on the Board of Supervisors. Mr. Stasik thanked him for the kind words and stated that he feels that Douglass Township is on the right path and thanked everyone for their support. Mr. Stasik said that he would like to remain involved with the County Line Road Bridge Project and thanked Bob Dries for supervising the Public Works Building Project. Mrs. Keiser announced that Tom Yarnall passed away and asked for him to be remembered, Mr. Kuklinski asked for a moment of silence in remembrance of longtime resident Tom Yarnall.

A motion was made by Mr. Kuklinski, seconded by Mr. Stasik to adjourn the meeting at 8:15pm. Keiser-Aye, Kuklinski-Aye, Stasik-Aye. Motion passed.

**The next Board of Supervisor's (Reorganization) Meeting will be held on Tuesday, January 2<sup>nd</sup>, 2018 @ 7 pm at 108 Municipal Drive, Gilbertsville PA (New Public Works Building).**

Respectfully submitted by,  
Marcy Meitzler