

The meeting of the Douglass Township Board of Supervisors was called to order at 7:31 P.M. Attending were Chairman Fred Ziegler, Vice Chairman John Stasik, Supervisor Tim Turner, Solicitor Charles Markofski, Robert Campbell, Cynthia O'Donnell, Pete Hiryak, Mike Heydt, Chief Templin, and 26 residents.

Mr. Ziegler stated that we would start something different tonight and asked Mr. Sell to lead us in the Pledge of Allegiance.

Mr. Theil announced that he will be recording tonight's proceedings.

Mr. Ziegler asked if there were any changes or corrections to the minutes, no one replied.

On motion by Mr. Ziegler, seconded by Mr. Stasik, the Board approved the minutes of the February 7<sup>th</sup>, 2011 meeting. Stasik-Aye, Ziegler-Aye, Turner-Aye. Motion passed.

#### **Charles Haddad presented the Trustee's Report**

Mr. Haddad stated that 2010 was a breakeven year after the pull tab revenues were figured in. The 2011 Budget is projecting a breakeven year. He also commented that Bally, Barto, and Bechtelsville Fire Companies have banded together but still manage to have their own Social Halls and do not have a problem getting along, they even belong to the Social side, why can't we come together like that. Mr. Ziegler asked if there were any questions for the Trustee, no one replied. Mr. Haddad stated that if there was nothing else he had to leave, the Board thanked him for his report.

A motion to approve the Trustee's Report was made by Mr. Ziegler, seconded by Mr. Stasik. Stasik-Aye, Ziegler-Aye, Turner-Aye. Motion passed.

#### **Chief Templin presented the Police Report**

As instructed by the Board of Supervisors, Chief Templin drew up Resolution No. 022211-01 in regards to the destruction of police files in accordance with the Municipal Records Act. The disposal of these records will eliminate approximately thirty (30) boxes in the attic and free up much needed storage space for the police department. If there are no questions, I would like to proceed.

A motion to approve Resolution No. 022211-01 was made by Mr. Ziegler, seconded by Mr. Stasik for the destruction of approximately (30) boxes of police files in accordance with the Municipal Records Act. Stasik-Aye, Ziegler-Aye, Turner-Aye. Motion passed.

Chief Templin commented that the Township has received 26 applications for the part-time police officer position. The deadline for turning in those applications was February 18, 2011. I will begin to look through the applications. Chief Templin apologized for not having the statistics for the month of January for the Board. We are experiencing computer related problems. I will hopefully have these statistics prepared for the next meeting. the Board should have received the individual officer's statistics for the month of January. Chief Templin thanked Mr. Stasik for attending the recent D.A.R.E. graduation ceremony. Mr. Stasik commented that D.A.R.E. is a very worthwhile program. Mr. Ziegler asked if there were any questions for Chief Templin, no one replied.

A motion to accept the Police Department Report was made by Mr. Ziegler, seconded by Mr. Stasik. Stasik-Aye, Ziegler-Aye, Turner-Aye. Motion passed.

#### **Ron Ebert presented the Gilbertsville Fire Co. No.1 Report**

Mr. Ebert stated that a new banquet manager has been hired and she is booking banquets and weddings like mad. Mr. Ebert asked everyone to come and see what we are about. A letter will be going out explaining what we do. Mr. Ebert commented that we were one fire company, why can't we work together again. We are going to make a go of it. Mr. Ebert stated that No. 1's legal counsel was present, Dan Becker of Kozloff Stoudt Attorneys. Mr. Brumwell asked

what age brackets did the dances apply to, Mr. Ebert said that they have oldies music, country, the band VuJaDe is a local favorite, and polka dances will be coming up soon. No other questions were asked.

A motion to accept Gilbertsville Fire Co. No. 1 report was made by Mr. Ziegler, seconded Mr. Stasik. Stasik-Aye, Ziegler-Aye, Turner-Aye. Motion passed.

**Chief Smith presented the Gilbertsville Fire & Rescue Report**

Fire report for January 2011: 1 fire, 1 brush/trash fire, 5 fire alarms/CO2 alarms, 1 vehicle accident, 2 EMS Assists, 2 Fire Police, 2 assists to other departments, 1 special service, and 1 investigation for a total of 16 calls. The Fire Company was in service for 7 hours and 17 minutes. There were 205 calls for 2010: 157 Douglass Montgomery, 15 New Hanover, 12 Upper Pottsgrove, 5 Borough of Boyertown, 5 Pottstown Borough, 3 Colebrookdale, 2 Douglass Berks, 1 Washington Twp., 1 West Pottsgrove, 1 Upper Hanover, 1 Upper Frederick, 1 Plumbsteadville Bucks Co., 1 Collinsdale Delaware Co. Fire related casualties – 1 civilian death, 2 civilian injuries. Non-fire related casualties – 1 firefighter knee injury. There was an estimated \$326,000 property loss. The fire company was in-service for 216 hours and 24 minutes. The average in-service time per call was 1 hour and 3 minutes. Mr. Ziegler stated that he noticed that fire police are used lately; we pay the fire police to assist the police department. Mr. Ziegler asked Captain Harvey Price how many fire police does he have, Cpt. Price replied we have 8 fire police, whoever can respond does respond. Mr. Ziegler stated that the fire police should have raises; the manager will research information and get back to the Board as far as raises. Chief Smith stated that depending where the problem is seven or eight people are needed to direct traffic when traffic signals fail. Mr. Ziegler also asked about raises for the recycling workers and the tax collector, the Treasurer stated that the tax collectors salary can only be set by February in the year that she was elected; she is in her second year of a four year contract. The tax collector gets compensated by the County, School District, and the Township. Solicitor Markofski was asked to look into this. Chief Smith addressed the donation letter, stating that over 3000 letters were sent and donations came back the best ever. One letter questioned the maintenance issue. Chief Smith continued by addressing Mr. Theil's letter that was printed in the newspaper adding that since Mr. Theil's letter was printed he received even more support from the residents. Chief Smith stated that the Township does not donate to the Firefighters Relief Fund but it is listed as a contribution, the Treasurer stated that it is not listed as a contribution it has its own line item listed as Firefighters Relief Fund so he is mistaken, it has never been listed as a contribution, Chief Smith stated so then you did not give this information to Mr. Theil, the Treasurer replied that she has given no information to Mr. Theil, Chief Smith continued that \$2200 was received from Bike Night proceeds, and nothing was received from the Carnival. The bingo money goes to an accountant; a spreadsheet format will be forthcoming showing the bingo income. Chief Smith stated that Mr. Theil personally named him as the friction; Mr. Theil replied that you are the operating officer and according to your people you are the problem. Chief Smith continued that F&R has not asked more of the Township since 2005 and we have not cried about it, and stated to Mr. Markofski why did he put in his report of a deadlock as far as a trustee, there is no deadlock, Mr. Markofski stated that Chief Smith has stated before that if a new trustee was appointed he would resign, so Mr. Markofski commented that would be a deadlock. Mr. Smith stated that the comment was his own personal opinion. Mr. Brumwell commented that the letter came across as that now Fire & Rescue was responsible for the maintenance on the other side of the building. Mr. Markofski commented that in the letter it makes it sound like you are in a deficit. Mr. Turner stated to Chief Smith that considering the half truths that you are upset about do you feel that you used the best choice of words in the letter, Chief Smith admitted that he could have probably chosen better words. Mr. Turner stated that the letter from Fire & Rescue was written badly and was not written in the spirit of what is trying to be done here. Mr. Ebert asked the Chief who were the two that he was referring to as flapping their gums; Smith replied there were several people causing friction. Mr. Hiriyak asked when the Township residents were finally going to get a written report on the expenses, Smith replied that the Trustee has not told them how he wants it done. Mr. Stasik suggested in the future having other people review your letters before they get sent out. Mr. Ziegler asked if there were any questions for Chief Smith, no one replied.

A motion to accept the Gilbertsville Fire & Rescue report was made by Mr. Ziegler, seconded by Mr. Stasik. Stasik-Aye, Ziegler-Aye, Turner-Aye. Motion passed.

**Mr. Robert Campbell presented the Engineer's Report**

1. BUI/Jordan Drive Subdivision – Conditionally approved at the September 15, 2008 meeting. Resolution approved at October 6, 2008 meeting. Resubmission received October 21, 2008. Review letter dated November 3, 2008.
2. Hollenbach – Warehouse Expansion – Conditionally approved at the May 5, 2008 Supervisors meeting. Final plans and financial security request have not been received.
3. Hallowell (Danny Jake) – Received latest plan revision dated September 2008 along with the list of improvements. The list of Improvements has been finalized.
4. 400 Gilbertsville Road – Received Conditional Preliminary/Final approval from the Planning Agency. Outstanding items are administrative and permitting.
5. Windemere Subdivision – Need to complete final stabilization in the spring.
6. AAA – Dunkin Donuts – Met on Thursday, July 22, 2010 and discussed outstanding items including overall site clean-up, mulching, and guide rail.
7. Cobblestone Crossing-Phase 3- No additional work completed.
8. Smith Road Bridge – Provided comments to the shop drawings via e-mail. Received revised shop drawings on February 18, 2011. Currently under review. Mr. Ziegler asked if there were any questions for the Engineer, Mr. Brumwell asked why does it take so long to make a little bridge, the Engineer stated that we need a signed and sealed plan, the permit process started in 2006. The plans are final we are waiting for shop drawings; the anticipated construction date is April of this year with 60-90 days to complete because it is prefabricated. Mr. Stasik asked if the bridge is being prefabricated now, the Engineer stated no it will probably take approximately 6 weeks. The Manager asked what could possibly be done in February/March; Mr. Campbell replied the demolition of the old bridge could be started. The Manager stated that the water will have to be diverted isn't that correct, Mr. Campbell stated yes. The Manager commented that he was concerned with school traffic. No other questions were asked.

Municipal Separate Storm Sewer System (MS4)-Update – The MS4 program is an unfunded, federally mandated program. The goal of the program is to detect and remove illicit discharges from the stormsewer system through: public education, public participation, screening and testing stormwater outfalls, construction site monitoring, installation of post-construction stormwater controls, and municipal employee training. Year 8 of the MS4 permit ends on March 9, 2011. PADEP has extended the permit until June 11, 2012. The Township has partnered with the Perkiomen Watershed Conservancy to educate various audiences in the Township about responsible stormwater management. Stormwater information is also available on the Township's website. The Township has screened 42 stormwater outfalls twice, in accordance with PADEP requirements. No illicit discharges were detected. Illicit discharges include chlorine, phenol, copper, detergents and fecal coliform. The Township has an Operation and Maintenance procedure for stormwater facilities as well as vehicle maintenance. Inlets are regularly inspected by Township Public Works staff. Public Participation opportunities: Perkiomen Watershed Conservancy – Annual Stream Clean-up April 16.

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

**Mr. Markofski presented the Solicitor's Report.**

**Gilbertsville Fire Company/Gilbertsville Fire & Rescue** – A meeting is scheduled for tonight, February 22, 2011 at 6:00pm with the parties. We will seek to break a deadlock where Gilbertsville Fire & Rescue is opposing the appointment of a new Trustee in this matter. We will report further when there are more developments.

**Smith Road Bridge/Cobblestone Crossing** – I have not been contacted by Joseph Pizonka, Esquire on behalf of Beazer Homes since my initial contact on February 2, 2011. We are awaiting further information.

**Police Department** – I received correspondence dated February 15, 2011 from Blake E. Dunbar, Esquire, on behalf of his client, former Douglass Township Police Officer Jason Marshall wherein he requested confirmation

that medical insurance coverage would be maintained for Jason Marshall as Mr. Marshall had now gone out on an early retirement under PMRS. I responded in a letter dated February 19, 2011 that the Township did not have documentation that his client had been approved for early retirement. I further indicated to Mr. Dunbar that a decision on the health care coverage issue would not be rendered until his client's status was confirmed. Mr. Ziegler asked when Mr. Marshall was hired as a part-time officer, he asked Mr. Markofski to research this information with the Manager and Police Secretary. Mr. Brumwell stated that he feels sorry for the officer but appreciates the Townships position because the accident had nothing to do with the Township. Mr. Markofski stated that he will research the retirement requirements for years of service, and the PMRS provisions on this matter. The Board and Legal are in discussions with this. No other questions were asked.

Applications which are pending but inactive:  
Danny Jake – Hallowell      inactive 2 years  
Cobblestone Commons      inactive 1 year  
Weis Markets                      inactive 6 months  
Bui Jordan Drive              inactive 1-1/2 years

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

**Mr. Duncan presented the Recycling Report**

Figures for 2010 Residential Recycling Report – Corrugated Cardboard 87.246 tns, electronic recycling 41,360 lbs, propane cylinders 58, approximately 3000 yards of mulch produced from yardwaste and leaves, 26.90tns of paper recycled and received \$134.50, 668 cases of trash bags sold as of 12/29/10 (167,000 bags), total trash tonnages were 1,622.7 tons, 139 freon units recycled, 1,230 bulk waste stickers sold. ChesMont Disposal curbside recycling numbers are 7.25tons of commingled material, 667.68tons of single stream material. ChesMont Disposal recorded a less than 3% residue on items that were collected curbside. The recycling department currently operates with four part-time employees and one recycling coordinator. The part-time employees can work up to eight hours per week. The Recycling Department maintains five pieces of equipment which include two leaf trucks, one chipper, one leaf vacuum, and one case skidsteer. Mr. Sell asked Mr. Duncan, are we charging for mulch, Mr. Duncan replied yes to cover the cost of chipping it and fuel cost. A scoop is just shy of a yard for \$10.00. Curbside chipping will cost \$50.00 per residence, residents over 62 years of age will not be charged, material for chipping can be up to 6 inches in diameter. Mr. Brumwell asked if landscapers can get mulch, Mr. Duncan replied only if they live in the Township or have been hired by a Township resident. Mr. Sell asked why he was denied getting mulch for a neighbor; Mr. Duncan replied that the trailer used was not legal for street use. No other questions were asked.

A motion to accept the recycling report was made by Mr. Ziegler, seconded by Mr. Stasik. Stasik-Aye, Ziegler-Aye, Turner-Aye. Motion passed.

**Mr. Heydt presented the Highway Report**

February 8, 2011 – February 2, 2011: Salted and plowed roads, cleaned trucks, repaired all plows and trucks, fixed potholes, mixed loads of salt and cinders, trimmed Hillside Drive, trimmed Swinehart Road, cleaned up tree limbs from the ice storm. Mr. Ziegler asked if there were any questions, Mr. Mickletz stated that the roadcrew did a good job. Mr. Stasik commented that he received a lot of compliments on the roadcrew, no other questions were asked. .

A motion to accept the highway report was made by Mr. Ziegler, seconded Mr. Stasik. Stasik-Aye, Ziegler-Aye, Turner-Aye. Motion passed.

**Mr. Heydt presented the Zoning Report**

Mr Heydt stated that two permits were issued, one for a sign and one permit for a pole building. Mr. Ziegler asked if there were any questions, no one replied.

A motion to approve the Zoning Report was made by Mr. Ziegler, seconded by Mr. Stasik. Stasik-Aye, Ziegler-Aye, Turner-Aye. Motion passed.

**Cynthia O'Donnell presented the Treasurer's Report.**

1. Authorization to pay the bills. The unpaid bills totaled \$197,127.13, plus invoices from Mr. Markofski that were turned in to late to make it into this report, so the total bills came to \$204,747.13. This included invoices for \$8,000.00 to Agliano Bothers Trucking for a paver out of liquid fuels, American Rock Salt - \$27,416.37 out of liquid fuels, Body-Borneman Insurance \$12,601.00, Hawk Valley Farm \$5,000.00 for mulch grinding, Omega Systems \$8,535.26 labor for server upgrade, Rebecca Zern \$1,496.58 for tax mailing supplies, Signal Service \$2,716.50 for weather related repairs to traffic signals, and Winter Equipment Company \$1,845.96 for plow repairs.

A motion for authorization to pay the bills was made by Mr. Ziegler, seconded by Mr. Stasik. Stasik-Aye, Ziegler-Aye, Turner-Aye. Motion passed.

The Treasurer also stated that shipments of road salt received, but not yet recorded as expense are \$5,829.04. this would bring our total expense to date to \$43,235.72, of a \$50,000.00 budget. Our new server continues to work without incident. There is now remote access from the road building. Omega Systems technicians will be at Douglass Township on Friday, March 4<sup>th</sup> for our scheduled quarterly maintenance visit. They will review the system for any problems and complete the installation of internet access in the emergency response room. Herbein & Co. auditors were at the Township building from Monday, February 14<sup>th</sup> Friday, February 18. They were provided with all information they requested. This is the third year audit of a three year proposal. When we begin our budget preparations in August, the Board can decide if we would like to continue our relationship with Herbein & Co. or seek other proposals for audit services. The MS-965 annual report of State Aid income and expenditures was filed electronically with PennDot. The Survey of Financial Condition report will be filed with the DCED before March 1, 2011. This is the final report that needs to be filed to insure receipt of our 2011 Liquid Fuels payment on April 1, 2011. Federal form 1099s have been issued to appropriate vendors. We received dividend checks from EMC Insurance, who was our carrier through 6/4/2010. We received two dividend checks, totaling \$2,333.24. We also received a check for \$5,020.08 as a result of an old self insured deductible program being dissolved. This program was administered by Brown & Brown for a group of 100 municipalities, and relates to the years 1997, 1998, and 1999. The program was a deductible reimbursement pool, managed internally by Brown & Brown, with all funds held in PLGIT. The deductible reimbursement pool worked, by giving refunds if less claims than anticipated were made. The program is now completely dissolved. This revenue is recorded under the Miscellaneous, Account #380, line item. The Treasurer stated that she still has an escrow account for Retail Sites, the Board instructed the Treasurer to pay final bill after the Engineer submits his invoices and then zero out the account. Mr. Turner asked in reference to the revenue that is in the Miscellaneous, Account #380 is it an \$8,300.00 windfall, the Treasurer replied yes. No other questions were asked.

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

**Pete Hiryak reviewed the Manager's Report.**

1. The Manager reviewed the upcoming meetings as follows: **Board of Supervisors Meeting Monday, March 7<sup>th</sup>, 2011 @ 7:30pm. Planning Agency Meeting Thursday, March 10<sup>th</sup>, 2011 @7:00pm. Mainstreet Revitalization Committee – next meeting April/May.**
2. Police Regionalization Survey – Will be completed in the next day or so. New Hanover's survey has been completed. This study will take 6-8 months to review. Mr. Ziegler wants a meeting set up with Mr. Wagner from New Hanover Township on ways to save money with regionalization, the Manager stated that he will try to set up the meeting after our survey is completed.
3. Traffic Ordinance Amendment (RV Parking) – The Manager asked for the Board's approval in the final wording of the ordinance and to advertise for a Public Meeting Notice in the newspaper.

A motion to approve the wording of the ordinance and advertisement for a Public Meeting Notice regarding the Traffic Ordinance Amendment (RV Parking) was made by Mr. Ziegler, seconded by Mr. Stasik. Stasik-Aye, Ziegler-Aye, Turner-Aye. Motion passed.

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

### **Public Comment**

Mrs. Edmund thanked Chief Smith and the crew for the help with the tree that fell due to the windstorm last week. They responded very quickly. Mr. Duncan added that Met-Ed should clean up the tree. Mr. Hiryak commented under the present conditions why are we giving raises. Mr. Brumwell stated that we are under dire economic straits; I would like to get a pay raise. Chief Smith commented that half of the fire police are on fixed incomes and use their own vehicles to respond. A resident from Jackson Road stated that contracts are too lush, give a person a good wage for healthcare and food on the table. Moderate the contracts to stay out of fiscal trouble, the benefits are breaking the bank. Chief Smith reported that the hydrant at Walter & Patricia has become overgrown and you can't get to it, Superior Water recommended that the Township send a letter to the resident and if it is not cleaned up Superior Water will take care of it. Chief Smith also asked the Board to take a look at allowed burning; he would like to get copies of permits because he doesn't always get into the station for his messages. Mr. Markofski and the Manager will review the situation. An agricultural use would either need to fill out an Open Burn Information Sheet or get the chipper to come to the property. Mr. Mickletz asked Mr. Ziegler what is his involvement with the Police Contract, Mr. Ziegler replied the police department makes their submission to the Board, then the Board would make a counter proposal and it would go back and forth until coming to an agreement however it would be given to the public before becoming final. Mr. Brumwell asked if we could add our opinions, Mr. Ziegler stated yes. Mr. Hiryak stated that his taxes were doubled, Mr. Ziegler stated when were your taxes doubled, I didn't double your taxes, tell them, they are sitting on 1.5 million, I'd like to give the money back to the taxpayers. No other public comment was made.

### **Old Business or New Business**

Mr. Sell asked the Treasurer if we received our recycling grant yet, the Treasurer replied we did not receive it yet but it is coming, the County cut back and that is the department that was affected. Mr. Mickletz stated that burning is a can of worms, don't change the ordinance. A resident commented that it is a great idea to give the fire police a raise, the fire police blocked off the road in the ice storm. Mr. Dodge gave an Open Space update – Mr. Dodge commented that they are in need of donations for the Trout Rodeo and they are still working on a corrective action plan as far as the County's requirements on open space properties. Mr. Dodge stated that the Donnelly Tract is available for purchase again and the committee recommends pursuing this property. No other business was brought up.

A motion was made by Mr. Ziegler, seconded by Mr. Stasik to send the recommendation of purchasing the Donnelly Tract to the Planning Agency. Stasik-Aye, Ziegler-Aye, Turner-Aye. Motion passed.

A motion to adjourn the meeting was made by Mr. Ziegler, seconded by Mr. Stasik. Stasik-Aye, Ziegler-Aye, Turner-Aye. Motion passed.

The next Board of Supervisor's meeting will be held on Monday, March 7<sup>th</sup>, 2011 @ 7:30 pm.

Respectfully submitted by,

Marcy Meitzler