

The meeting of the Douglass Township Board of Supervisors was called to order at 7:30 P.M. Attending were Chairman Fred Ziegler, Supervisors John Stasik and Fred Theil, Solicitor Paul Bauer, Robert Campbell, Mike Heydt, Pete Hiryak and approximately 13 residents.

Mr. Ziegler led us in the pledge of allegiance.

Mr. Ziegler asked if there were any changes, corrections, or comments on the minutes of May 7<sup>th</sup>, 2012 Board of Supervisors Meeting, Mr. Theil wanted to add that at the last meeting he neglected to mention that the non-uniform employees also made concessions. No other comments were given.

On motion by Mr. Theil, seconded by Mr. Stasik, the Board approved the minutes of the May 7<sup>th</sup>, 2012 Board of Supervisors Meeting with the addition of Mr. Theil's statement that he neglected to mention that the non-uniform employees also made concessions . Stasik-Aye, Ziegler-Aye, Theil-Aye. Motion passed.

#### **Ambulance Report – Gary Schmoltze**

The total number of calls for the month of April was 102; 46 calls were from Douglass Township. 73 patients were transported, 10 cancellations, 11 refusals, 2 Standby with Fire Department, 4 expired on scene, 1 no treatment required, and 1 no patient found. May 2012 certified four (4) new Red Cross Instructor for CPR & AED. We will be appointing two (2) members to head up community outreach team. They will handle training for outside agencies; they also will be interacting with youth and church groups and senior citizens groups. This information will also be posted on our website. We are accepting bids now from several ambulance manufacturers for replacement of our oldest vehicle 332-2. Truck is now ten (10) years old and provided GACAS with good service with the ten years but maintenance costs are starting to rise so vehicle should be replaced. Average cost for a replacement vehicle \$127,000.00 not including the equipment inside. Mr. Schmoltze compiled 3 years of stats for the Supervisors as requested. Mr. Theil asked how many volunteers do you have, Mr. Schmoltze replied 15 volunteers and 20 paid. Mr. Ziegler spoke for the entire Board by saying that GACAS is doing an excellent job. Mr. Sell asked whatever became of taking over the Barto area, Mr. Schmoltze replied that we have to do more research on that possibility. Mr. Ziegler asked if there were any other questions for Mr. Schmoltze, no one replied.

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

**Fire & Rescue Report presented by Chief Smith-** Fire report for April 2012: 1 fire, 3 brush/trash fires, 3 fire alarms/CO2 alarms, 1 vehicle rescue, 1 hazardous material, 9 assists to other departments, and 1 investigation for a total of 19 calls. The Fire Company was in service for 31 hours and 10 minutes. Members continued VRT training 16 hrs of Technician training in April, next month is the State tests. Chief Smith reminded the Board about the tabletop exercise at Global Advanced Metals (Cabot) along with Colebrookdale, Boyertown School District, and Chief Templin for the purpose of putting an emergency plan in place should there be an accident at Global Advanced Metals. It will be on June 13<sup>th</sup>, 2012 at 6:00 pm at the Global Advanced Metals administration building. Mr. Theil and Mr. Ziegler agreed to attend. Chief Smith stated that F&R is now conducting their training in the actual developments. Mr. Theil stated that he will be proposing an appreciation day for the emergency services. No other questions were asked.

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

**Police Department Report – Cpl. Steffie**

Statistics for April 2012 – 370 incidents reported, 4 reportable accidents, 10 non-reportable accidents, 22 criminal investigations, 7 criminal arrests, 274 traffic citations, 11 non-traffic citations, 1 parking ticket, 7,445 miles traveled, money received by the Township \$7,157.75. Cpl. Steffie stated that the individual statistics were given to the Supervisors. Mr. Ziegler asked if there were any questions for Cpl. Steffie, no one replied.

A motion to accept the police department report was made by Mr. Stasik, seconded by Mr. Theil. Stasik-Aye, Ziegler-Aye, Theil-Aye. Motion passed.

**Recycling Report presented by Andrew Duncan**

For the month of April 2012/May 2012: 1 load of cardboard to Reading, 3 loads of light iron to Pottstown, 1 load of aluminum to Pottstown. Mr. Duncan announced that we received a check from WeRecycle in the amount of \$357.46. The chipper was out to 6 residences for curbside chipping this month; all residences were exempt from payment. We still have mulch and leaf compost available for \$10.00 per scoop, and if you bring in the coupon from your trash bag inserts, the cost will be \$5.00 per scoop. One coupon is required per visit. I have been working on the PADEP 902 Recycling Grant over the past month and it is just about ready to be sent in. No questions were asked.

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

**Engineer's Report – Robert Campbell**

1. BUI/Jordan Drive Subdivision – Conditionally approved at the September 15, 2008 meeting. Resolution approved at October 6, 2008 meeting. Final plans submitted April 12, 2012. Met with the developer's engineer on May 17, 2012 to discuss requirements for recording plans. See Solicitor's Report.
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)-Staff meeting on November 15, 2011 to review layout and discuss potential concerns prior to developer going ahead with engineered plans.
4. 400 Gilbertsville Road – Conditionally approved at the May 16, 2011 Supervisors meeting. Received resubmission on January 31, 2012. Developer needs to address sewer easement description (exclusive sanitary sewer).
5. Hoffman Subdivision – Received sketch plans for 114 lot subdivision, with 17 lots all or partially in Douglass and the remaining lots in Washington Township. Prepared review letter dated June 28, 2011, revised July 5, 2011. Planning Commission is evaluating zoning concerns and will offer an opinion to the Township at a future date.
6. Berwind II – Received preliminary plans for 71 residential units. Prepared review letter dated December 5, 2011. Met with the Developer's Engineer on December 22, 2011 to review storm water design. Granted a 180 day extension.
7. Clover Hill – Property spans Washington Township and Douglass Township with 17.5 acres in Douglass Township. Douglass Township portion is Zoned R-1 and was originally submitted as a 13 lot subdivision. Developer now proposing to resubmit as a 3 lot subdivision with 2 lots as flag lots and a single access driveway off Niantic Road. Discussed at February 9, 2012 Planning Meeting. Planning Commission responded favorably. No plan submission received to date. Zoning issues will need to be addressed.
8. Quigley Bus Service – 290 Middle Creek Road – Presented before the Planning Commission meeting on February 9, 2012 and the main concern is traffic and logistics of moving a high volume of school buses from the location. Received plans dated January 2, 2012. Review letter dated March 1, 2012. The Zoning Hearing Board granted a use variance with conditions.
9. Wawa; Rt.100 and Grosser Rd. – Presented to Planning Commission at the February 9, 2012 meeting. Planning Commission responded favorably. No plan submission received to date.
10. Cobblestone Crossing-Phase 3- Beazer. Residential construction on-going.

11. Hartford Retail-Douglass Town Center – Performed follow-up site inspection for completion of maintenance punch list dated February 6, 2012. Hartford Retail has addressed all comments with a couple exceptions. Harford Retail will cut back the slope at the Holly Road access drive to improve the site distance; and tree replacement was delayed until trees were budding, but is now ready to be performed.
12. Market Street/Act 209 – Planning Commission wishes to bring revised plan before the Board for their recommendation. Revision includes eliminating the Long Property and obtaining a new median cut in Route 100 to the Gambone Tract bringing the road from Zern & Gambone tract out to Route 100. Mr. Kerns (Wawa) is trying to work with PennDot to allow changes at Rt.100 & Grosser Road and we could piggyback on that with a sketch plan to show our proposed intersection improvements. Mr. Campbell stated that it would cost \$1500.00 to prepare this sketch plan and Mr. Gambone has stated that he would be on board to help with the costs.

A motion was made by Mr. Ziegler, seconded by Mr. Theil to authorize Pennoni Associates to prepare a sketch plan, not to exceed \$1500.00, showing proposed intersection improvements to present to PennDot. Stasik-Aye, Ziegler-Aye, Theil-Aye. Motion passed.

Mr. Ziegler asked how long would this take to get moving after PennDot approvals; Mr. Campbell stated that it could possibly be two years out. Mr. Gambone really can't market this until PennDot gives approval. The Treasurer asked who should be billed for this sketch plan, Mr. Bauer stated that he feels confident that Mr. Gambone would contribute at least half the fee with the other developers also contributing during this process. The invoices and how they are distributed will be discussed at a later time.

13. Congo Road/Philadelphia Avenue Traffic Report – PennDot performed a traffic study and have requested that the Township consider installing new timing devices at both the Congo Road and Gilbertsville Road intersections. PennDot recommends new GPS timing devices and timing adjustments.

Mr. Campbell also stated that there was some discussion of the Frame property being included in the overlay district, presently it is not included. Mr. Bauer stated that if it were to be included there would have to be an amendment to the overlay.

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

### **Solicitor's Report – Paul Bauer**

**Zoning/Code Violations** – We received notification from District Justice Saylor's Office that a hearing has been scheduled on the Wayside Chapel Code Violations for Monday, June 4<sup>th</sup>, 2012. I have spoken with Pete, and we are coordinating which witnesses we will need. By the next BOS meeting we hope to have an update on the result of the hearing, it is a public hearing. Mr. Ziegler suggested talking with each witness separately. Mr. Bauer stated that we will take more pictures on the Friday before the hearing and someone from the Fire Company should be on hand at the hearing. There are multiple cars in disrepair, also safety and health issues. Mr. Bauer stated that if we present this properly the areas will be cleaned up however there is a possibility of an appeal. The Township received two letters from Attorney, Charles Markofski, indicating that he is representing the Gilbertsville Car Wash. In speaking with the Township staff, it is my understanding that there was a prior zoning hearing on this property and certain relief was granted. I will work with the Township staff to review those documents, and advise the BOS on how to proceed once we have the full file. I would like to discuss this matter further with the BOS in Executive Session. Mr. Bauer did not see a conflict of interest with Mr. Markofski representing the car wash. Mr. Bauer stated that we want to make sure that they are conforming to zoning. The letter in question is clearly not on Upper Pottsgrove letterhead. We will continue to work with Mr. Markofski to bring them into compliance.

**Abandoned Properties** – Recently it appears as if there are several properties throughout the Township that have been abandoned and in need of serious repair. Rather than listing the individual properties, I am working with staff to develop a procedure on how we should go about addressing these matters. Mr. Bauer stated that a property maintenance code is needed to make it easier to enforce these matters.

A motion was made by Mr. Ziegler, seconded by Mr. Stasik to authorize Garner & Bauer to draft a property maintenance code for the Planning Agency to review. Stasik-Aye, Ziegler-Aye, Theil-Aye. Motion passed.

Mr. Bauer stated that with this economy you will see more & more foreclosures and abandonments and this will help with property maintenance and applauds the Boards efforts. Mr. Brumwell asked how many distressed properties are there, Mr. Bauer replied that we have gotten four in the last week and a half. Mr. Brumwell asked if it is worth it, Mr. Bauer replied yes, it is used when needed for these distressed properties; many municipalities have it and do not misuse it. It is a tool to help municipalities deal with these types of neglected properties.

**Bui Minor Subdivision** – I had a meeting with Pete, Bob Campbell and the applicant's engineer. This minor subdivision was approved by the BOS as a conditional Final Plan Approval on October 6, 2008. The applicant is now looking to move forward with recording of the plans. I will work with the Township staff to ensure that the applicable traffic impact fees are paid in advance of recording and the requisite easements are recorded. I will keep the Board Posted on the progress. No questions were asked.

Applications which are pending but inactive:

Danny Jake – Hallowell	inactive 2 years
Cobblestone Commons	inactive 1 year
Bui Jordan Drive	inactive 1-1/2 years

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

**Mike Heydt presented the Highway Report** – (April 17, 2012 – May 21, 2012) Fixed potholes with cold patch. Working on pipe work in front of Gilbertsville Ambulance. Installed shed and wall at park. Roadside mowing for 3 weeks. Weedwhacking bridges for 3 weeks. Finished siding on new buiding. Replaced oil tank on truck 6. Also sold old snow fencing for \$375. Mr. Heydt stated that he would like to remove old building that is falling down, we now have a license from DEP allowing us to remove debris, Mr. Ziegler authorized Mr. Heydt to demolish the old building and remove debris.

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

**Mike Heydt presented the Zoning Report** – Mr. Heydt stated that he received reports that more cars were added to the Mill Street property, Mr. Theil, the Manager, and himself visited Mr. Adams and found that cars from the back of the property were moved to the front, nothing new was brought in to the property. He is moving along and was told that he has until the end of the year to clean up the property.

A motion was made by Mr. Theil, seconded by Mr. Stasik to accept the Zoning Report. Stasik-Aye, Ziegler-Aye, Theil-Aye.

**Old Business/New Business**

Open Space – Mr. Romig stated that the committee discussed the trout rodeo for next year. Mr. Mashintonio has agreed to allow the use of his property for the rodeo. There was a discussion on whether the Township should purchase a property on Lone Pine Road for open space however the residents agreed that it would not be of use to the Township. The committee recommends to stop the pursuit of the property. The Supervisors agreed not to pursue the property for open space. There was discussion on the hunting issue, the residents do not want hunting on any open space property and would like rules and regulations specifically for open space property adopted by the Township. The Chairman stated that he was told the Grouse Hollow Hunting Club located next to Keller Woods was used for hunting but people had to pay to hunt on the property. The Board will review the Township's existing rules and regulations for parks and open space properties.

A motion was made by Mr. Theil, seconded by Mr. Stasik to accept the Open Space report. Stasik-Aye, Ziegler-Aye, Theil-Aye. Motion passed.

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

The treasurer stated that the unpaid bills totaled \$131,312.25 and asked for the Board's authorization to pay the bills. Unusual items are Academi for police education, Boyertown Area YMCA for Douglass Parks Summer Camp, Computerized Reporting Services for zoning hearing stenography, Crafcro Inc., Herbein+Co for 2011 audit of tax collector and Township, Hydrocon Services, Inc. for well monitoring, Rinox Pavers LLC for retaining wall in park.

A motion was made by Mr. Ziegler, seconded by Mr. Theil to authorize payment of the bills. Stasik-Aye, Ziegler-Aye, Theil-Aye. Motion passed.

The website, using content management system, is now live. We received training on Tuesday, May 15<sup>th</sup>. The PA Department of the Auditor General completed the audit of the Township's pension plans. The audit covered the period of January 1, 2009 through December 31, 2011. An exit conference was held on May 15, 2012. Attending the exit conference were myself, Pete Hiryak, Supervisor Theil and Supervisor Stasik. We will be purchasing the Microsoft SQL Server software. This software is necessary for the upgrade to the new version of Metro Alert for the police department. The quote for the software is \$1,869.63. When the software is in place, Metro Technology Services, Inc. will be providing the upgrade of Metro Alert to Version 2, the LEJIS Interface, data migration, and remote training. The software and services are to be provided for at no cost to the Township, paid for by grant. The software and services are valued at \$4,750.00. The Treasurer gave the Board a list of budget amendments and asked for approval. Mr. Ziegler asked if there were any questions, no one replied.

A motion by Mr. Stasik, seconded by Mr. Theil to approve the Treasurer's recommended budget amendments. Stasik-Aye, Ziegler-Aye, Theil-Aye. Motion passed.

A motion by Mr. Ziegler, seconded by Mr. Theil to accept the Treasurer's report. Stasik-Aye, Ziegler-Aye, Theil-Aye. Motion passed.

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

1. The Manager reviewed the upcoming meetings as follows: PMRPC meeting on Wednesday, May 23<sup>rd</sup> @7pm (Pottstown Borough Hall) Mr. Theil and Mr. Reitz will be attending. Board of Supervisors Monday, June 4<sup>th</sup> @ 7:30pm/supervisors Agenda/Executive Session 7pm – Mr. Haddad will attend Executive Session regarding Superior Water Agreement. ZHB Tuesday, June 5<sup>th</sup> @ 7:30pm – McDevitt, proposed Day Care Center at 429 Hoffmansville Rd. (former Pine Tree Deli), Mr. Ziegler asked Solicitor Bauer and Mr. Heydt to attend the hearing.

Wednesday, June 13<sup>th</sup> @ 6pm meeting at Global Advanced Metals (Cabot 1223 County Line Road) Mr. Ziegler, Mr. Theil, and Chief Templin will attend. The manager will RSVP.

2. The Township's website is now operational; it is a work in progress, staff will update the pictures on the website's home page.

The manager stated that the sign should be installed this week; the installer is behind schedule because of the rain. Mr. Ziegler asked the manager to check into the cost to purchase iPad2's for two of the Supervisors and the manager; the manager replied that he will look into the cost.

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

### **Public Comment**

Carl Hiryak read a brief statement concerning the conduct of certain individuals at the last meeting. No other comments were given.

A motion to adjourn the meeting at 9:13pm was made by Mr. Theil, seconded by Mr. Stasik. Stasik-Aye, Ziegler-Aye, Theil-Aye. Motion passed.

The next Board of Supervisor's meeting will be held on Monday, June 4<sup>th</sup>, 2012 @ 7:30 pm.

Respectfully submitted by,  
Marcy Meitzler